



INSTRUCTIONS FOR REGISTERING AND CONTRIBUTIONS

To Register:

- Go to SFTahoe.org website
- Click on “Online Giving” in the menu bar
- Click on the Online Logo (like the one above)
- Click on “Create New Account” (2nd item on the menu bar)
- Fill in all the spots with an * and yellow shading; these are required fields
 - Note your ID and Password for later use and keep in a safe place
- Enter the code alphanumeric code as shown
- Click on “Submit”
- If no error message, you are now registered and ready to set up you gift(s)

To Contribute:

- On the Home page on the right under “Existing User Login”, fill in your ID and password you set up and noted
- Click on “My Payment Methods” in the middle of the items on the left
- Select the tab for “My Credit Cards” (default), or “My Bank Accounts”
- If credit card is preferred, click on the **“Click here”**
- Fill in all the fields required; note the option to enter “...An Alternate Address” should that need to be different than the address you used to register (perhaps you used your 2nd home address here in Incline to register, but the credit card you are using is associated with your 1st home address)
- Enter the code as shown, or ask for a new code
- Click on “Submit”
- Click on “Manage my Account” and click on “Give a New Gift”
- The list of contribution choices appear and you can select one or more choices to contribute
- For example; You may wish to set up a recurring “General Collection” contribution and to have it occur on a regular basis (Weekly, monthly, quarterly annually)

- On the right side “Select Gift type” click on the arrow and select in the drop down “Recurring” choice
- Fill in the fields for amount, select the choice for frequency of recurrence by clicking on the arrow and making a selection if other than weekly (default)
- Fill when to start the contribution by clicking on the arrow and picking a date that is today or future day; NOTE: the date you select will be the date each month, quarter or annual if you select any of these choices; weekly will be the same day (e.g., Fri, Sat, or Sun) each week
- To charge the credit card or bank account you set up previously, click on the arrow by “Please charge my _____Account” and select the choice you set up; if only one, select it
- Optional: you can have your gifts anonymous by clicking on the box next to “Anonymous” and a check mark will appear; other wise leave it unchecked and you will be credited for your gifts and able to print a statement any time for taxes or whatever
- The recurring General Collection is now done and will be executed per your selections and entries made
- You may wish to explore the other contributions listed; e.g., you may want to contribute to one or more or all 2nd collections, and/or a ministry, etc.
 - You can make a one time or recurring contributions as the choices offered; some contributions are only one time like 2nd collections
 - You can specify the date for the other collections as well
- Once you have selected your contributions and set them up per your preferences, scroll to the bottom of the choices and click “Next”
- You will see a “Confirm My Gifts” screen to verify all the selections and choices per gift are correct as you intended
 - If you see an error on one or more gifts, click the “back” button to return to the list of contributions and edit the gift(s) for correction
 - Scroll to bottom of the page and click on “Next” to return to confirming your gifts
- If all the info in for the gifts select are correct, click “submit” to complete your contributions
- The confirmation screen comes up, you can “Print” for your records and/or click “Finish”
- You will see the Home Page again where you can explore other choices displayed, and/or click on the “Sign Out” (upper right below the St. Francis logo) to end the session