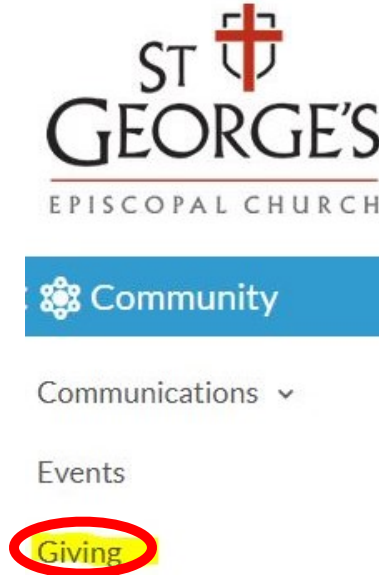


Modify Recurring Gifts on Realm

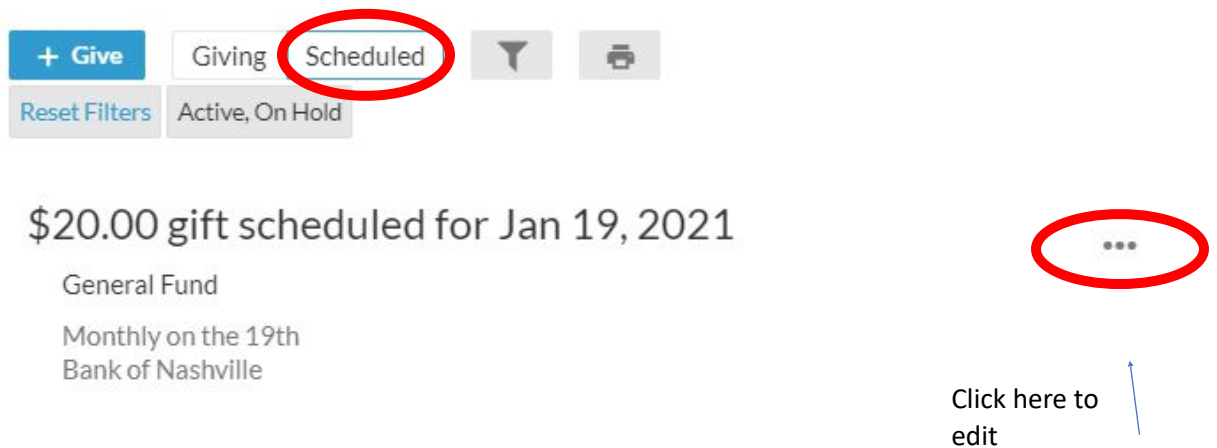
When you have a recurring gift, you can modify it any time you wish changing the amount, preferred dates, and payment method among other things.

Once you are logged in,

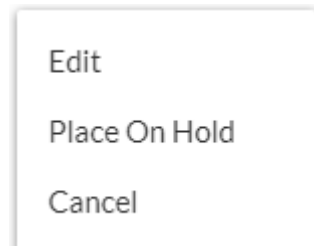
1. Under Community, Click Giving:



2. Select "Scheduled" and click the three dots to modify your recurring gift.



3. From here you can select "Edit", "Place On Hold", or "Cancel".



- a. Edit – Change the amount, the fund, payment schedule, and/or method of payment.

How much would you like to give?

Amount

Fund

[+ ANOTHER FUND](#)

GIVE ONCE GIVE MULTIPLE TIMES

EVERY WEEK EVERY 2 WEEKS EVERY MONTH TWICE A MONTH EVERY 3 MONTHS

Start date

[+END](#)

i This will not complete your pledge to General Fund

Total: \$20.00

[CANCEL](#) [CONTINUE](#)

- b. Place on Hold – Puts your giving on pause, but doesn't delete the recurring gift.

Place Scheduled Gift on Hold

Are you sure you want to place this scheduled gift on hold?

[Confirm](#) or [Cancel](#)

- c. Cancel – Deletes your current gift. Your payment method remains saved, but recurring gifts are deleted going forward.

Cancel Scheduled Gift

Are you sure you want to cancel this scheduled gift?

[Confirm](#) or [Cancel](#)