

# How a Donor Creates a Gift to Give Now

This article provides steps for a Donor to create a gift for the first time, and as a returning user.

1. From the Online Giving page select the desired Fund and Click on Give Now.



## Mission to Haiti

Campaign Goal: \$5,000

Raise funds for the trip to Haiti.

GIVE NOW

2. Enter information beginning with the Gift Amount. (Enter any amount or click on a suggested amount.)
3. Enter the Gift Type (Recurring or One Time)
4. Enter the Frequency (Weekly, Bi-Weekly, Monthly, Quarterly, Twice Yearly)
5. Enter Start Date for the Gift.
6. Add a note or Special Intention if desired.
7. Click Continue.

### Configure Gift

Suggested Gift Amounts

**\$25** \$50 \$75

Gift Amount: \$ 25      Gift Type: Recurring

Frequency: Weekly      Start Date: 11/15/2020

Special Intentions  
Eg: In honor of the Smith Family

CANCEL CONTINUE

A first-time user can create an account ([https://help.osvhub.com/?post\\_type=manual\\_kb&p=6536](https://help.osvhub.com/?post_type=manual_kb&p=6536)) and save the information so they can come back and donate in the future without having to repeatedly provide information.

Click here ([https://help.osvhub.com/?post\\_type=manual\\_kb&p=6536](https://help.osvhub.com/?post_type=manual_kb&p=6536)) for more detailed help on How to Create a Donor Account ([https://help.osvhub.com/?post\\_type=manual\\_kb&p=6536](https://help.osvhub.com/?post_type=manual_kb&p=6536)) when prompted.

8. Provide information to create an account, such as Personal Information, Payment Information, Payment Method Address (This is not the payment method's institution address. For example, it may be the address where the statement is mailed.)
9. Click on Submit your Gift to populate a confirmation confirming the Gift has been scheduled and showing all the details.

## Thank you, your gift has been scheduled



### Offertory

OUR SUNDAY VISITOR

Weekly

Scheduled: 11/15/2020

\$25.00

Processing Fee Donation

\$0.75

Total: \$25.75

BACK TO FUNDS LIST

The Donor receives a confirmation email when the Gift has processed with the information as well.

A returning Donor is prompted to sign in. When creating a gift to Give Now, if the Donor has not signed in and enters a recognized email into the Create an Account ([https://help.osvhub.com/?post\\_type=manual\\_kb&p=6536](https://help.osvhub.com/?post_type=manual_kb&p=6536)) form they are immediately prompted to sign in.

