

Online Giving Tutorial

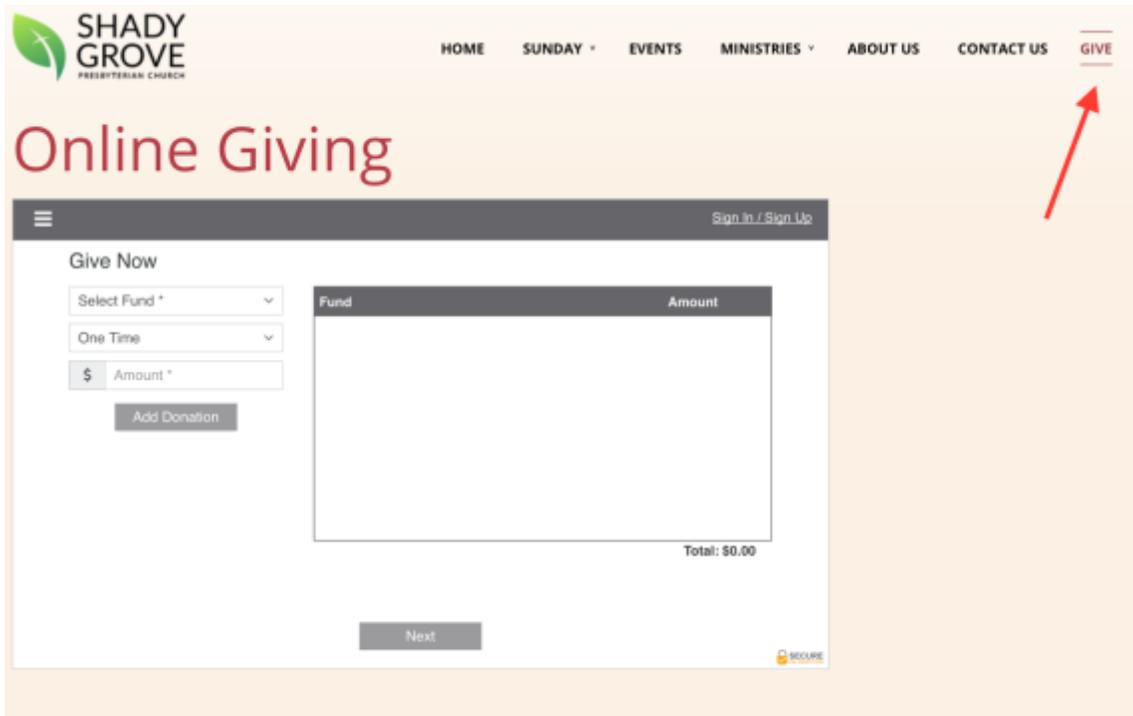
This document is designed to help members and regular attenders of Shady Grove use the new online giving feature on our website. This feature is hosted through [Vanco](#), a secure platform for online giving.

There are two primary features of the online giving system that are detailed in this guide: one-time giving, and recurring giving. There is also a short Q&A on the last page.

If you have any questions about online giving, please do not hesitate to reach out to Pastor Ben (Ben@shadygrovepca.org) or our Treasurer, Laura Hurst (sgpca.treasurer@comcast.net).

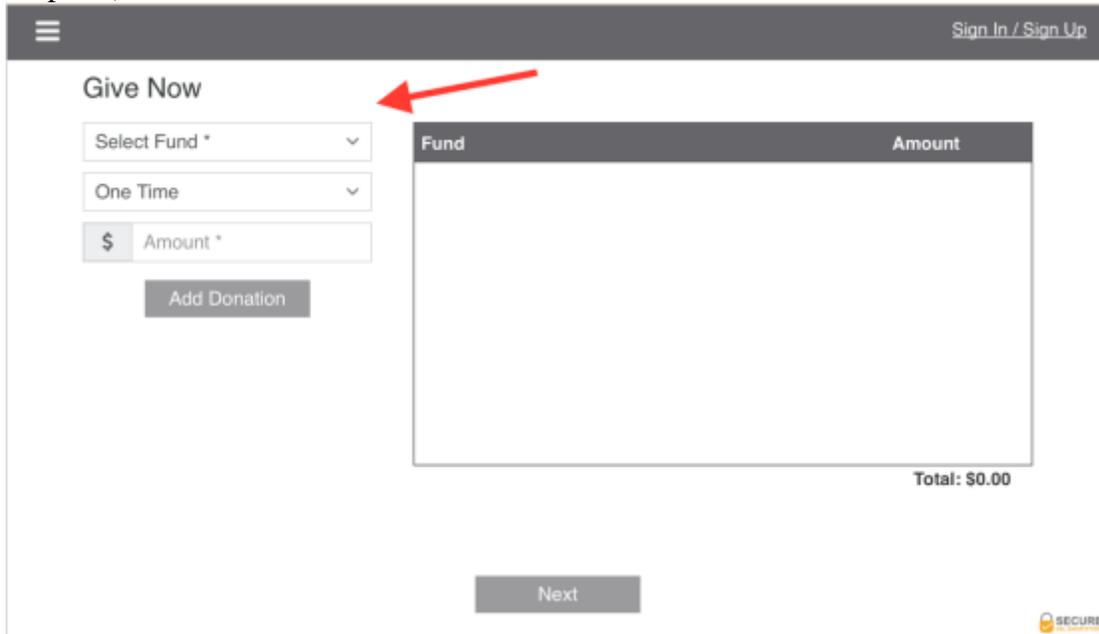
One-Time Giving

1. Please begin by navigating in your web browser to www.shadygrovepca.org. Click on the “Give” button in the top right corner of your screen.



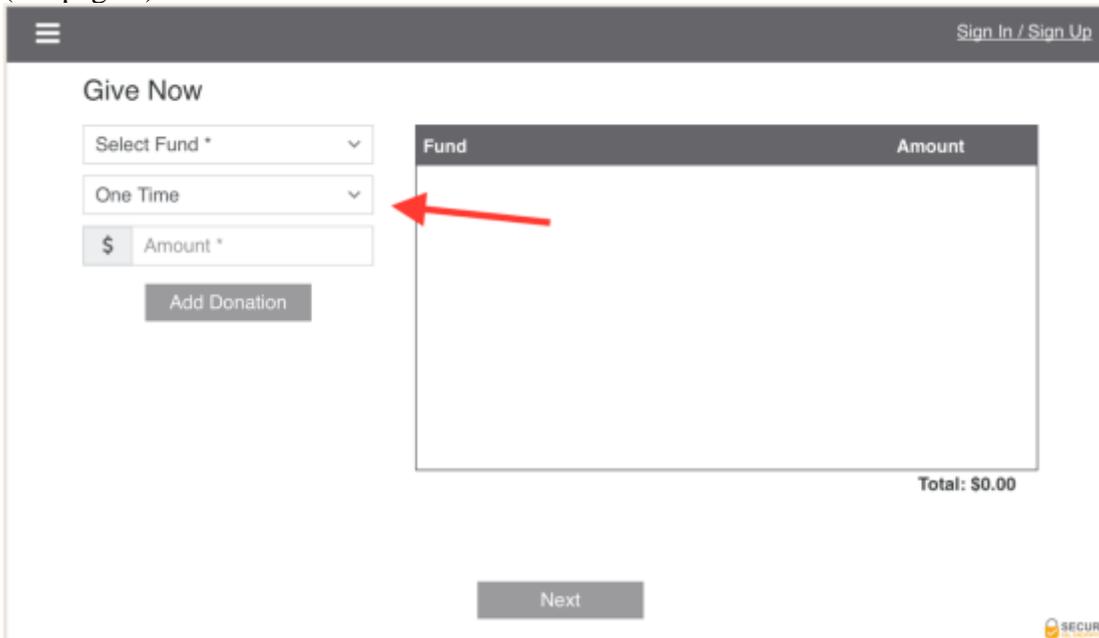
The screenshot shows the online giving interface for Shady Grove Presbyterian Church. At the top, the church logo is on the left, and a navigation menu is on the right with links for HOME, SUNDAY, EVENTS, MINISTRIES, ABOUT US, CONTACT US, and GIVE. A red arrow points to the GIVE button. Below the navigation is the heading "Online Giving". The main content area features a "Give Now" form with a "Sign In / Sign Up" link in the top right corner. The form includes a "Select Fund" dropdown, a "One Time" dropdown, and an "Amount" input field with a dollar sign icon. An "Add Donation" button is located below the amount field. To the right of the form is a table with two columns: "Fund" and "Amount". Below the table, the text "Total: \$0.00" is displayed. At the bottom of the form area is a "Next" button. A "SECURE" logo is visible in the bottom right corner of the form area.

- The first option to choose on this page is which fund you'd like to designate money for. At this time, there are three fund options: the General Fund (where our regular offering goes to each week), the Deacons Fund (which we generally take on the first Sunday of every month and goes toward mercy needs in the church and community), and the Adoption Fund (which we use to help families in our church grow their family through adoption).



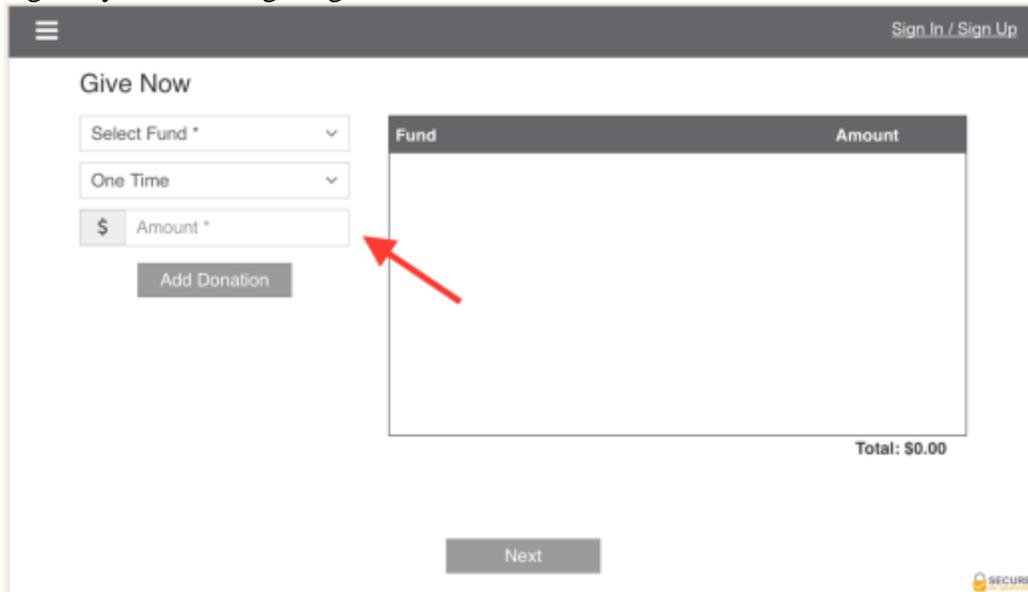
The screenshot shows the 'Give Now' form. On the left, there are three input fields: 'Select Fund *' (a dropdown menu), 'One Time' (a dropdown menu), and '\$ Amount *' (a text input field). Below these is an 'Add Donation' button. On the right, there is a table with two columns: 'Fund' and 'Amount'. The table is currently empty. Below the table, it says 'Total: \$0.00'. At the bottom center, there is a 'Next' button. In the top right corner, there is a 'Sign In / Sign Up' link. In the bottom right corner, there is a 'SECURE' logo.

- The next option is to choose the frequency of this monetary gift. You are unable to set up a recurring gift until you've created an account. This will be detailed in the next section (see page 5).



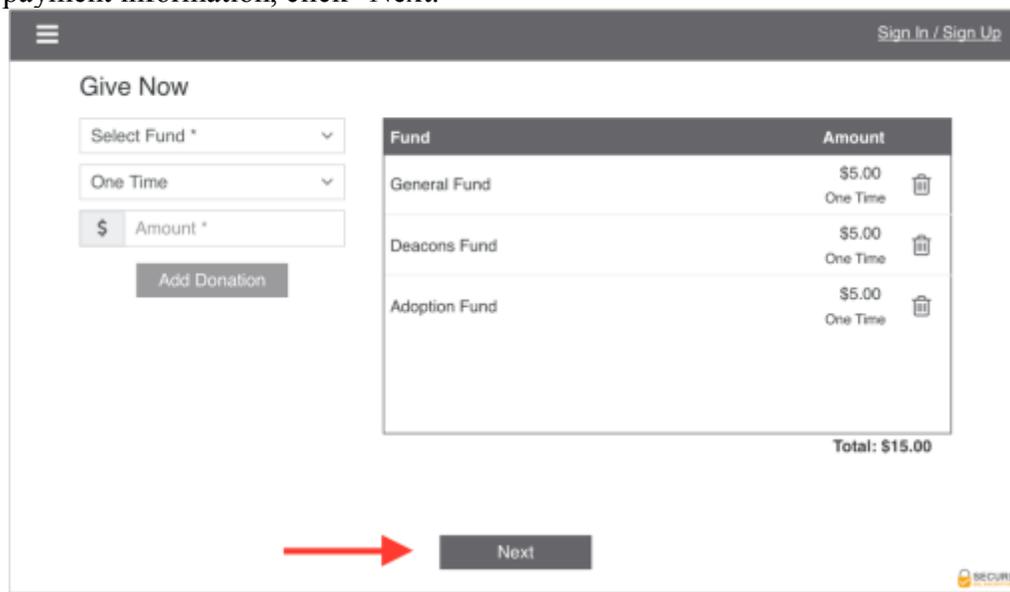
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- The final option is to enter the amount of the monetary gift. **Please note** that Vanco does charge a processing fee for online giving. 2.75% is deducted from the gift for credit and debit cards (the church receives \$97.25 for every \$100 given online), and 1.00% is deducted for electronic checks. There are also additional small clearing fees the church pays each month. We ask that you take these fees into consideration if you decide to regularly use online giving.



The screenshot shows the 'Give Now' interface. On the left, there are three input fields: 'Select Fund *', 'One Time', and '\$ Amount *'. Below these is an 'Add Donation' button. On the right, there is a table with two columns: 'Fund' and 'Amount'. The table is currently empty. Below the table, it says 'Total: \$0.00'. At the bottom center, there is a 'Next' button. A red arrow points from the 'Add Donation' button to the table area.

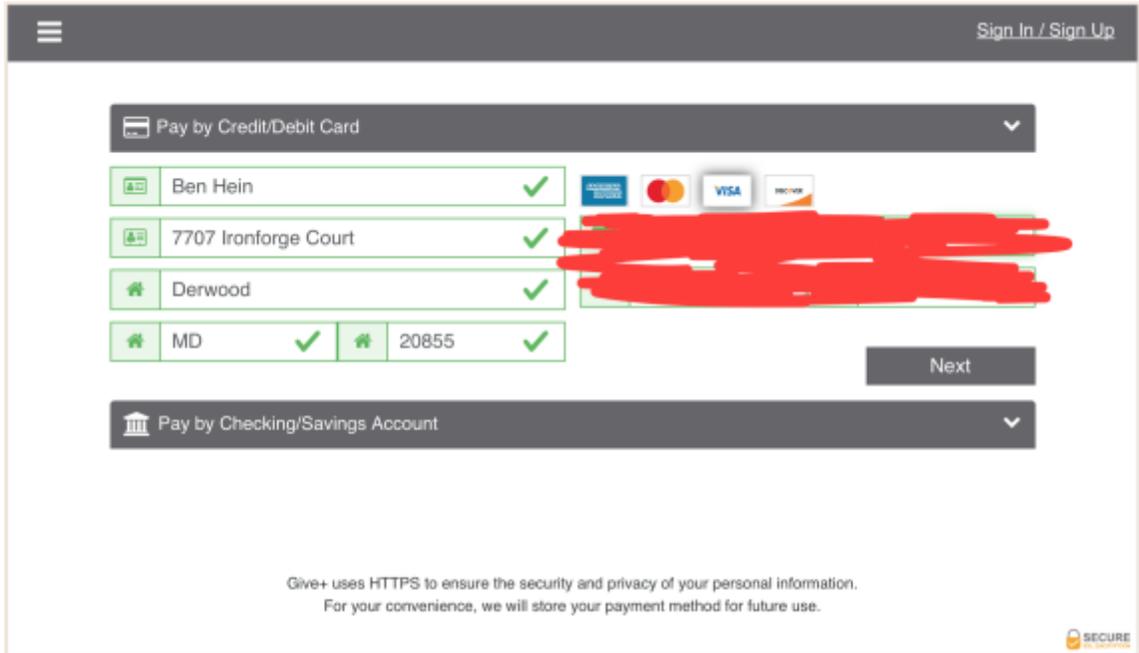
- You are able to enter multiple gifts at the same time. In the example below, I have designated \$5.00 to go toward each of the three funds. This will be processed at the same time, for a total of \$15.00. You can accomplish something similar by using the “Add Donation” button for each gift you’d like to give. When you’re ready to enter your payment information, click “Next.”



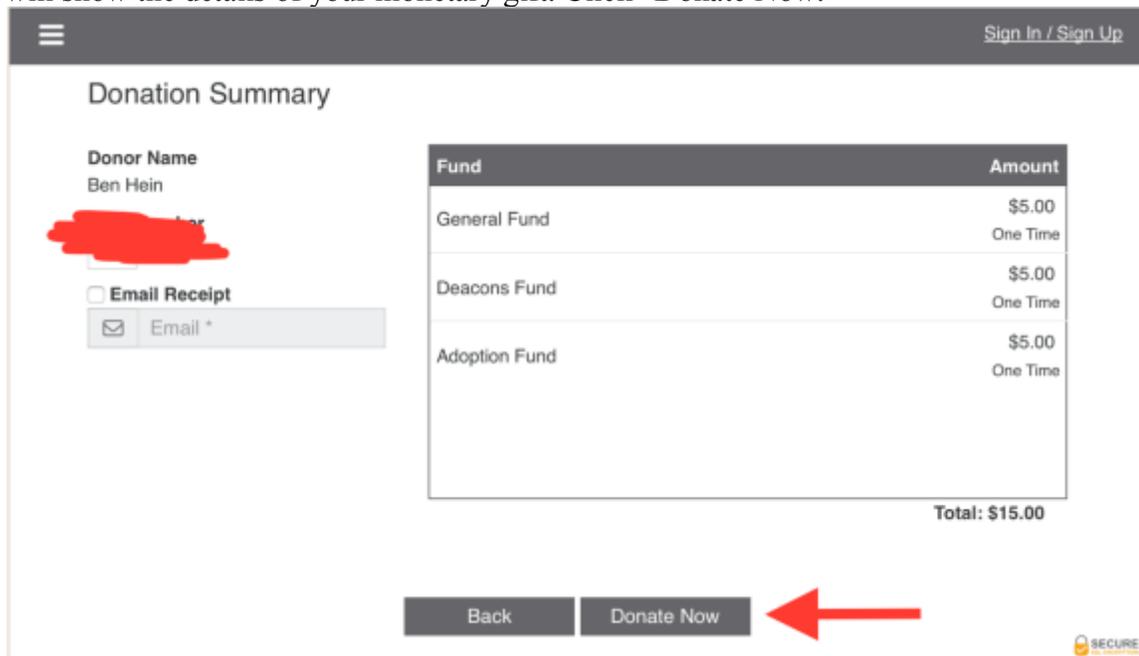
The screenshot shows the 'Give Now' interface with three donations added to the table. The table has two columns: 'Fund' and 'Amount'. The total is now \$15.00. A red arrow points to the 'Next' button at the bottom.

Fund	Amount
General Fund	\$5.00 One Time
Deacons Fund	\$5.00 One Time
Adoption Fund	\$5.00 One Time

- Enter your payment information as seen on the screen below. For this example, I am using a credit card. You can also enter your checking account information to pay with an electronic check instead.

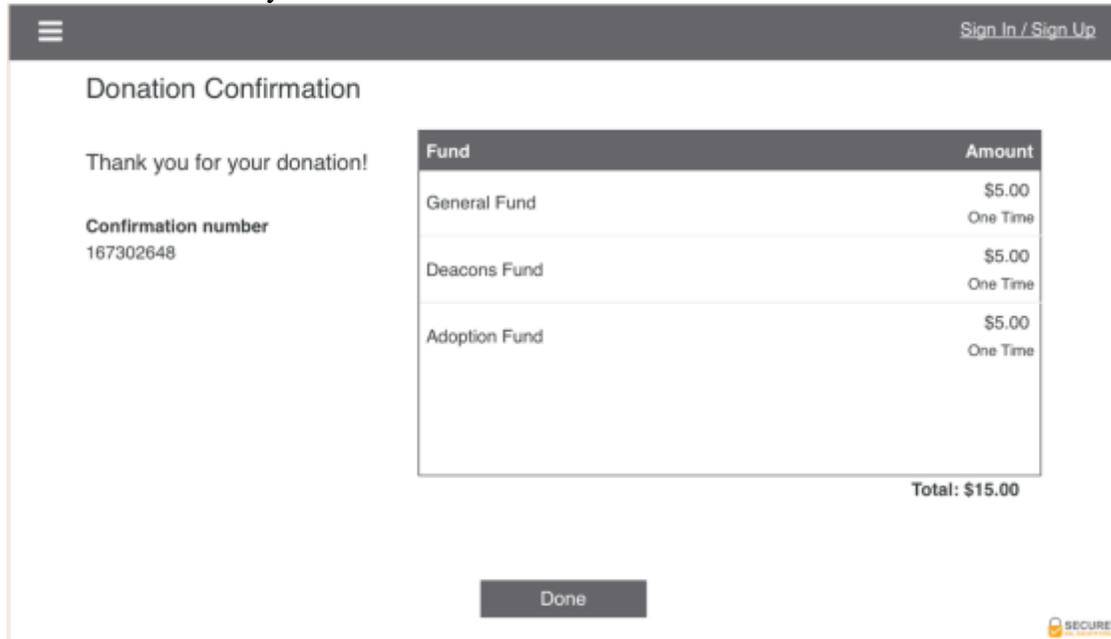


- After entering your payment information, you will be taken to a confirmation screen that will show the details of your monetary gift. Click “Donate Now.”



Fund	Amount
General Fund	\$5.00 One Time
Deacons Fund	\$5.00 One Time
Adoption Fund	\$5.00 One Time
Total: \$15.00	

8. The final details of your gift are confirmed. Your monetary gift will now be sent to our church electronically!



Donation Confirmation

Thank you for your donation!

Confirmation number
167302648

Fund	Amount
General Fund	\$5.00 One Time
Deacons Fund	\$5.00 One Time
Adoption Fund	\$5.00 One Time

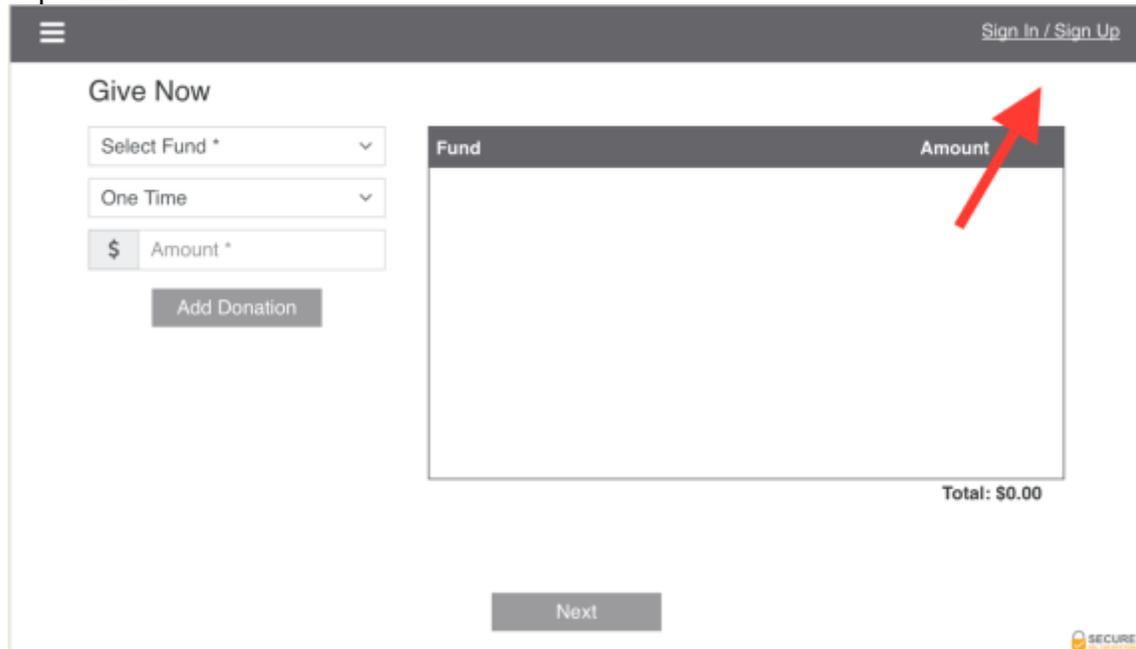
Total: \$15.00

Done

SECURE

Recurring Gifts

1. From the same starting page (www.shadygrovepca.org/give), click the “Sign in / Sign Up” link.



Give Now

Select Fund * ▾

One Time ▾

\$ Amount *

Add Donation

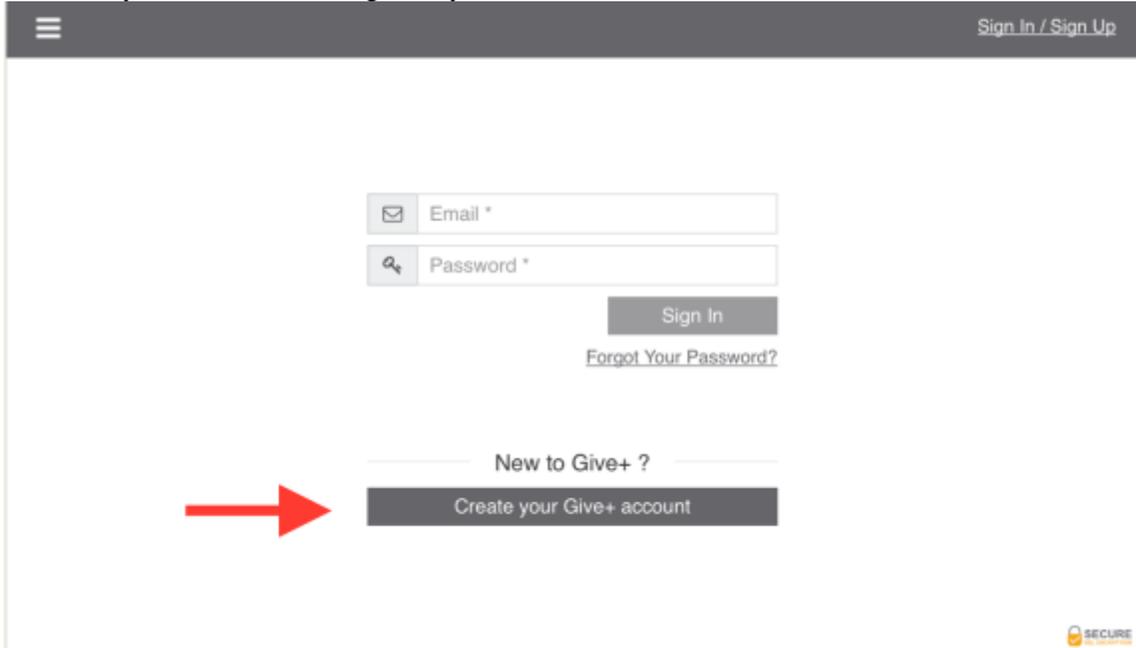
Fund	Amount
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Total: \$0.00

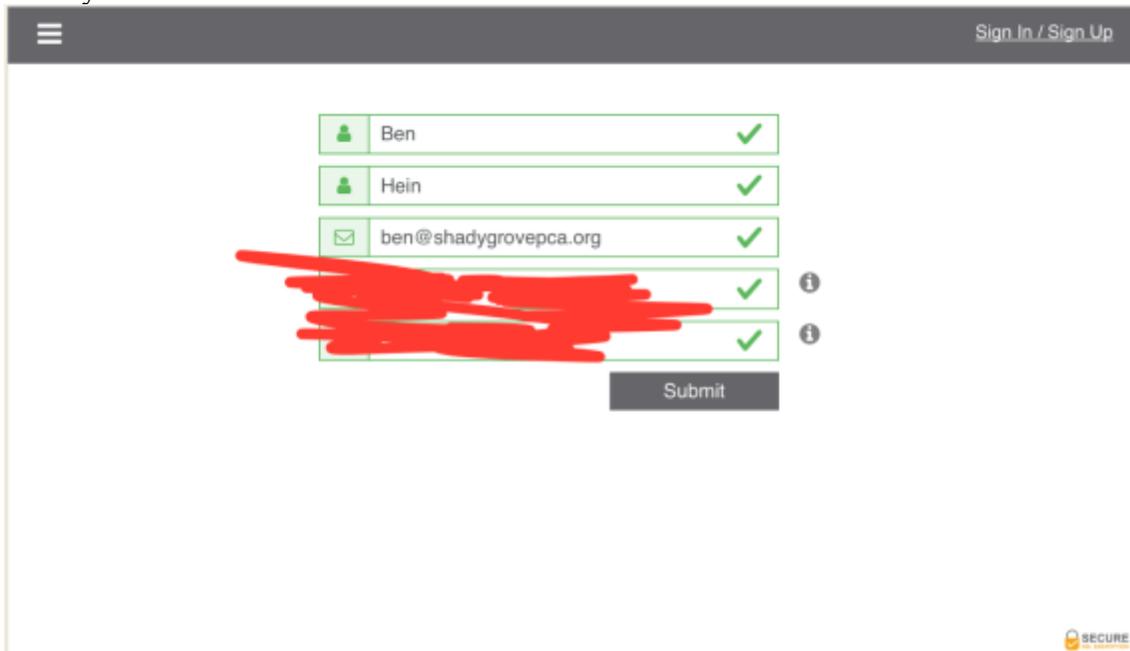
Next

SECURE

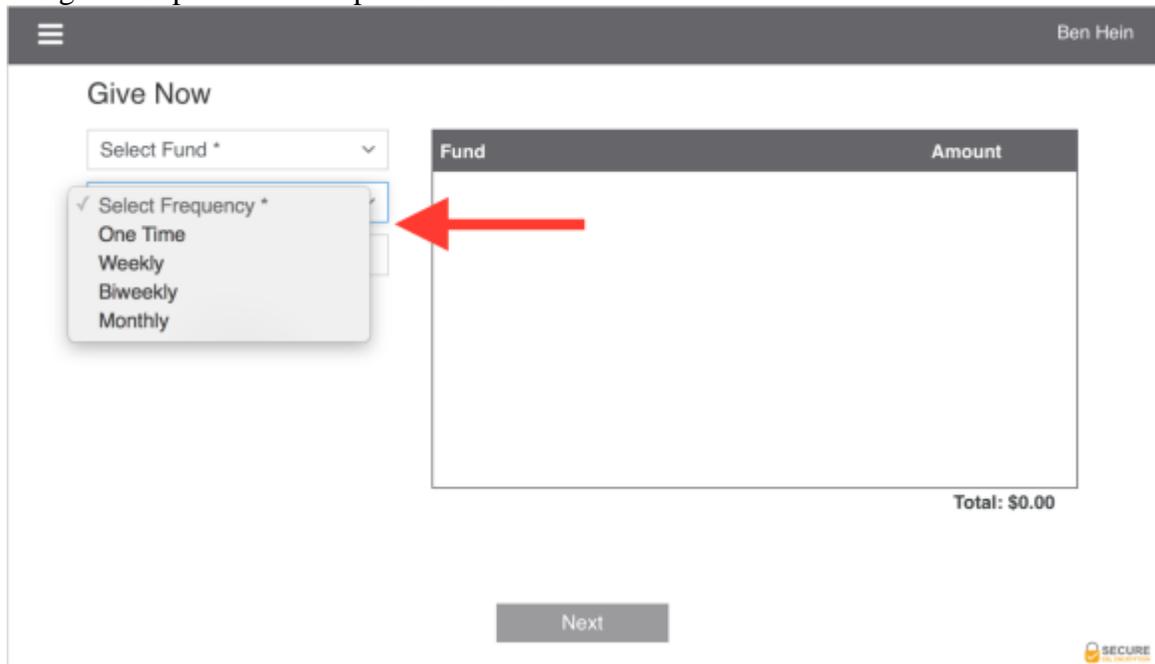
2. If this is your first time using the system, click on the button to create a Give+ account.



3. Enter your new account information. Click “Submit.”

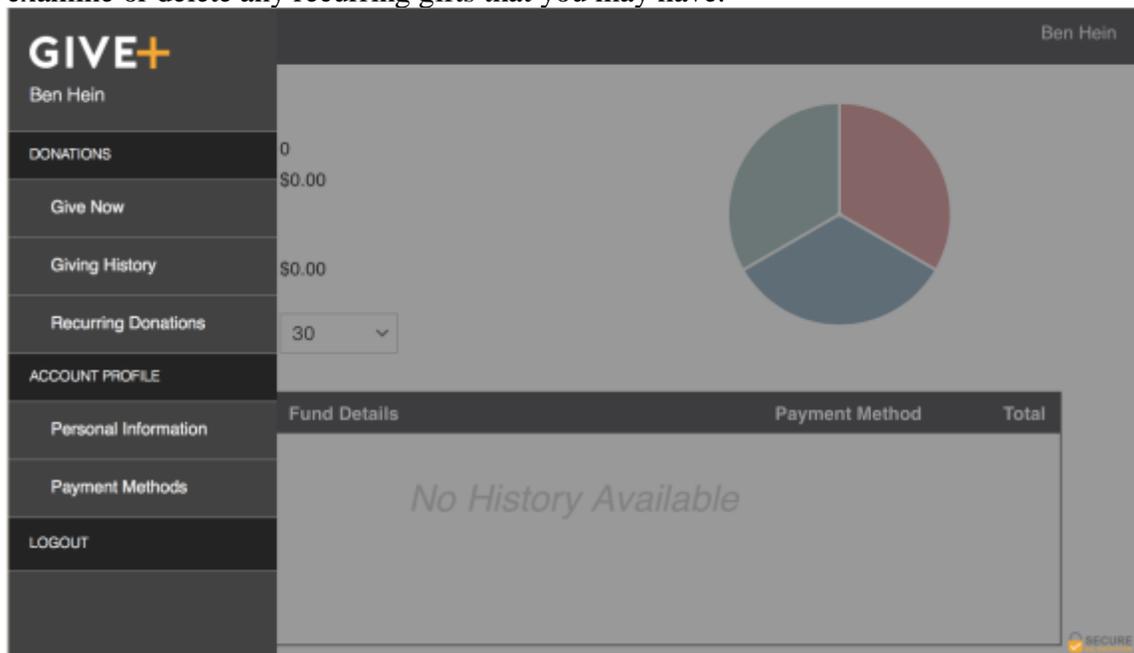


- You are now able to choose the frequency of each fund that you would like to give to using the drop down menu pictured below.



The screenshot shows a web form titled "Give Now" for user Ben Hein. It features a "Select Fund *" dropdown menu and a "Select Frequency *" dropdown menu. The frequency dropdown is open, showing options: "One Time", "Weekly", "Biweekly", and "Monthly". A red arrow points to the frequency dropdown. Below the dropdowns is a table with columns "Fund" and "Amount". The table is currently empty. At the bottom right of the table area, it says "Total: \$0.00". A "Next" button is located below the table. A "SECURE" logo is in the bottom right corner.

- There are several advantages to creating a Give+ account. By using the menu pictured below, you will be able to check your giving history electronically. In addition, you can examine or delete any recurring gifts that you may have.



The screenshot shows the "GIVE+" account dashboard for user Ben Hein. On the left is a sidebar menu with sections: "DONATIONS" (with sub-items "Give Now" and "Giving History"), "ACCOUNT PROFILE" (with sub-items "Personal Information" and "Payment Methods"), and "LOGOUT". The main content area shows a pie chart and a table. The table has columns "Fund Details", "Payment Method", and "Total". The table is empty and contains the text "No History Available". A "Recurring Donations" dropdown menu is set to "30". A "SECURE" logo is in the bottom right corner.

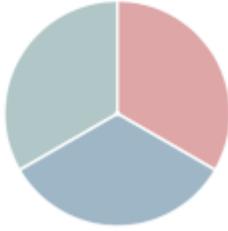
☰
Ben Hein

Giving History

Total Donations: 0
Total Amount: \$0.00

Favorite Fund:
Favorite Fund Total: \$0.00

View By (Days) :



Date	Fund Details	Payment Method	Total
No History Available			



☰
Ben Hein

Recurring Donations

Funds	Amount	Details
General Fund 	\$5.00	Next Payment: Nov 10, 2017
Weekly Total:	\$5.00	Start Date: Nov 10, 2017
		End Date: None 

Q&A

1. Is Vanco a secure system?

Absolutely. Shady Grove takes your information and financial security very seriously. To read more about Vanco's security policies, [click here](#).

2. Are my donations through Vanco still tax deductible?

Yes! You will still receive a giving receipt for tax purposes at the end of the year.

3. What are the associated fees the church has to pay using Vanco? Why are there fees at all?

For debit and credit cards, there is a 2.75% processing fee plus an additional \$0.40 per transaction. There is a similar fee of 1.00% and \$0.45 per transaction for electronic checks. This fee is not charged to you, but is instead taken off of your donation before the church receives it. In addition, there is a small processing fee the church will pay each month to clear the funds from Vanco to deposit into our bank account.

These fees are Vanco's source of revenue in order to provide this service to churches.

4. What are the advantages to using electronic check versus debit/credit cards?

The advantage to using electronic check is that the fee associated is slightly smaller. However, some users may prefer to use their debit/credit cards to accrue reward points on their card.

5. Are we going to stop using the offering plate in Sunday service?

Not at all! Online giving is just one additional source that people can use for giving. The offering plate is an important part of our service that isn't going anywhere.

6. Why are we using online giving?

There are a couple reasons. First, because many people are no longer using checks and cash and instead have moved over to cards and electronic payments entirely. By providing online giving as an option, we hope to make your faithful giving to the church more convenient for you.

Secondly, we are hoping that online giving stabilizes giving patterns – especially during the irregular summer and holiday months. When many families are away traveling, our giving tends to be harder to predict from week to week. This makes it difficult for us to plan our budget accordingly and be good stewards of our resources. By providing this online option, our hope is that families will use it to stabilize giving when they're out of town or unable to attend the service.