



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.

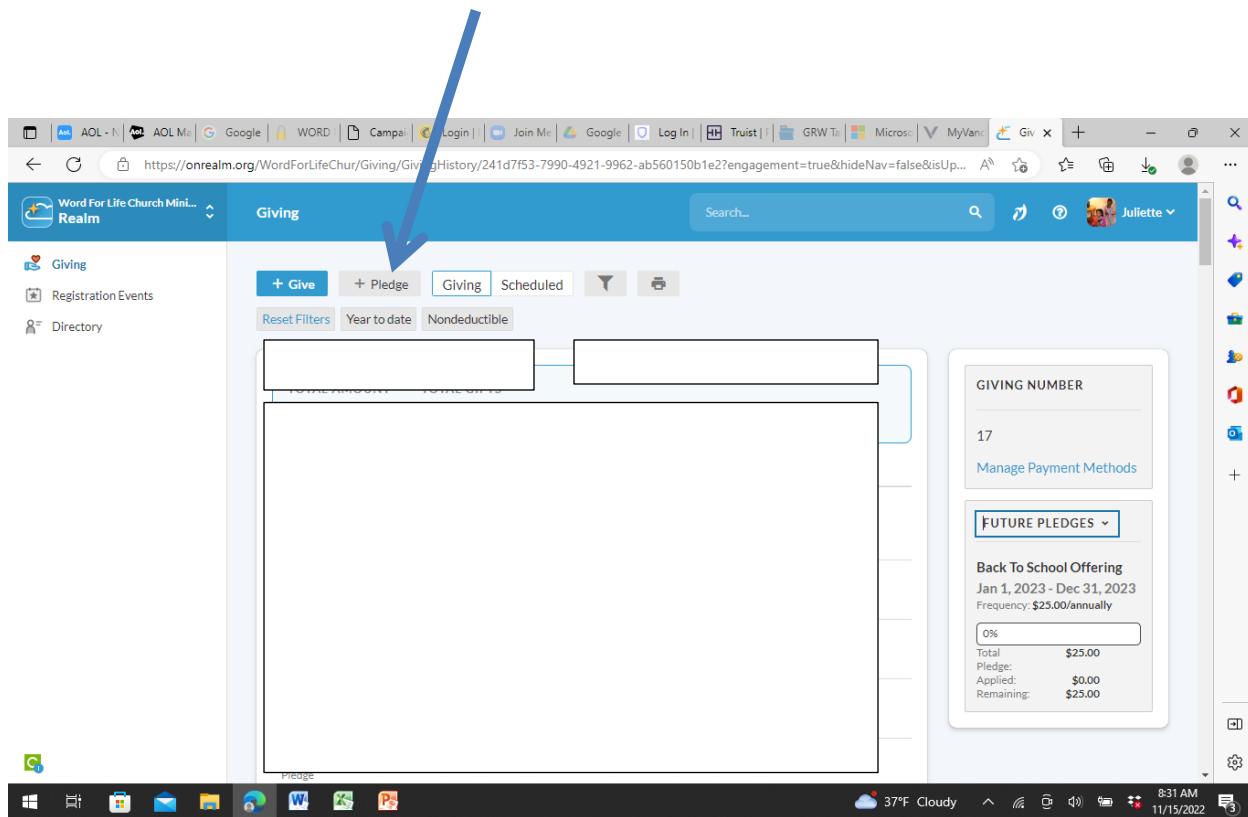
A screenshot of a web browser displaying the WORD For Life Church Ministries Connect website. The URL in the address bar is https://e.onrealm.org/news. The page has a teal header with the ministry's name and a 'Connect' button. On the left, there's a sidebar with links for News, Communications, Events, Giving, Groups, Serving, and Directory. The main content area shows a 'News' feed with a large 'Start something' button and a message: 'Your feed doesn't have any activity yet. Consider posting a welcome message to get things started.' The browser's taskbar at the bottom shows various open tabs and system icons.



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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”.



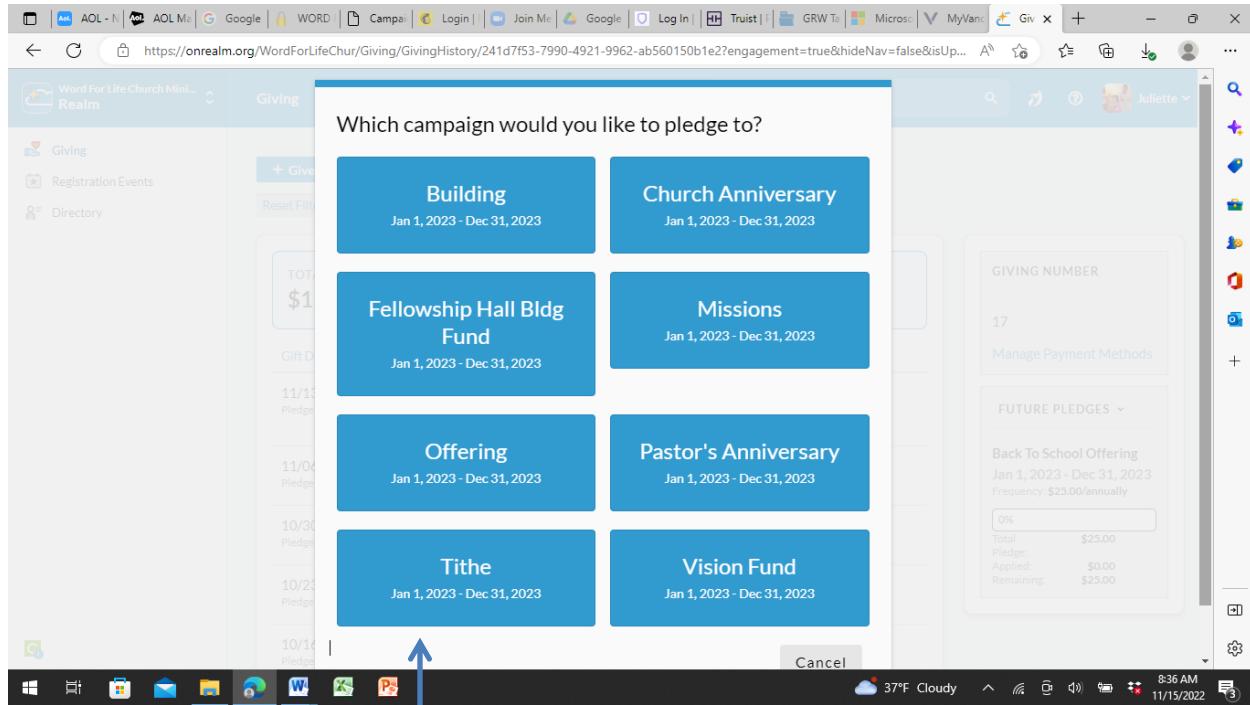
A screenshot of a web browser showing the "Giving History" page for WORD For Life Church Ministries. The URL in the address bar is <https://onrealm.org/WordForLifeChur/Giving/GivingHistory/241d7ff3-7990-4921-9962-ab560150b1e2?engagement=true&hideNav=false&isUp...>. The page has a blue header with the church logo and the word "Giving". Below the header, there are buttons for "+ Give", "+ Pledge", "Giving" (which is highlighted in blue), and "Scheduled". There are also buttons for "Reset Filters", "Year to date", and "Nondeductible". To the right, there is a sidebar with "GIVING NUMBER" (17) and "Manage Payment Methods". Below that is a "FUTURE PLEDGES" section for "Back To School Offering" (Jan 1, 2023 - Dec 31, 2023, Frequency: \$25.00/annually) with a progress bar at 0% and a table showing Total: \$25.00, Pledge: \$0.00, Applied: \$0.00, and Remaining: \$25.00. The bottom of the screen shows a Windows taskbar with various icons and the system tray.

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 computer screen showing the WORD For Life Church Ministries giving history page. The page displays a list of campaign options for pledging. The campaigns listed are: Building (Jan 1, 2023 - Dec 31, 2023), Church Anniversary (Jan 1, 2023 - Dec 31, 2023), Fellowship Hall Bldg Fund (Jan 1, 2023 - Dec 31, 2023), Missions (Jan 1, 2023 - Dec 31, 2023), Offering (Jan 1, 2023 - Dec 31, 2023), Pastor's Anniversary (Jan 1, 2023 - Dec 31, 2023), Tithe (Jan 1, 2023 - Dec 31, 2023), and Vision Fund (Jan 1, 2023 - Dec 31, 2023). A blue arrow points upwards from the bottom of the screen towards the "Tithe" option in the list.

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.

How much would you like to pledge? **\$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

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

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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 shows a computer screen with a browser window open to the WORD For Life Church Ministries website. The URL is https://onrealm.org/WORDForLifeChur/Giving/GivingHistory/241d7f53-7990-4921-9962-ab560150b1e2?engagement=true&hideNav=false&isUp... The page is titled 'Giving' and shows a list of pledges. On the right side, there is a sidebar with a section titled 'FUTURE PLEDGES' containing a table for the 'Back To School Offering'. The table shows the following data:

Frequency	Total Pledge	Pledged	Remaining
\$25.00/annually	\$25.00	\$0.00	\$25.00

A blue arrow points from the text on the right to this 'FUTURE PLEDGES' section. The right sidebar also includes a 'GIVING NUMBER' section with the number 17 and a 'Manage Payment Methods' button. The top of the screen shows a standard Windows taskbar with various icons and the date/time (8:31 AM, 11/15/2022).

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](mailto: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.