

# Desktop Instructions Step-By-Step Guide to Giving

## STATEMENTS:

- Click "Statement"
- Choose the "Date Filter" that best fits your needs. If choosing "Date Range," choose the start and end dates.
- Choose the "Tax Deductible Status." However, please know the statement is set to only print those that are deemed tax deductible for most people. It will not show giving for fees, books bought at library, childcare fees, etc.
- Click to "Download PDF" or "Email Statement." If choosing to Email, be sure that an accurate email is listed in your profile. For families, emails will be sent to the primary family member and spouse. A PDF download will allow you to save or print as you wish.

## PLEDGES:

- Click "Pledge"
- Choose the "Campaign" that best fits your needs.
- Choose the start date that you want to begin your giving for this campaign.
- Choose the end date that you want to complete your giving for this campaign.
- Click the drop down menu to choose the frequency that you want to give. For example, you may choose to give quarterly, yearly, etc.
- Enter the amount you want to give during each of these frequencies. For example, if you want to give a total of \$1200 and you have chosen a monthly giving frequency, then you will enter a periodic amount of \$100.
- Check to see if the "Total Amount" you want to give is accurate. If not, change the frequency or periodic amount until it is as you wish.
- Click "Pledge."
- Under the "Pledges" category, you should see that your pledge is now displayed. Check for accuracy. If anything is amiss, please contact your financial officer at First Church Springdale, (479)751-4610.

## GIVE NOW:

**Please note that when this option is chosen, it will open up another application. You will no longer be in F1 Go but into a new application, F1 Giving. This allows for increased security. No one will have access to your personal financial information. Once you enter**

**your chosen form of payment, the system will encrypt the information so only the last 4 digits of the account number will be seen.**

- Click "Give Now"
- Choose the "Sign In" option
- If you have registered an account before, login now
- If this is the first time, click "Register For An Account"
  - Enter the information as it is requested
  - Choose a password different from your F1 Go church login. This is a secondary measure to keep your financial information safe.
  - Click "Register" at the bottom
  
- There are three sections to choose from "Give Now," "Recurring," and "History." It is important to note that each of these sections are referring to giving online by you only not your total giving to the church. If you have given online before, it will show under "History." If you have a recurring gift already set up, it will show as "Recurring." Also, please note that it is person to person. So, if your spouse has a recurring gift set up, it will not show as your "Recurring" or in your "History." It is shown as consolidated when you look at your giving through F1 Go but not through this giving option. Again, this shows online giving only.
- Choose the "Fund" that best fits your needs. If the fund you are looking for is not available, consider that it requires a form. For example, if you are setting up your youth for LMP, it must have a form to accompany the payment. If you go through the website [firstchurchspringdale.org](http://firstchurchspringdale.org), all sign-ups will lead you to a form and the giving will be attached. You won't have to go through two different processes, they are all together. Sometimes, we required information before we accept a payment for a specific program like VBS, women's Retreats, LMP, etc.
- If you want to choose recurring, DO click "Make this gift recurring."
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  - Choose the "Fund" you would like to give.
  - Enter an "Amount" you wish to give each time.
  - Choose the "Frequency" you want to give
  - Choose how many gifts you want to give or leave blank. Most people choose to leave this blank but if you are setting it up in conjunction with a pledge you have made, you can choose to give however many you wish. For example, if you chose to pledge \$100 each week for a total of \$5200 a year, then you would enter 52 under "How Many Gifts."
  - Click the date you want the first payment to be made. In this instance, it may be January 1st of a specified year.
  - Choose if you want "Credit Card" or "Bank Account." Please know that debit cards will be entered as "Credit Card."
  - Enter the name of the card, card number, expiration information, and the CVV2.

- Type in your billing information. Your email address should match the email address you used to log into the program.
- If you want this not to recur but be a one time gift, do NOT click "Make this Gift Recurring."
  - Choose the "Fund" you would like to give
  - Choose the "Amount" you wish to give
  - Click the crop down menu to choose "Credit Card" or "Bank Account." Please know that debit cards will be entered as "Credit Card."
  - Enter card information
  - Enter billing information, be careful to use the email address that you used to log into the system.
  - Check mark the "SAVE CARD" box if you would like the system to remember your information. This will allow you faster ability to give in the future.
  - Click "SUBMIT"
  - A confirmation email will be sent to the email address entered

If you have any questions or concerns, please call the church office at (479)751-4610.