

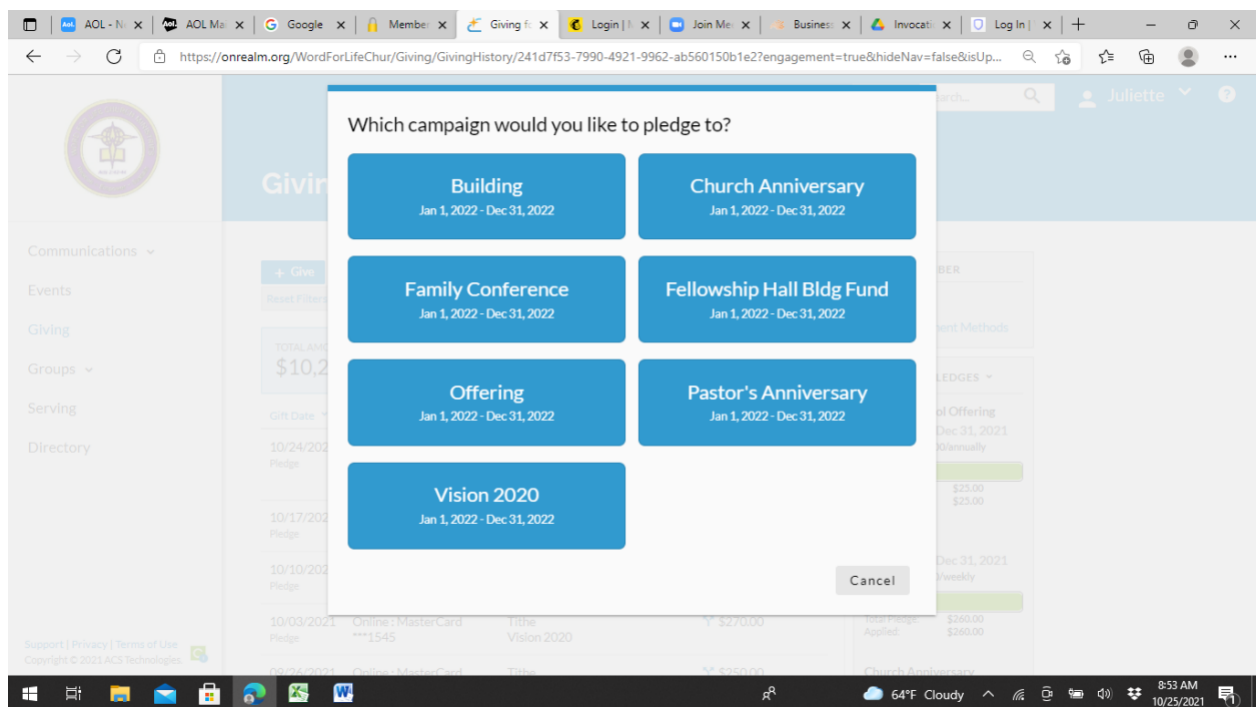


WORD For Life Church Ministries  
11519 Fort Washington Road  
Fort Washington, MD 20744

# How to Set up a Pledge in Realm

## *Set up your pledge information.*

- Log into your Realm account.
- Click “Giving” on the main menu.
- Click “+ Pledge”. You must click this to make a pledge for each giving fund.
- The list of pledges (10 of them) will appear as shown below. **Note:** Tithes, Missions and Back to School do not appear in the example below but will appear when you begin entering your pledges.



1. Click on one of the pledge funds (in blue) and the next screen that appears; enter your pledge information for that specific pledge.
2. Enter the amount you want to pledge. Your pledge total displays at the bottom.
3. Select the frequency at which you want to pledge. Above and Beyond pledges are “annual” giving frequency.
4. Click “Save Pledge”. This saves your pledge for the selected fund.

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NOTES: As you enter a pledge and once you have saved the pledge, it no longer



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appears as a pledge in list shown above. The above list updates to show remaining pledges that you can contribute to.

5. 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.
6. NOTE: You will receive a separate email that summarizes your pledge for each giving fund.