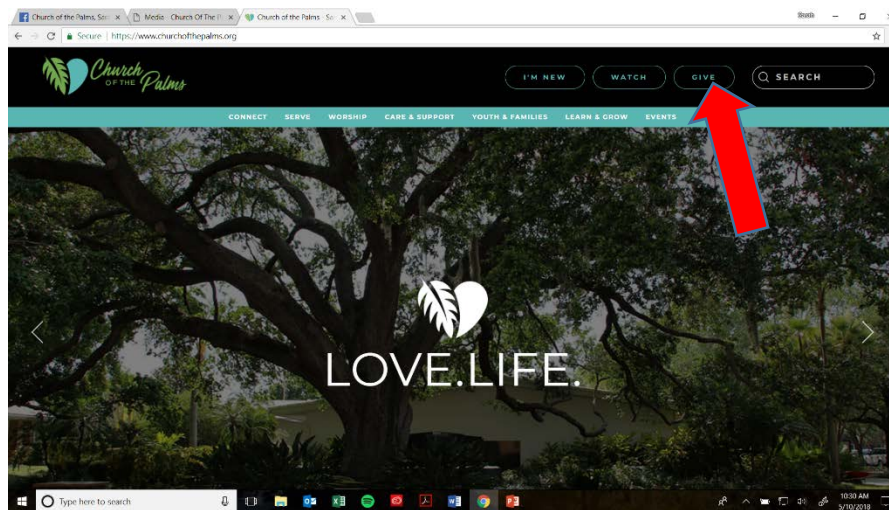


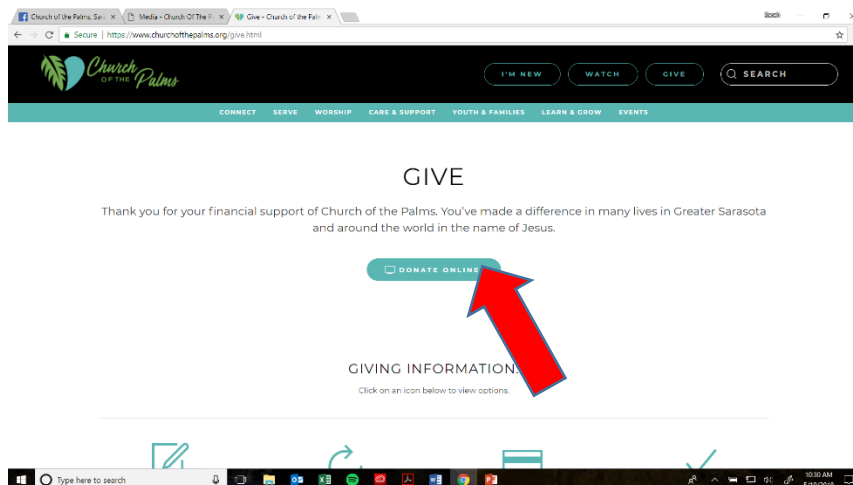
## DIRECTIONS FOR GIVING ONLINE\_RECURRING GIVING

Shelby Giving: Church of the Palms uses a secure online payment service called Shelby Giving to process electronic donation payments via credit card. The following steps will help you set up recurring donations.

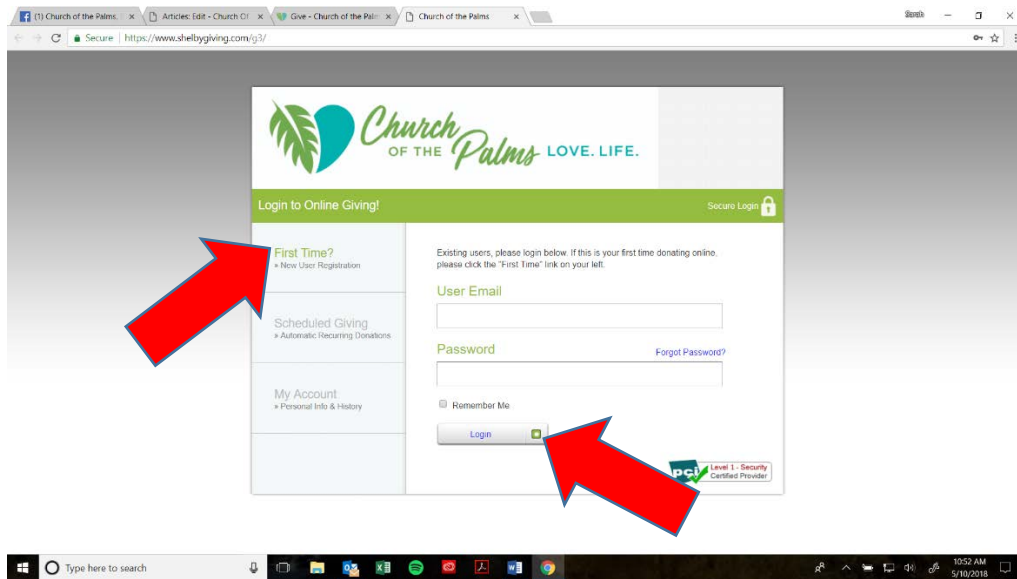
1. Go to [www.churchofthepalms.org](http://www.churchofthepalms.org)
  - a. Select "GIVE" from menu in the upper right hand corner. This will take you to a new page.



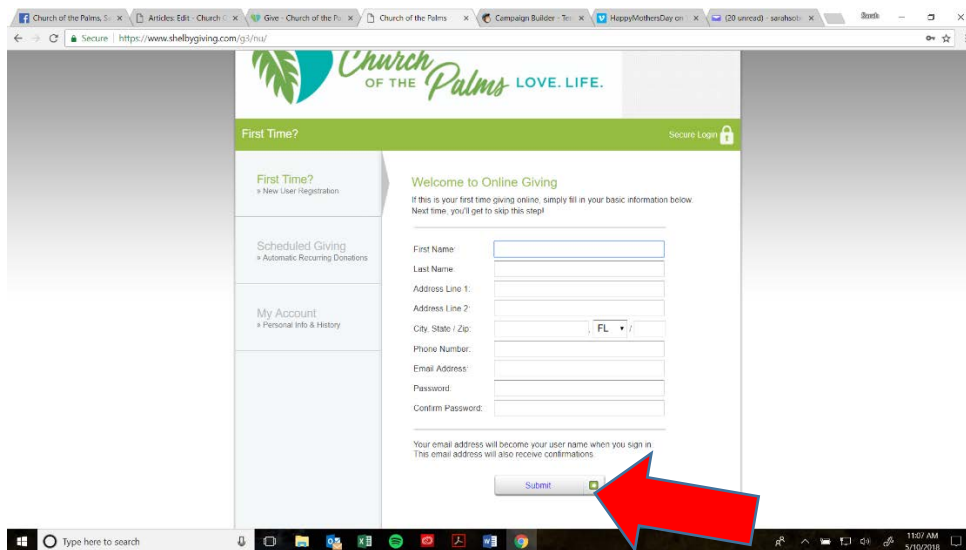
2. Click on the blue DONATE ONLINE button. This will take you to Shelby Giving.



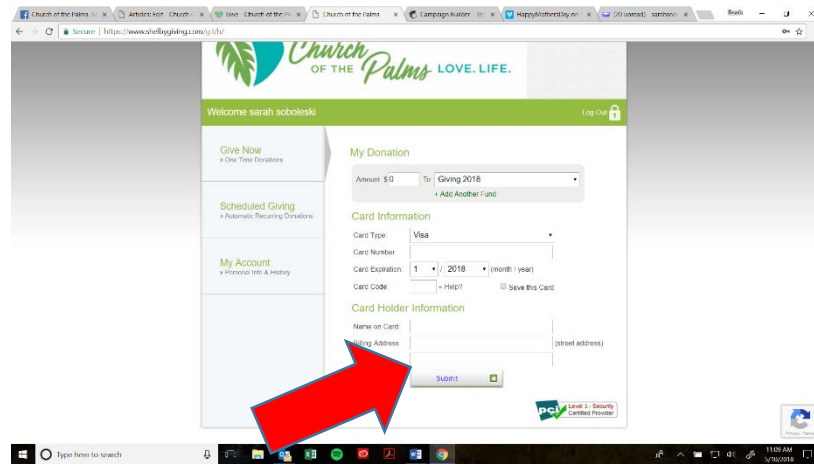
3. Once there, you can log-in as an EXISTING USER or if this is **your first time**, create a NEW USER REGISTRATION by clicking on First Time.



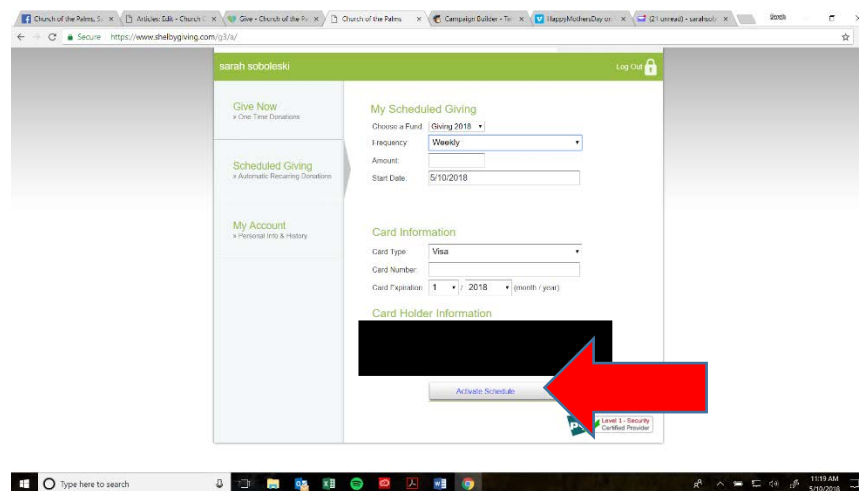
4. First time users are prompted to enter their personal information. Your email address will become your username. Click Submit.



5. You will be taken to MY DONATION screen. Click on scheduled giving in the column on the left hand side.



- Once on the MY SCHEDULED GIVING page, you can choose the fund to which you want to donate as well as the frequency of your giving. You need to enter the amount of the recurring donation and the scheduled start date. Once you complete the card information and card holder information, and are satisfied with the form, click **ACTIVATE SCHEDULE**.



- Your recurring giving is set-up. You will see a confirmation screen which you can print for your records.