

How a Donor Updates a Gift

Complete the steps for the donor to update a gift:

1. Login to **Donor Account**.
2. Go to **My Gifts**.
3. Click the **ellipsis** to view the drop-down menu of the desired Upcoming Gift.
4. Select **Update Gift**.

SAINT MARY OF THE WOODS FUNDS MY ACCOUNT **MY GIFTS** MY FORMS Terri

Giving
By Fund

YTD Contributions
\$41,431.80 384.5%

■ Building Fund
■ Mission to Haiti
■ Offering
■ Other

SAINT MARY OF THE WOODS
200 NOLL PLZ
HUNTINGTON, IN 46750-4310
stmaryofthewoods@demo.com
(555) 555-1212

Giving Information
tsalza@demo.com
(555) 555-1212

SWITCH ORGANIZATIONS

^ Pledges

^ Upcoming Gifts

Scheduled Date	Fund	Type	Payment	Amount	
08/19/2022	Mission to Haiti	Weekly	Visa 1111	\$72.00	⋮
08/19/2022	Building Fund Attributed: Queen of Angels 195	Weekly	Checking 3456	\$1,000.00	⋮
08/19/2022	Mission to Haiti Attributed: Queen of Angels 195	Weekly	Checking 3456	\$100.00	⋮
08/23/2022	Offering	Weekly	Checking 3456	\$50.00	⋮
08/23/2022	Camp Summertime	Weekly	Checking 3456	\$57.15	⋮

ADD GIFT

Update Gift
Pause Gift
Cancel Gift

5. **Enter changes** on the side sheet. The changes may increase or decrease the gift. The changes reflect on the summary box. Add or delete the donation to offset processing fees when a credit card is being used.

Update Gift

Suggested Gift Amounts

\$50

\$100

Gift Amount

\$ 72.10

Frequency

Weekly



Start Date

08/19/2022



Payment Method

Visa | 1111



Donate an extra 5% to offset processing fees

Mission to Haiti

Weekly x \$72.10

Starting on: 08/19/2022

Gift Amount:	\$72.10
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Processing Fee Donation:	\$3.61
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Updated Gift Amount:	\$75.71
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6. Click on **Update Gift**.

CANCEL

UPDATE GIFT

