

How to Pledge:

After completing the registration process you will be able to pledge and set up a recurring gift.

1. On the left side of the screen, click on View My Profile.
2. Click on the Giving tab.
3. Click on Pledges.
4. Click on the blue button, Add Pledge.
5. Campaign – Click on the down arrow and select **2025 Annual Operating Pledge**. Review the Important message below the campaign.
6. Select Yes or No to the following question, Include Household?
7. Enter the amount per giving occurrence.
8. Select the giving frequency by clicking on the drop-down arrow.
9. Enter a start date. If you are pre-paying, please enter a **2024** start date. If not, enter a start date in 2025.
10. Enter the number of occurrences or enter an end date.
11. Review the Expected Schedule. It will list the total amount, amount per occurrence, and date.
12. Click on the Save button.

How to set up a recurring gift:

1. On the profile screen, click on Schedules.
2. Click on Add New Schedule.
3. Enter the amount you like to give per occurrence and then select **2025 Annual Operating Pledge**.
4. Select One Time, Recurring, or Once at a Future Date.
5. Select the giving frequency and day.
6. Select a Starting On date and an Until date.
7. Select New Debit/Credit Card or New Bank Account and enter your payment information.
8. You can enable giving by text by selecting Yes for future giving opportunities.
9. Review the amount listed on the blue Give button and click to confirm.
10. You can help offset some of the processing fees by selecting the box next to that option.

Important Dates:

The annual operating pledge will end December 31, 2025. Due to different processing time frames, electronic tax-deductible gifts should be scheduled by the last business day in December.

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