

How to Give Online

 churchcommunitybuilder.force.com/s/article/How-to-Give-Online

About Giving in Church Community Builder

To access everything Giving in Church Community Builder (CCB), click the **Give** option in the left navigation menu of your CCB page.

The Give Tab

- This tab allows you give online to your church.

The Schedules/History Tab

- This page will show **past gifts** and any **scheduled repeating gifts** you have.
Click **Cancel** to stop repeating gift.
- Primary Contacts and Spouses can view repeating gifts and transactions for their family members via the **Family view** tab.
- Take advantage of the quick access to your **Giving Statement** report.

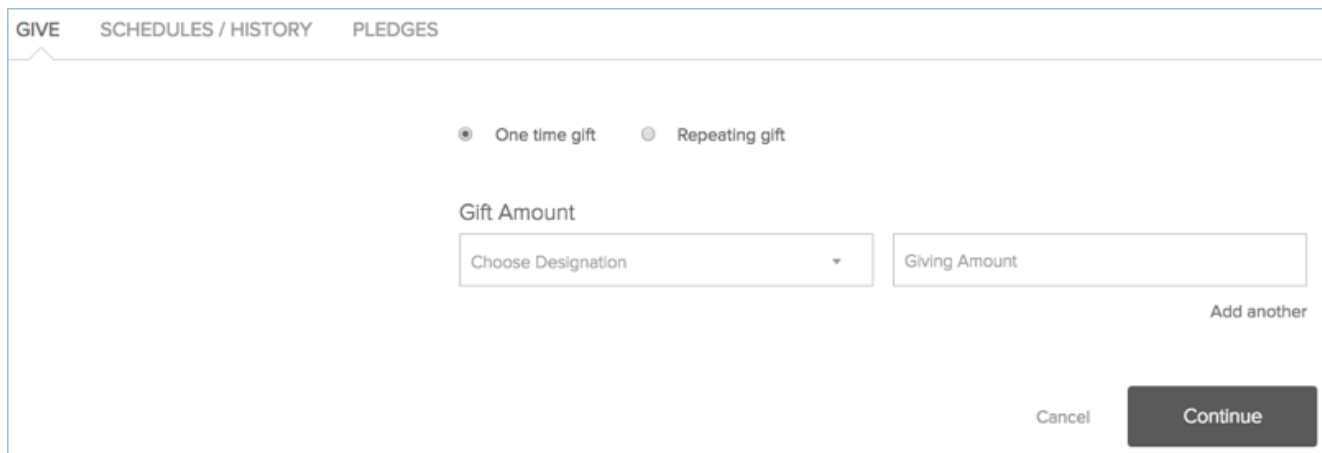
The Pledge Tab--Please note, HCC does not currently use Pledges

There are two ways to give through Church Community Builder:

- Giving while **logged in** (repeat, or automatic giving is only available logged in)
- Giving while **logged out** (referred to as *Public Gifts*)

How to Give Logged-In

1. Click **Give** in the left navigation menu.
2. First select either **One-time** or **Repeating Gift**.



The screenshot shows a web interface for making a gift. At the top, there are three tabs: 'GIVE', 'SCHEDULES / HISTORY', and 'PLEDGES'. Below the tabs, there are two radio buttons: 'One time gift' (which is selected) and 'Repeating gift'. Underneath, the text 'Gift Amount' is displayed. There are two input fields: a dropdown menu labeled 'Choose Designation' and a text input field labeled 'Giving Amount'. To the right of the 'Giving Amount' field is a link that says 'Add another'. At the bottom right, there are two buttons: 'Cancel' and 'Continue'.

Tip: You can select **repeating gift** and choose a future date to give a one-time gift **in the future**.

3. Use the drop down arrow to **select the gift designation**.
4. **Enter the Amount** of the Gift.
5. You can **split** your gift by clicking the **Add Another** link,
6. Click Continue
7. Next, select Checking Account or Debit/Credit Card by clicking the Payment Type line.

Payment Information

Payment Type

Checking Account

First Name

Jacob

Last Name

Stone

Street

_5810 Palmer Park Boulevard

City

Colorado Springs

State

CO

Postal Code

80915

Email

trainingets123@gmail.com

Update profile with this contact information.

PAY TO THE ORDER OF \$

⑆ 23456789 ⑆ 123456789012 1234

Routing Number Account Number Check Number

Routing Number

Account Number

Confirm Routing Number

Confirm Account Number

Save payment information for future use.

I authorize ETS to debit my account for the amount indicated above. I understand that I can cancel any future automatic payments myself by going to the Financial tab in my profile.

Back

Continue

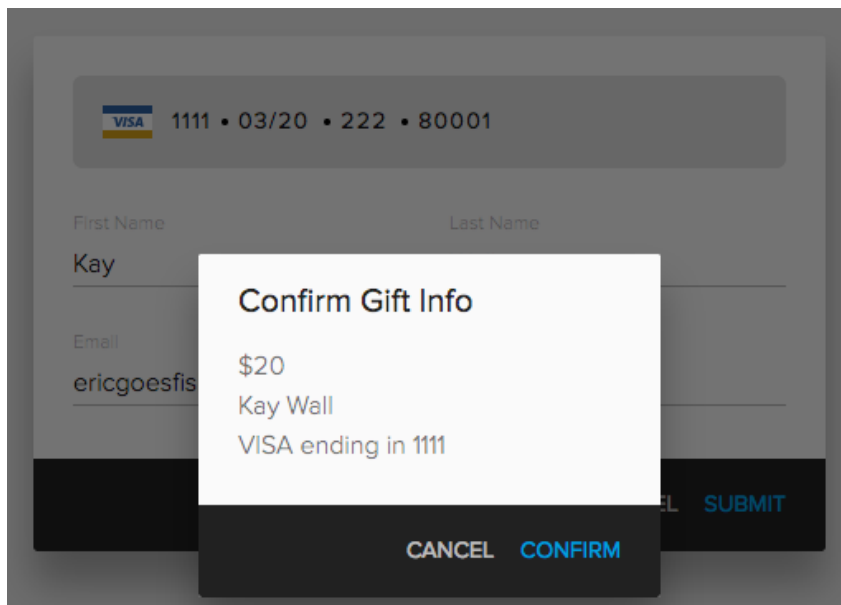
8. Your contact information is loaded from your profile.
9. Make any changes necessary:
 - For Debit/Credit Card gifts, enter your card info.
 - The Save Information check box is only available for one-time gifts.
 - For Checking Account gifts, enter your checking account information.
 - ACH gifts normally take 2—3 days to process completely so plan end of year giving accordingly.

How to Give Logged Out

1. Go to www.heath.church
2. Click GIVE at the menu at the top of the page
3. Click Give a One-Time Gift
4. Next, enter the gift designation and the amount.
5. If you would like to split the gift, click the blue +.
6. Click Next.
7. Start typing in your credit card number and the system will prompt you to fill out the date, cvv, expiration date and zip code all on the same line.
8. Enter your First, Last name and your Email.

Tip: You must login to either give via ACH or use your saved billing info.

8. Clicking **Submit** will take you to the confirmation page.
9. You will see a pop-up confirming the amount and the last four of your credit/debit card.



10. Click **Confirm** to finalize process.

How to Edit or Stop Repeating Gifts

Tip: To edit an existing repeating gift (change amounts/frequency, etc.), you must stop the current gift and create a new repeating gift.

Stopping Your Own Repeating Gift from the Give Menu (Preferred)

1. Click the **Give** menu in the left navigation menu.
2. Click on the **Schedules/History** tab.
3. Click the Cancel link by the repeating gift you wish to stop.

GIVE SCHEDULES / HISTORY PLEDGES

Individual Family Giving Statement

REPEATING GIFT SCHEDULES

Campus	Designation	Amount	Next	Frequency	Rem	Last Msg	
Equipping the Saints	General Fund 2017	\$3.00	Feb 25, 2018	Monthly		Created	Cancel

Created: Jun 20, 2017
Payment Type: CREDIT
Notes: Schedule Created

Dropdown menu: Show Active, Show Inactive, Show All