

Updating Your **Sharing Hope** Pledge

Log in to CCB and click on Go to my profile ...

The screenshot shows the homepage of the Autumn Ridge Church website. At the top, there is a navigation menu with links for Home, Groups, Calendar, Messages, People, Give, and More. On the right side, there are links for Help, Settings, and Logout. Below the navigation, a welcome message reads: "Welcome to the online community for Autumn Ridge Church. Through this resource, you can receive the most up-to-date information about the ministries of the church as well as stay in touch with friends in your ministry team or small group. Please take time to update your profile, upload your picture and contact others in your group. If you" A user profile for "TJ" is visible on the right, with a "Go to my profile" link.

Click on the Financial tab in your profile page ...

The screenshot shows the profile page for Mr. TJ Schultz. The profile includes a photo, contact information such as phone numbers and an email address (tj@aridge.org), and an address. At the bottom of the profile, there is a navigation bar with tabs for Activity, Family, Notes, Info, Involvement, and Financial. The Financial tab is highlighted.

Scroll down until you see “My Giving Schedules” part of the screen. Look for the line that says Sharing Hope and click on the Stop Sign to stop the current schedule ...

If this area is blank, or nothing is listed for Sharing Hope, you can skip to the next step on Creating a Recurring Gift, below.

The screenshot shows a table titled "My Giving Schedules". The table has columns for Designation, Amount, Next, Freq, Rem, Last, and Stop. The "Sharing Hope" row is highlighted, and a "Stop gift schedule" button is visible next to it.

Designation	Amount	Next	Freq	Rem	Last	Stop
Regular Giving		Apr 5, 2011	2w		Settled	 
Sharing Hope		Apr 5, 2011	2w		Settled	 

Starting a New **Sharing Hope** Pledge

Scroll back up to the top of the screen (if your browser didn't put you there already) and click on the Give tab ...



The screenshot shows the top navigation bar of the Autumn Ridge Church website with the 'Give' tab highlighted. Below the navigation bar, there are two main sections: 'One-time gift' and 'Schedule a repeating gift'. Under 'One-time gift', there are two options: 'Bank/credit card' (highlighted) and 'Checking account'. Under 'Schedule a repeating gift', there is one option: 'Bank/credit card'.

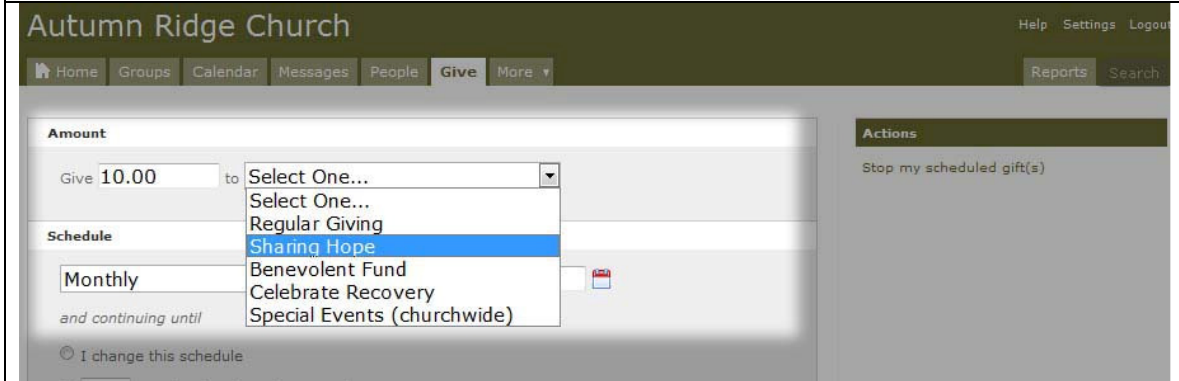
One-time gift

- Bank/credit card**
Give your gift instantly!
Your gift will be immediately credited to your church's account.
- Checking account**
Save your church money!
Each credit card transaction costs your church an average of 3-5% of your gift. This is \$30-\$50 per \$1000 given that your church does not receive.

Schedule a repeating gift

- Bank/credit card**
Your gift will be credited to your church's account as often as you choose.

Fill in your new pledge amount. Click on the down arrow to select Sharing Hope from the category list ...



The screenshot shows the 'Give' form on the Autumn Ridge Church website. The 'Amount' field is set to '10.00'. The 'Schedule' dropdown menu is open, showing options: 'Select One...', 'Regular Giving', 'Sharing Hope' (highlighted), 'Benevolent Fund', 'Celebrate Recovery', and 'Special Events (churchwide)'. The 'Actions' section on the right has a button labeled 'Stop my scheduled gift(s)'. The 'I change this schedule' radio button is selected.

Amount

Give 10.00 to **Select One...**

Schedule

Monthly and continuing until

I change this schedule

Actions

Stop my scheduled gift(s)

Select how often you want the giving to occur and then click on the calendar icon to choose your starting date ...


Autumn Ridge Church

Home Groups Calendar Messages People Give More ▾

Amount

Give to ▾

Schedule

▾ starting on 

- Monthly
- Weekly
- Every two weeks
- Monthly
- Quarterly
- Annually


Autumn Ridge Church

Home Groups Calendar Messages People Give More ▾

Amount

Give to ▾

Schedule

▾ starting on 

and continuing until

I change this schedule

contributions have been made

Billing Information

? **April, 2011** x

« Today »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Mon, Apr 11						

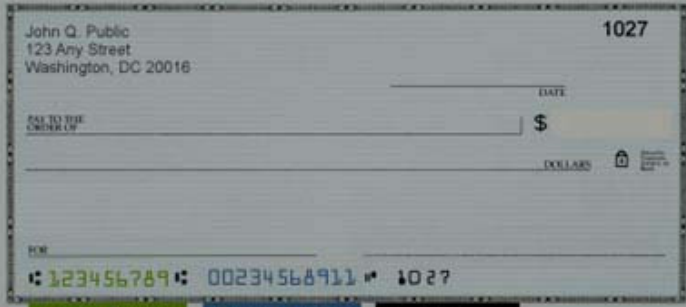
Make sure your contact information is correct – this should already be filled in for you ...

Billing Information

First Name Last Name

(507)

Checking Account Information



John Q. Public
123 Any Street
Washington, DC 20016

1027

DATE

PAY TO THE ORDER OF \$

DOLLARS

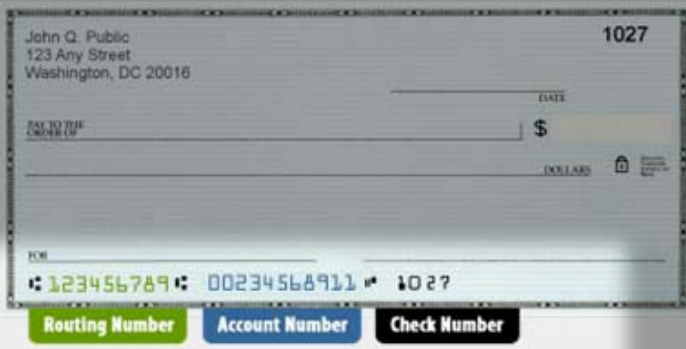
123456789 002345678911 1027

Routing Number Account Number Check Number

Routing # Account #

Fill in the your bank's routing number (the area indicated in green) and your account number (shown in blue) ...

Checking Account Information



John Q. Public
123 Any Street
Washington, DC 20016

1027

DATE

PAY TO THE ORDER OF \$

DOLLARS

123456789 002345678911 1027

Routing Number Account Number Check Number

Routing # Account #

Authorization Confirmation

I authorize and request Autumn Ridge Church to debit the given account for the amount and per the schedule indicated above. I understand that I can contact Autumn Ridge Church at any time to cancel any future automatic contributions that have not yet started being processed.

Cancel or

Click on the checkbox in the Authorization Confirmation section and then click on Submit ...

THANK YOU for giving to Sharing Hope electronically.