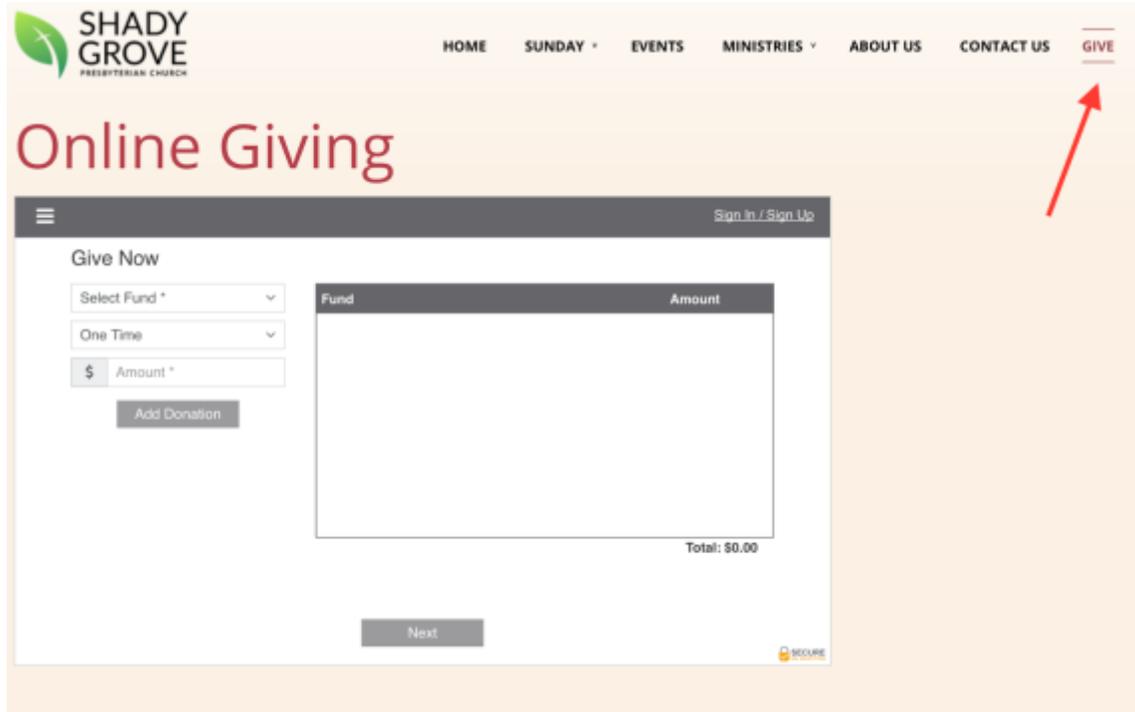


## One-Time Giving Tutorial

1. Please begin by navigating in your web browser to [www.shadygrovepca.org](http://www.shadygrovepca.org). Click on the “Give” button in the top right corner of your screen.



SHADY GROVE PRESBYTERIAN CHURCH

HOME SUNDAY EVENTS MINISTRIES ABOUT US CONTACT US **GIVE**

# Online Giving

Sign In / Sign Up

Give Now

Select Fund \*  
One Time  
\$ Amount \*  
Add Donation

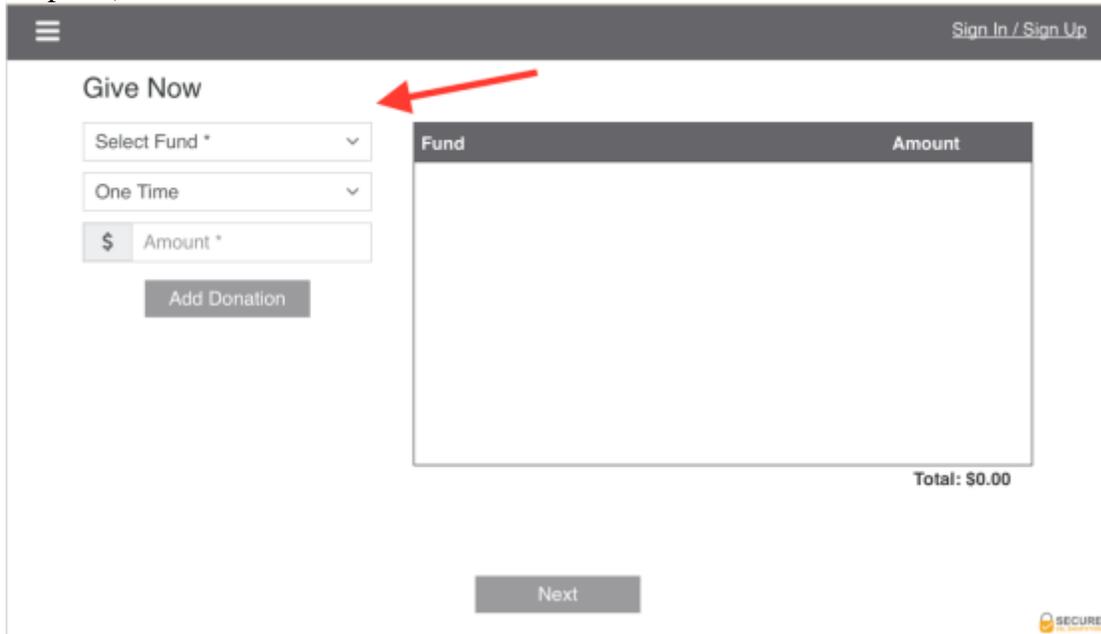
Fund	Amount
------	--------

Total: \$0.00

Next

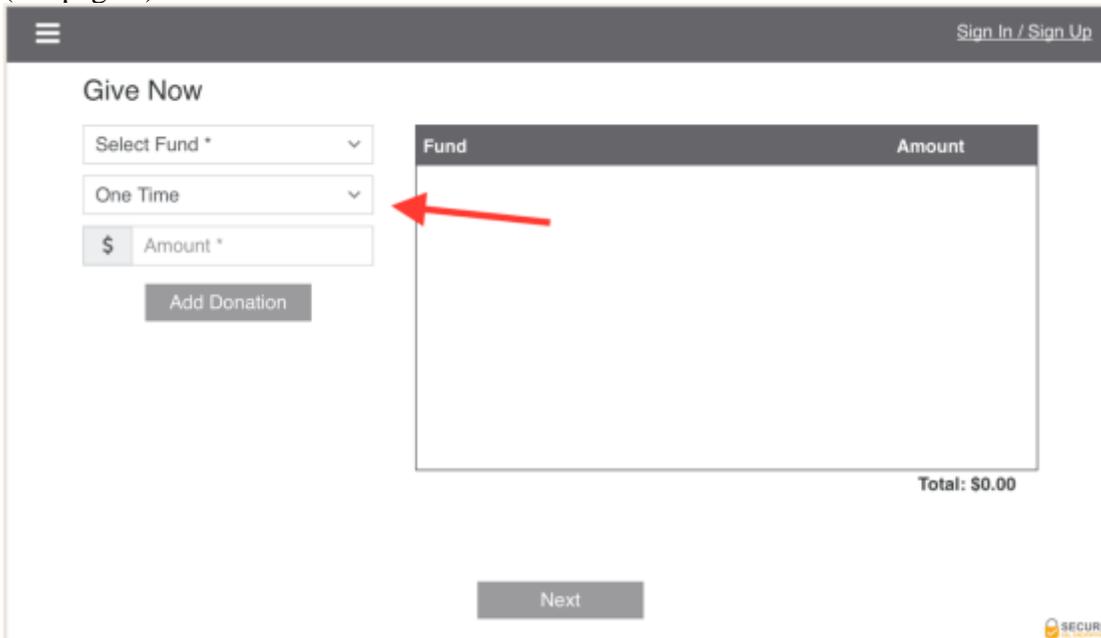
SECURE

2. 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).



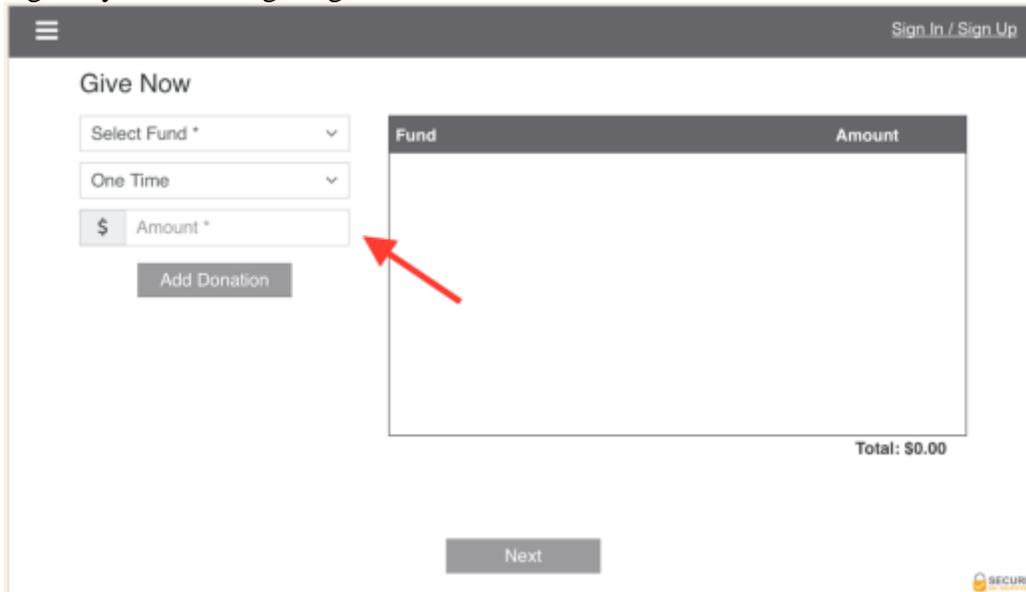
The screenshot shows the 'Give Now' form. On the left, there are three dropdown menus: 'Select Fund \*', 'One Time', and '\$ Amount \*'. Below them is an 'Add Donation' button. On the right, there is a table with two columns: 'Fund' and 'Amount'. The table is currently empty. Below the table, it says '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. A red arrow points to the 'Select Fund \*' dropdown menu.

3. 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).



The screenshot shows the 'Give Now' form. On the left, there are three dropdown menus: 'Select Fund \*', 'One Time', and '\$ Amount \*'. Below them 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. A red arrow points to the 'One Time' dropdown menu.

- 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.

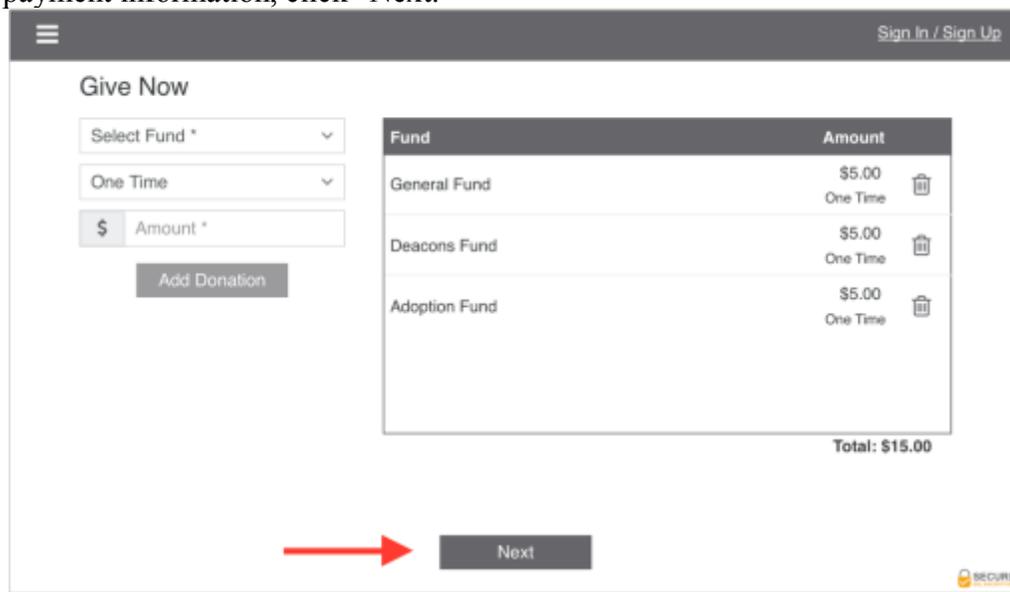


The screenshot shows the 'Give Now' interface. On the left, there are three input fields: 'Select Fund \*', 'One Time', and '\$ Amount \*'. Below them is an 'Add Donation' button. On the right, a table lists the donation details. A red arrow points to the 'Add Donation' button.

Fund	Amount
Total: \$0.00	

Next

- 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.”

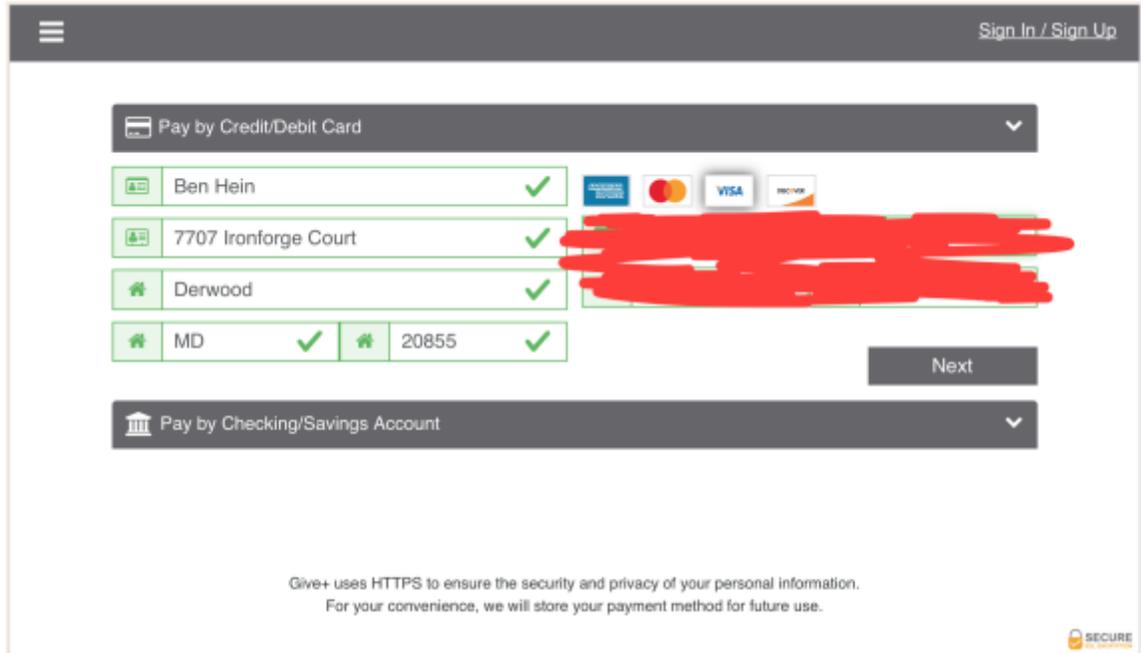


The screenshot shows the 'Give Now' interface with three donation entries in the table. A red arrow points to the 'Next' button.

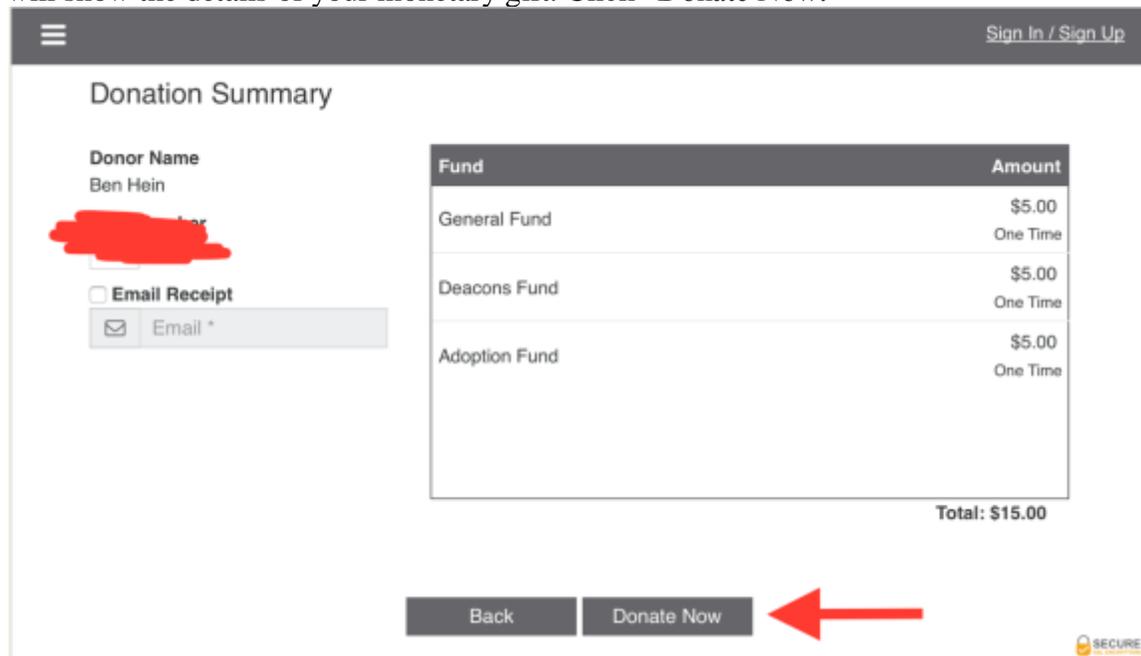
Fund	Amount
General Fund	\$5.00 One Time
Deacons Fund	\$5.00 One Time
Adoption Fund	\$5.00 One Time
Total: \$15.00	

Next

- 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
<b>Total: \$15.00</b>	

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

☰ [Sign In / Sign Up](#)

### 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](#)

