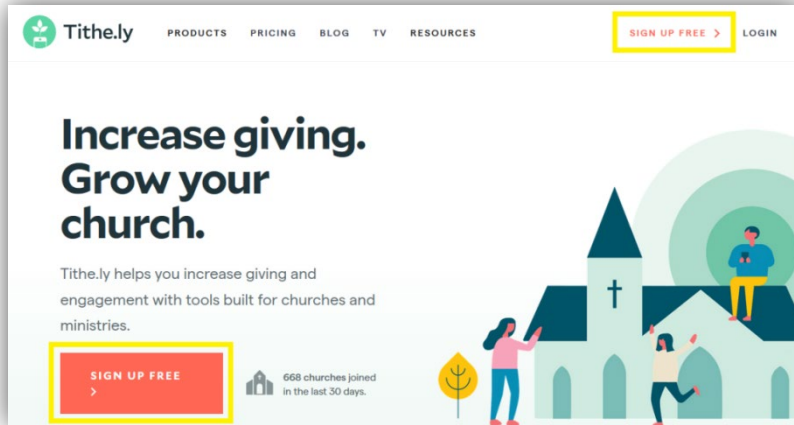


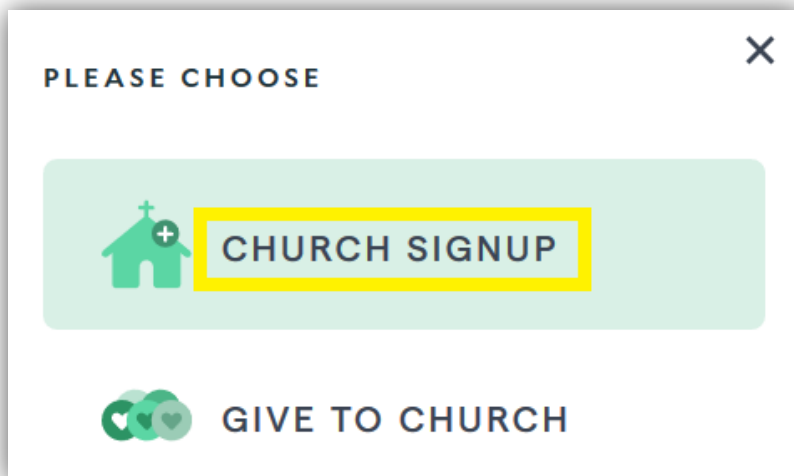
How to Set Up Online Giving



Step 1: Go to <https://get.tithe.ly/> and click on ***“Sign up Free”*** in the top right or bottom left



Step 2: Click on ***“Church Signup”***



Step 3: Fill out the information in the form below, then click **“Create Admin Account Now!”**

Sign up free. No contracts. No setup cost.
Set your account details and be on your way in less than 5 minutes.

First name *	Last name *
<input type="text" value="e.g. Joe"/>	<input type="text" value="e.g. Swanson"/>
Email *	Password *
<input type="text" value="example@tithe.ly"/>	<input type="text" value="e.g. pillowjarlift"/>
Phone number *	
<input type="text" value="xxx-xxx-xxxx"/>	

Been here before? [Sign in](#)

Step 4: Click **“I Agree”** on the following prompt

Before you continue...
By clicking "I Agree", you confirm that you...

- Understand and agree to our [Privacy Policy](#) and [Terms of Service](#).
- Confirm that you are over the age of 17 years old.
- Consent to the storage of information you provide us to use our products and services.

Step 5: Fill in the information on the next 4 pages, then click “*Next*” on each page

Step 1 of 4

Answer a few questions to get started

Organization Information

What is your organization's name? *

e.g. Crossroads Church

How many people worship with you on the weekend? *

- Select -

What is the website or Facebook link of your organization? *

e.g. https://tithe.ly

NEXT

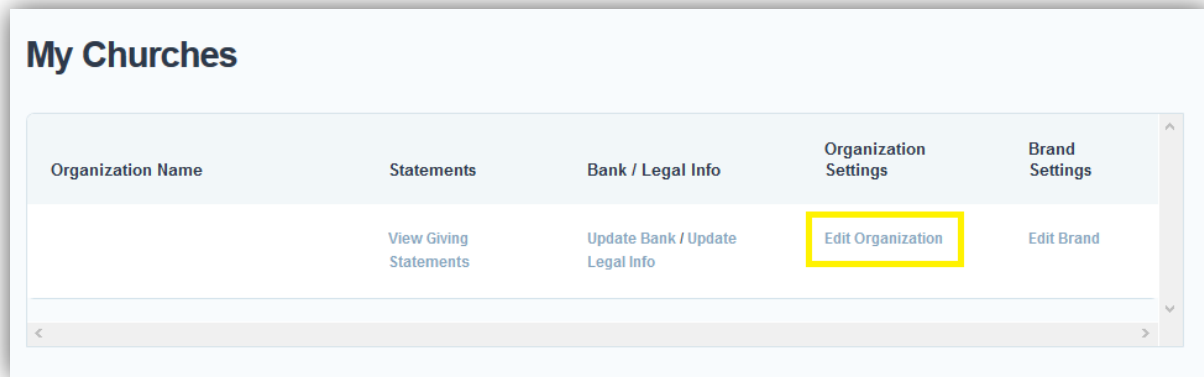
Step 6: Once your account is created, click on “*My Churches*” from the bottom left panel

My Churches

Organization Name

- ♥ Giving
- Giving Statements**
- Website Giving
- Text Giving
- Kiosk Setup
- Admin Batch Giving
- Pledge Campaigns
- Integrations
- Apps
- ◇ Events
- ⊗ ChMS
- 📅 Sites
- ⊙ Add Church / Campus
- 🏠 My Churches**
- 📁 Manage Contacts
- ⊙ Manage Administrators
- Resources
- Feedback

Step 7: Click on ***“Edit Organization”***



Step 8: Enter a ***“Statement Descriptor”*** (This is what will display on donor’s billing statements), and ensure the first 3 boxes below are checked.

Statement Descriptor

This will be displayed on your customer’s credit card statement. Can be up to 22 characters in length and will be displayed in all caps. Can only contain alphabetical and numeric characters.

Church Website

Check The Box If You Would Like To Ask For An Address When Somebody Gives

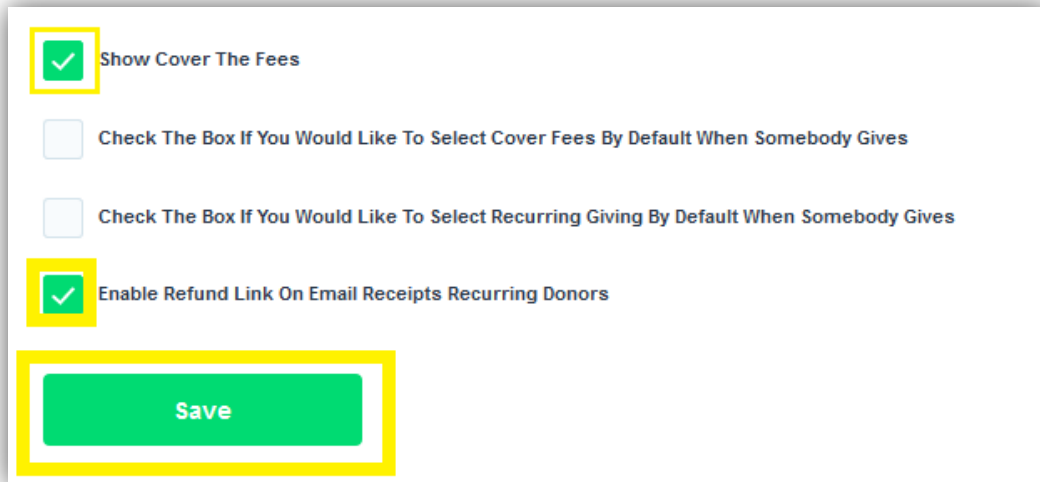
Check The Box If You Would Like To Ask For A Phone Number When Somebody Gives

Check The Box If You Would Like To Add A Memo Field To The Giving Form

Check The Box If You Would Like To Add A Member ID Field To The Giving Form

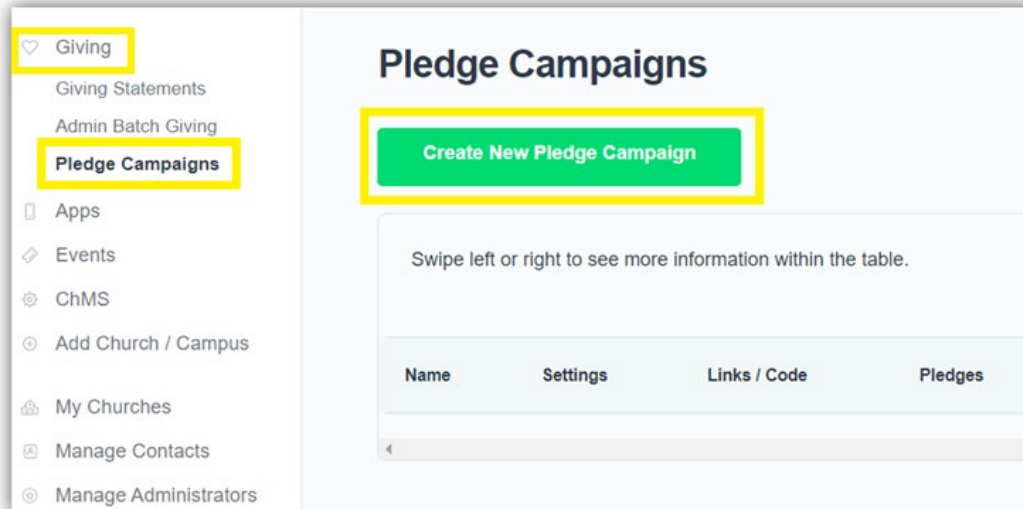
Would You Like To Allow The Donor To Give You A Backdate For A Gift?

Step 9: Scroll down to the bottom of the page to ensure the follow two boxes are checked as well, and then click **“Save”**



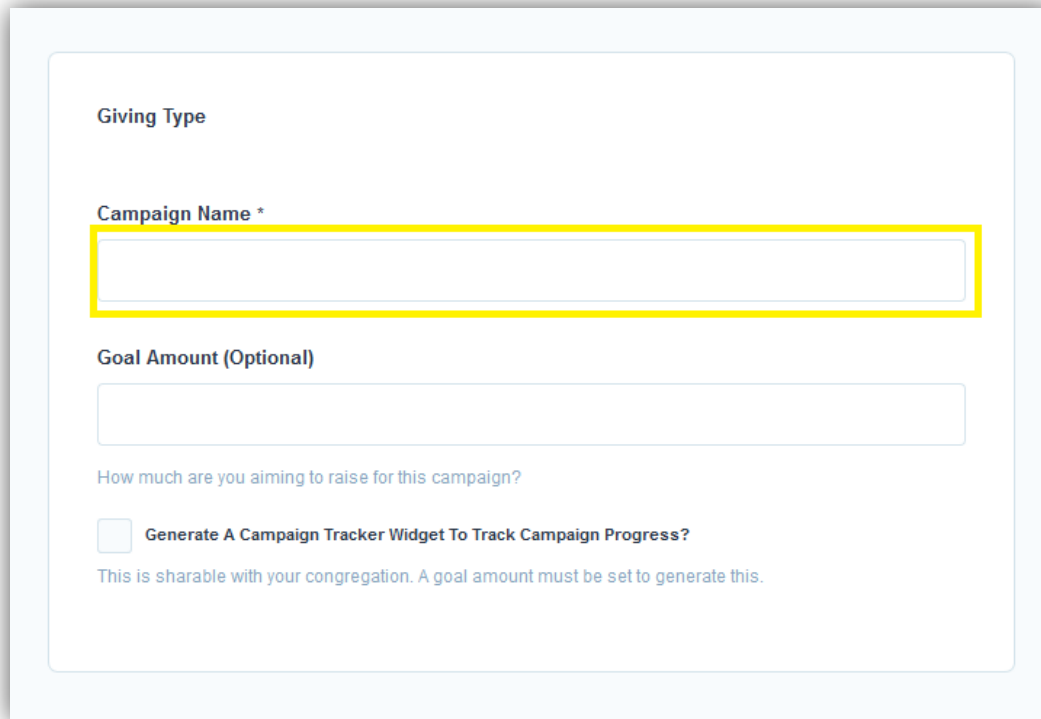
A screenshot of a settings form. It contains four checkboxes. The first checkbox, labeled "Show Cover The Fees", is checked and highlighted with a yellow box. The second checkbox, "Check The Box If You Would Like To Select Cover Fees By Default When Somebody Gives", is unchecked. The third checkbox, "Check The Box If You Would Like To Select Recurring Giving By Default When Somebody Gives", is unchecked. The fourth checkbox, "Enable Refund Link On Email Receipts Recurring Donors", is checked and highlighted with a yellow box. Below the checkboxes is a green "Save" button, also highlighted with a yellow box.

Step 10: Click **“Giving”** and then **“Pledge Campaigns”** in the left panel, then click **“Create a New Pledge Campaign”**



A screenshot of a web interface. On the left is a navigation menu with items: Giving (highlighted with a yellow box), Giving Statements, Admin Batch Giving, Pledge Campaigns (highlighted with a yellow box), Apps, Events, ChMS, Add Church / Campus, My Churches, Manage Contacts, and Manage Administrators. The main content area is titled "Pledge Campaigns" and features a green "Create New Pledge Campaign" button (highlighted with a yellow box). Below the button is a message: "Swipe left or right to see more information within the table." At the bottom, there is a table with four columns: Name, Settings, Links / Code, and Pledges.

Step 11: Enter your “*Campaign Name*” and an optional goal amount



Giving Type

Campaign Name *

Goal Amount (Optional)

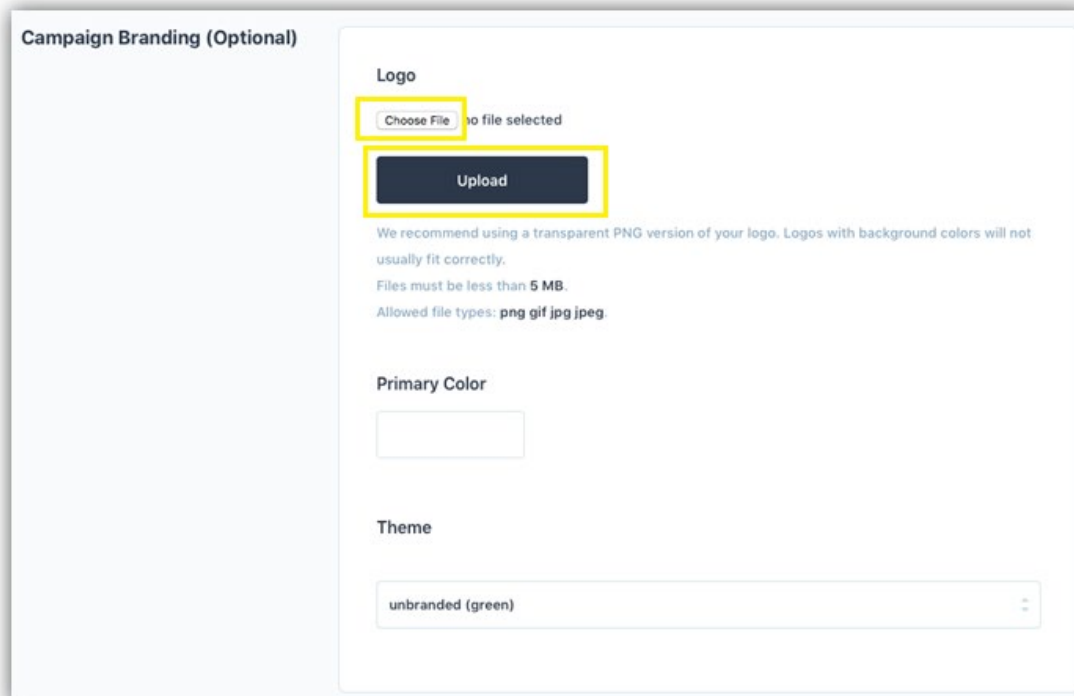
How much are you aiming to raise for this campaign?

Generate A Campaign Tracker Widget To Track Campaign Progress?

This is sharable with your congregation. A goal amount must be set to generate this.

Step 12: Upload optional campaign branding for your donors to see when setting up a pledge

1. Click “**Choose File**” and select the file from your computer, then click “**Upload**”
2. Select any other branding/design options below
3. Click the green “**Save**” button at the bottom of the page



Campaign Branding (Optional)

Logo

Choose File no file selected

Upload

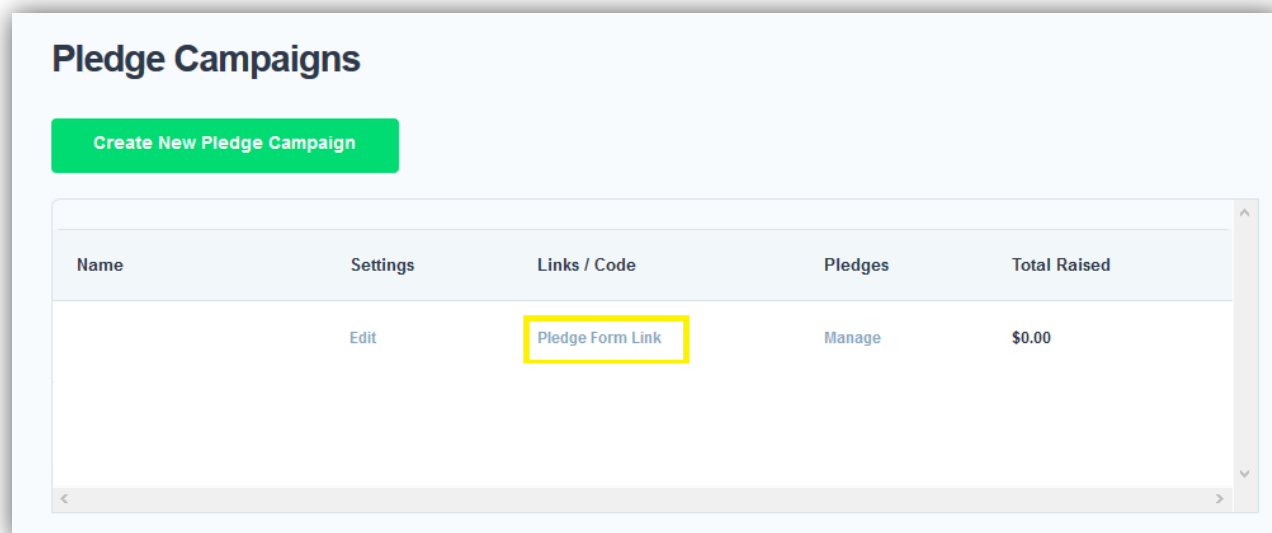
We recommend using a transparent PNG version of your logo. Logos with background colors will not usually fit correctly.
Files must be less than 5 MB.
Allowed file types: png gif jpg jpeg

Primary Color

Theme

unbranded (green)

Step 13: Finally, share your **“Pledge Link”** by navigating to the left panel to click on **“Giving”**, then **“Pledge Campaigns,”** then **“Pledge Form Link.”** Your Pledge Form will appear in a new window. Copy and paste the link from the new Pledge Form window and share it.



To Edit your Pledge Campaign:

Click on **“Edit”** next to your pledge that has been set up and make your changes

To Manage Donations to a Pledge Campaign:

Simply click on **“Manage”** and you should be able to see this information.

