


Updating Gifts in Realm

Updating an Existing Payment Schedule in Realm

These are the steps needed to update a payment schedule in Realm. For example, if you have been giving \$100 a month from your checking account and you want to increase or decrease that amount then these are the instructions.

Step 1 (Sign In to Realm)


- Go to URL address <https://onrealm.org> on your browser
- Enter your Email Address and Password. If you don't remember your password, enter just your email address and click on the "Forgot your password?" link and follow instructions.



Realm is ChMS 2.0

Fully cloud. Fully awesome.

Now churches can administer information about people, contributions, giving, groups and more from anywhere on any device.



Realm helps churches become more effective with ministry.

[Learn more](#)

Sign In

Email Address

Password

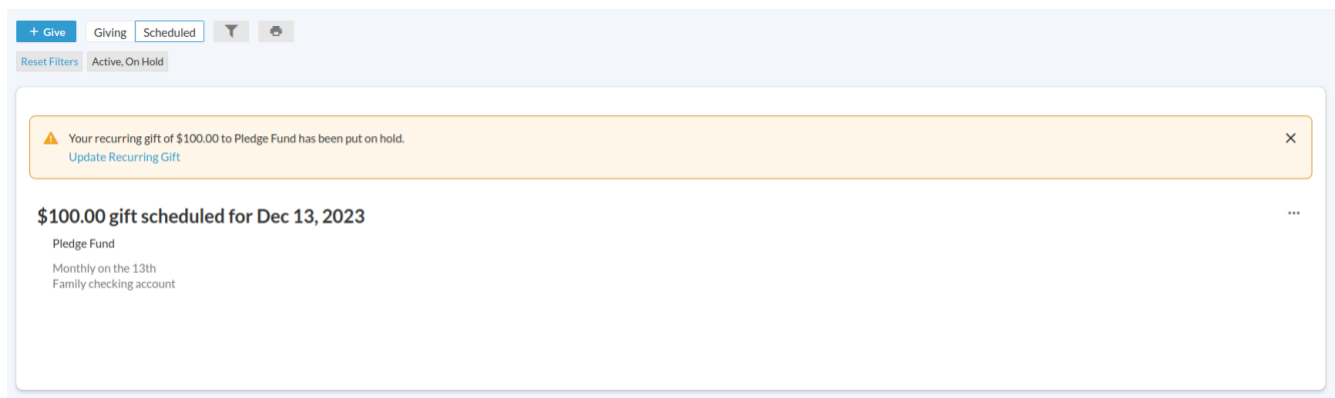
[Sign In](#)

[Forgot your password?](#)

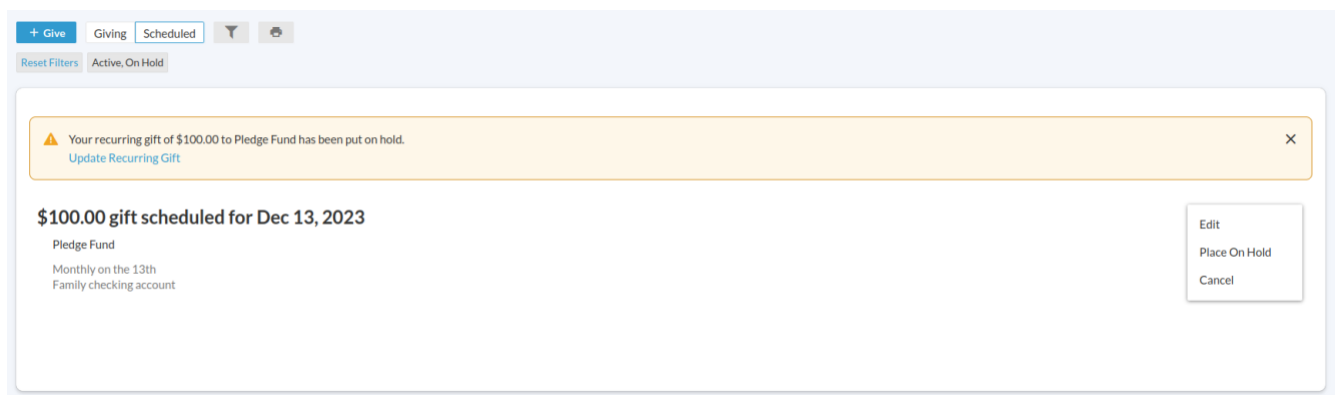
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Step 2 (Update existing gift schedule)

- When you have logged in, you will see your profile information. If it is incorrect you may update it yourself or contact our Church Administrator to update it.
- Click on “Giving” to the right of your picture.
- You should now see a history of the gifts you have given to St. Patrick’s recently.
- Click on “Scheduled” at the top of the screen. This will produce a list of all the scheduled gifts you have defined. In this example a \$100 gift has been scheduled each month on the 13th from the checking account for a total of \$1200 a year.



- To update the amount of the gift, the fund to which the gift is going or the date on which the gift is given, click on the three dots on the right side of the window and click on “Edit”. If you want to change the frequency of the gift, click on “cancel” to delete this schedule and then go through the process of creating a new gift schedule.



How much would you like to give?

Amount
\$100.00

Fund
Pledge Fund

+ Another Fund

GIVE ONCE

GIVE MULTIPLE TIMES

EVERY WEEK

EVERY 2 WEEKS

EVERY MONTH

TWICE A MONTH

EVERY 3 MONTHS

Start date
Today

+ END

i This will not complete your pledge to Pledge Fund within 01/01/2024 - 12/31/2024

SUMMARY

\$100.00
every month

Cancel

Continue

- From here it is similar to when your initial gift was defined. You can update the amount, the fund and the date on which the gift is given.
- When you have updated your information click on “Continue”.
- On the next screen verify the account from which the money will be taken then click on the “Save” button.
- On the next screen click on “Finish”.
- You will be brought back to the list of your defined gift schedules. You may notice the wording saying your gift schedule is on hold. It may take a day for this wording to be updated.

Giving

+ Give

Giving

Scheduled

Reset Filters

Active, On Hold

Your recurring gift of \$100.00 to Pledge Fund has been put on hold.

[Update Recurring Gift](#)

\$120.00 gift scheduled for Dec 15, 2023

Pledge Fund

Monthly on the 15th

Family checking account

- You are done updating your gift schedule.