



WORD For Life Church Ministries
11519 Fort Washington Road
Fort Washington, MD 20744

Rev. Larrin Robertson, Pastor

INSTRUCTIONS FOR ENTERING YOUR YEAR 2026 PLEDGES IN YOUR REALM PROFILE



2 Corinthians 9:7 (NIV) says, **"Each of you should give what you have decided in your heart to give, not reluctantly or under compulsion, for God loves a cheerful giver."**



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How to Enter Your 2026 Pledge in Realm

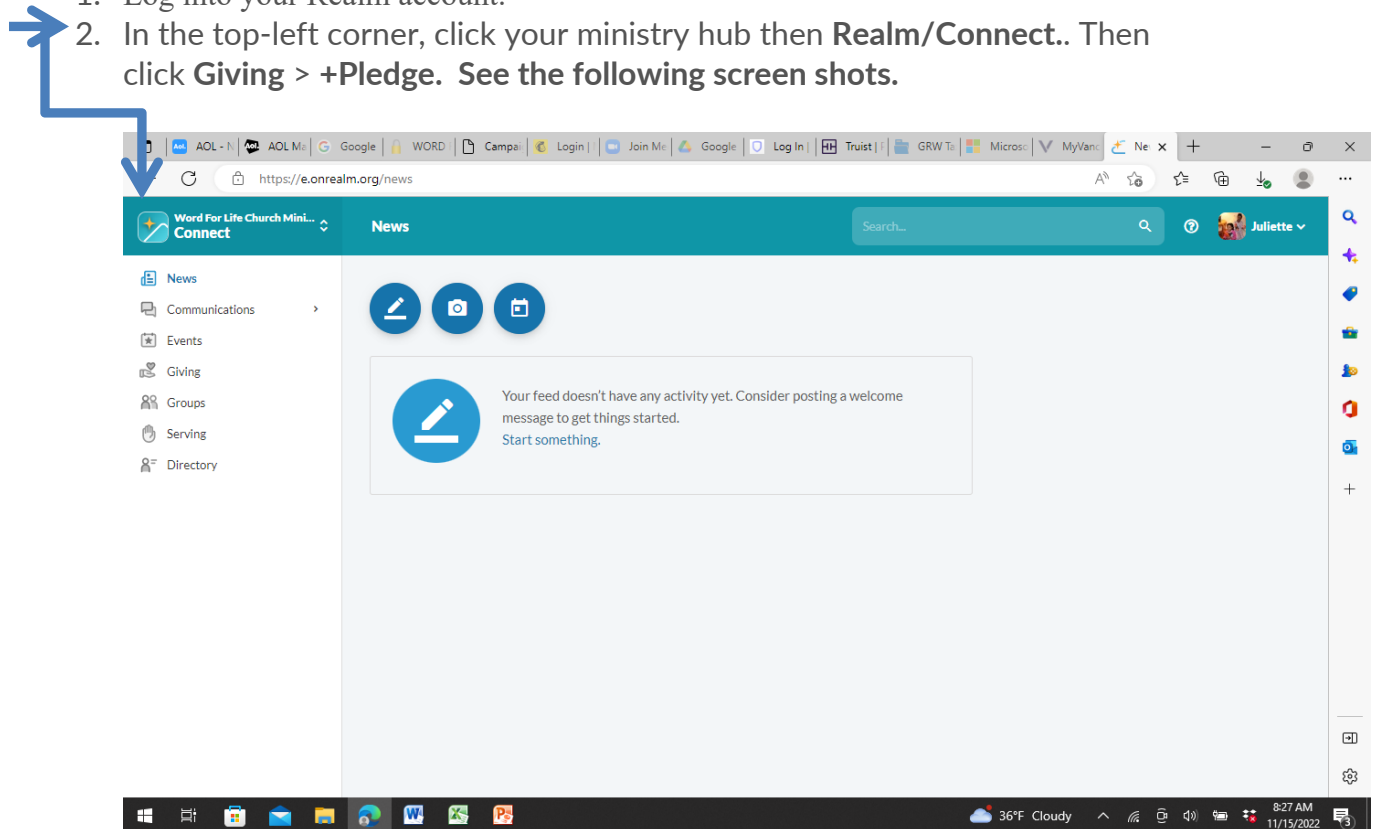
Helpful Information

By adding pledges to your campaign, you can track your pledge progress throughout the year for each pledge category. Realm tracks the progress each individual makes in meeting his or her pledges toward a campaign.

Contributors can see the status of their pledges on the Giving tab of their profile page.

Instructions for entering your Year 2026 pledges.

1. Log into your Realm account.
2. In the top-left corner, click your ministry hub then **Realm/Connect..** Then click **Giving > +Pledge**. See the following screen shots.

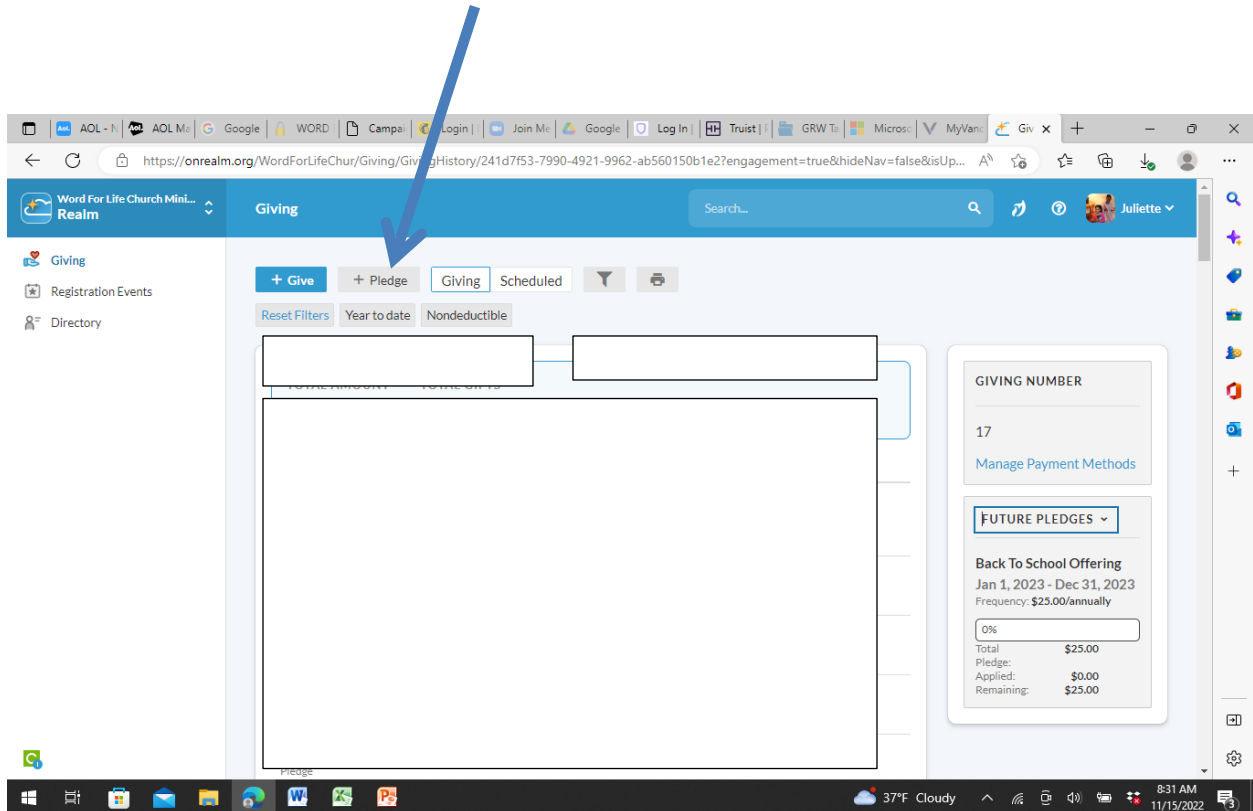




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The next screen that will appear will be for beginning the process of entering your Year 2026 pledges. In this window click “+Pledge”.



The next window that will appear is the following. In this window you will begin the process of entering your pledge *for each pledge category*.



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A screenshot of a web browser displaying the online giving interface for Word For Life Church Ministries. A modal window titled "Which campaign would you like to pledge to?" is open, showing eight blue buttons for different campaigns: Building, Church Anniversary, Fellowship Hall Bldg Fund, Missions, Offering, Pastor's Anniversary, Tithe, and Vision Fund. Each button includes the date range "Jan 1, 2023 - Dec 31, 2023". A blue arrow points from the "Tithe" button to the text in step 3 below. The background shows a sidebar with "Giving", "Registration Events", and "Directory" links, and a main area with a "GIVING NUMBER" of 17 and "FUTURE PLEDGES" section showing a "Back To School Offering" with a frequency of \$23.00/annually. The Windows taskbar at the bottom shows the time as 8:36 AM on 11/15/2022.

3. To begin entering your pledges you must select a fund name and then click the fund name. For example "**Tithe**". In this example when you click "Tithes" the following entry fields will appear.



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Enter here the amount that you pledge to give either weekly, monthly or annually, etc.

Indicate here if you are pledging to give the above amount weekly, monthly or annually, etc. You must click your giving frequency.

The total will automatically appear here.

Tithe
Word For Life Church Ministries

How much would you like to pledge?

Amount
\$0.00

AS CAN SET A SCHEDULE

ONCE A WEEK EVERY 2 WEEKS ONCE A MONTH TWICE A MONTH EVERY 3 MONTHS ANNUALLY

Start Date 1/1/2023 End Date 12/31/2023

SUMMARY \$0.00 once a week \$0.00 total pledge

Cancel Save Pledge

GIVING NUMBER
17
Manage Payment Methods

FUTURE PLEDGES
Back To School Offering
Jan 1, 2023 - Dec 31, 2023
Frequency: \$25.00/annually

Total Pledge: \$25.00
Applied: \$0.00
Remaining: \$25.00

4. After completing the above steps for entering the pledge you should click “**Save Pledge**” and you will see the following confirmation after entering each pledge. Then, you should click the “**Finish**” button and you have completed the entry for that pledge category.

Thank you for adding your pledge of
\$100.00

Frequency: annually from Jan 1 - Dec 31, 2023

Total Pledge: \$100.00

You will receive an email confirmation for this pledge.

Finish

Before you go...

☐ Add an online gift to fulfill this pledge.



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NOTE: The example given above is for "Tithes" and you will have to follow the above steps to [enter a pledge for each pledge category](#).

IMPORTANT NOTES

- =====
1. **NOTE:** As you enter a pledge and have saved the pledge, it no longer appears as a pledge on the list. The list updates to show remaining pledges that you can pledge to. As you add your pledges for Year 2026 they appear in your "Giving" profile as shown in the screen below.

The screenshot displays the 'Giving' profile page for a user named Juliette. The page has a blue header with the church name and a search bar. Below the header, there are tabs for '+ Give', '+ Pledge', 'Giving', and 'Scheduled'. The 'Giving' tab is active, showing a table with columns for Gift Date, Gift Type/Ref#, Fund, and Amount. To the right of the table, there is a 'GIVING NUMBER' section with the number 17 and a 'Manage Payment Methods' link. Below this is a 'FUTURE PLEDGES' dropdown menu, which is highlighted by a blue arrow. The dropdown shows a pledge for 'Back To School Offering' from Jan 1, 2023 to Dec 31, 2023, with a frequency of \$25.00/annually. The total pledge is \$25.00, with \$0.00 applied and \$25.00 remaining.

Your
2026
pledges
appear
here as
you add
each to
your
giving
profile.

2. **NOTE:** After you click "Save Pledge", you cannot amend the amount or the frequency. You will have to contact Dea. Robert Murphy and he can make your desired changes to your pledge. You can contact Dea. Murphy on his email account at Rmur749@aol.com or by telephone on (240)535-1453.
3. **NOTE:** You will receive a separate email that summarizes your pledge for each giving fund.