

Creating and Editing Recurring Gifts

From your phone:

Create a Recurring Gift

1. Text “Magnify give” to 45777.
2. Click the provided link, which takes you directly to your personal giving account.
3. Once on the Give page, select the **Recurring** tab.

The screenshot shows a mobile interface for creating a recurring gift. At the top, it says "Give Now" and "Welcome to our online giving page!". Below is the "MAGNIFY CHURCH" logo. The section "Fund you wish to give to" has two tabs: "One-time" and "Recurring", with "Recurring" selected. The form includes a "Fund" dropdown menu with "General Fund-Rockford Attendee" selected, a "Memo (optional)" text field, and a "\$ Amount" text field. Below these is an "Add Donation" button. The "Recurrence" section has a "Frequency" dropdown menu with "Select..." selected, a "How Many Gifts (optional)" text field, and a "Start Date" text field. At the bottom, there is a "GIVE" button.

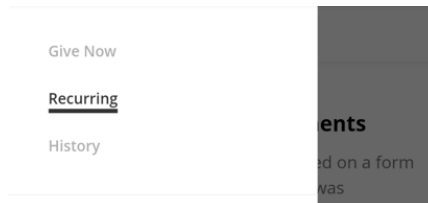
4. Choose the **Fund** you'd like to give to and enter the **Amount**.
5. If you would like to schedule gifts to multiple funds, click **Add Donation**.
6. Select the frequency, how many gifts (if you desire to limit the number of gifts you schedule), a start date and payment method.
7. The **Give** button will change slightly, showing the full amount scheduled as well as the recurrence schedule. Click **Give** to confirm.
8. That's it! You'll see an immediate confirmation that your recurring schedule has been created.

Edit an Existing Recurring Gift

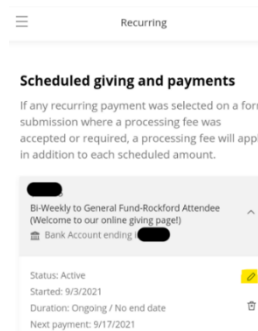
1. Text “Magnify edit” to 45777
2. Click the provided link, which takes you directly to your personal giving account.
3. Click on the 3 horizontal lines at the top left.



4. Select the Recurring tab.



5. Click on the Edit Pencil to make changes to your giving schedule.



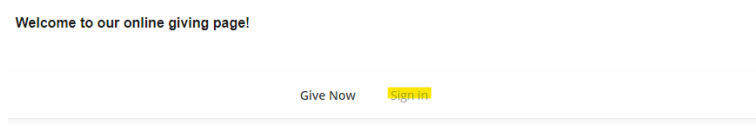
6. You may edit your recurring gift amounts, frequency, fund, and preferred payment method.

7. Click Save. Once your new scheduled gift appears, you will know you're all set!

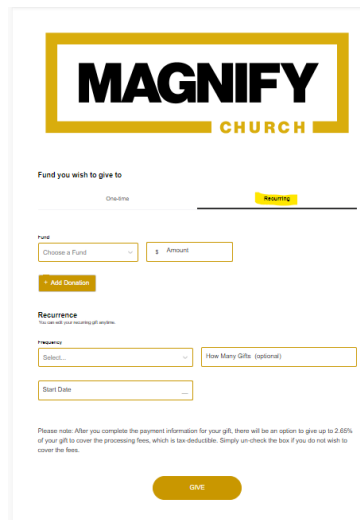
From your computer:

Create a Recurring Gift

1. Access the give page on the website at [Magnify Church-Give](#). Click **Give Now**.
2. Select **Sign in** and Enter the Email Address or Phone Number on your personal giving account. If you do not already have a giving account, you'll be able to create one from the Sign in tab as well.



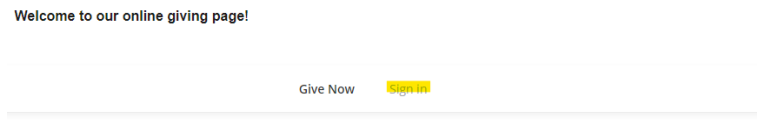
3. Once you are in your personal giving account, select the **Recurring** tab.

A screenshot of the Magnify Church Give website showing the "Fund you wish to give to" section. The "MAGNIFY CHURCH" logo is at the top. Below it, there are two tabs: "One-time" and "Recurring", with "Recurring" selected. The "Fund" section has a dropdown menu for "Choose a Fund" and an input field for "Amount". Below this is an "Add Donation" button. The "Recurrence" section has a dropdown menu for "Select...", an input field for "How Many Gifts (optional)", and an input field for "Start Date". At the bottom, there is a "GIVE" button. A small note at the bottom of the form states: "Please note: After you complete the payment information for your gift, there will be an option to give up to 2.65% of your gift to cover the processing fees, which is tax-deductible. Simply uncheck the box if you do not wish to cover the fees."

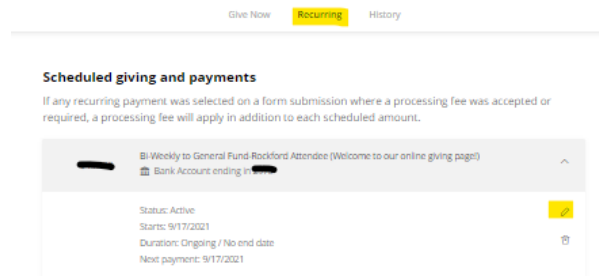
4. Choose the **Fund** you'd like to give to and enter the **Amount**.
5. If you would like to schedule gifts to multiple funds, click **Add Donation**.
6. Select the frequency, how many gifts (if you desire to limit the number of gifts you schedule), a start date and payment method.
7. The **Give** button will change slightly, showing the total amount scheduled as well as the recurrence schedule. Click **Give** to confirm.
8. That's it! You'll see an immediate confirmation that your recurring schedule has been created.

Edit an Existing Recurring Gift

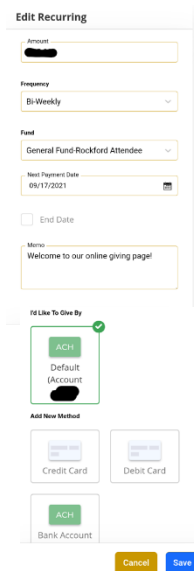
1. Access the give page on the website at [Magnify Church-Give](#). Click **Give Now**.
2. Select **Sign in** and Enter the Email Address or Phone Number on your personal giving account.



3. Once you are in your personal giving account, select the **Recurring** tab.
4. Click on the Edit Pencil to make changes to your giving schedule.



5. You may edit your recurring gift amounts, frequency, fund, and preferred payment method.

A screenshot of the "Edit Recurring" form. The form has several fields: "Amount" (with a blacked-out value), "Frequency" (set to "Bi-Weekly"), "Fund" (set to "General Fund-Rockford Attendee"), "Next Payment Date" (set to "09/17/2021"), and "End Date" (unchecked). There is a "Memo" field with the text "Welcome to our online giving page!". Below the form, there is a section "Pay Like To Give By" with a green checkmark and a "Default (Account)" option. There are also "Add New Method" buttons for "Credit Card", "Debit Card", and "Bank Account". At the bottom, there are "Cancel" and "Save" buttons.

6. Click **Save**. Once your new scheduled gift appears, you will know you're all set!

If you have any questions, please email [Jill Fessenden, jill@magnifychurch.org](mailto:jill@magnifychurch.org)