



# Setting Up Text Giving

## A Member Step-by-Step Guide

To use text giving, you must first have an e-giving account.

To set up an e-giving account if you do not already have one:

1. On the GBC website (www.gracea2.org), under Give select Online Giving.
2. Click Register Now and complete the required information to set up an account.

Getting started with Text Giving is a simple process that requires you to opt-in through your e-giving account and then your mobile phone.

To get started, log into your e-giving account.

Click the View/Edit Member Profile link (shown highlighted above in red).

Your Online Donation Summary		
This Month	2015 YTD	2014 Total
\$0.00	\$850.00	\$0.00

**Make a Donation**  
Make a donation, payment, or contribution to your organization

**View Upcoming Events**  
Register and pay for any events that require registration

**Maintenance and Reports**

- View / Edit Member Profile & Donation Schedules**  
View and change your account information, donation schedules and reminders.
- View Donation History**  
View your Donations.
- Checking / Savings Authorization**  
View the agreement to authorize checking/savings transactions  
✓ You are currently authorized for ACH transactions

Next, go to the Texting tab inside your profile and enter your mobile phone number in the box shown highlighted.

Login Information Reminders

Personal Information Cards Bank Accounts Donation Schedules Pledge Schedules Texting

\*Texting Number: ( ) - -

To begin donating by text message, enter your cell phone number here. Click "Save". Then text "EGIVE" to 41411. To opt out of texting, erase your cell phone number, click "Save", and text "STOP" to 41411.

\*Texting Default Account: -- Select Default Account --  
You must select a default credit card or bank account for text giving to activate properly.

Text Amt. Limit (0 = No Limit): 0.00  
If desired, enter the maximum dollar amount possible for any single text based donation.

☐ Opt-In Group Texts?  
Use this to opt in or out of text message notices coming from your organization.

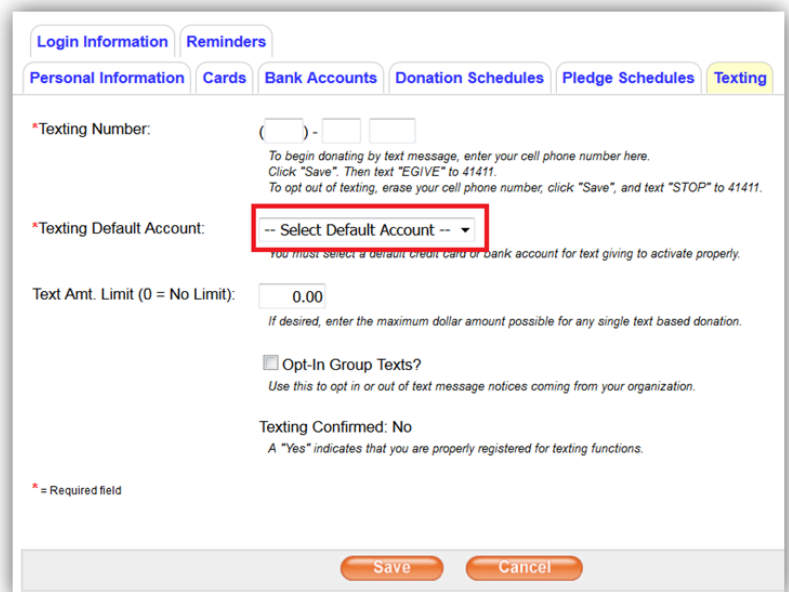
Texting Confirmed: No  
A "Yes" indicates that you are properly registered for texting functions.

\* = Required field

Save Cancel

Then, select which payment method you would like to have tied to your text giving. By clicking the drop-down menu highlighted, you'll be able to choose from any of the cards or bank accounts you have saved.

Once a payment option and mobile number are chosen, click Save.



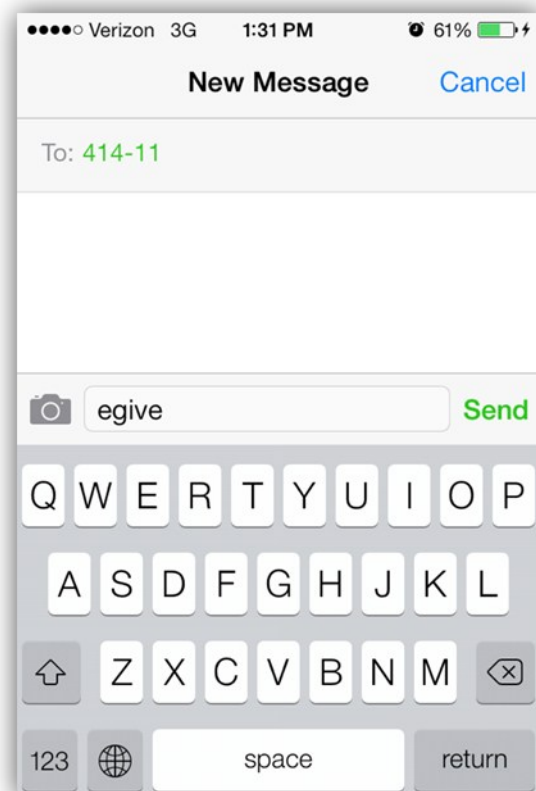
The screenshot shows a web application interface with several tabs: 'Login Information', 'Reminders', 'Personal Information', 'Cards', 'Bank Accounts', 'Donation Schedules', 'Pledge Schedules', and 'Texting' (which is highlighted in yellow). The 'Texting' tab contains the following fields and instructions:

- \*Texting Number:** A field with a placeholder '( ) - ' and a dropdown menu. Below it, instructions state: 'To begin donating by text message, enter your cell phone number here. Click "Save". Then text "EGIVE" to 41411. To opt out of texting, erase your cell phone number, click "Save", and text "STOP" to 41411.'
- \*Texting Default Account:** A dropdown menu with the text '-- Select Default Account --'. This dropdown is highlighted with a red rectangle. Below it, a note says: 'You must select a default credit card or bank account for text giving to activate properly.'
- Text Amt. Limit (0 = No Limit):** A field with the value '0.00'. Below it, a note says: 'If desired, enter the maximum dollar amount possible for any single text based donation.'
- Opt-In Group Texts?** A checkbox that is currently unchecked. Below it, a note says: 'Use this to opt in or out of text message notices coming from your organization.'
- Texting Confirmed:** A label with the value 'No'. Below it, a note says: 'A "Yes" indicates that you are properly registered for texting functions.'

At the bottom left, there is a legend: '\* = Required field'. At the bottom right, there are two orange buttons: 'Save' and 'Cancel'.

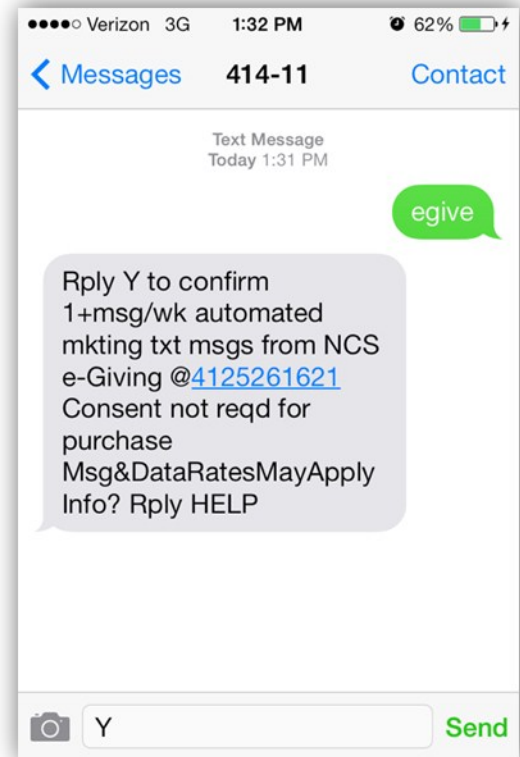
After making the changes to your e-giving account, you just need to opt-in on your phone to complete the set-up.

To get started, text "egive" (not case-sensitive) to the number 41411.



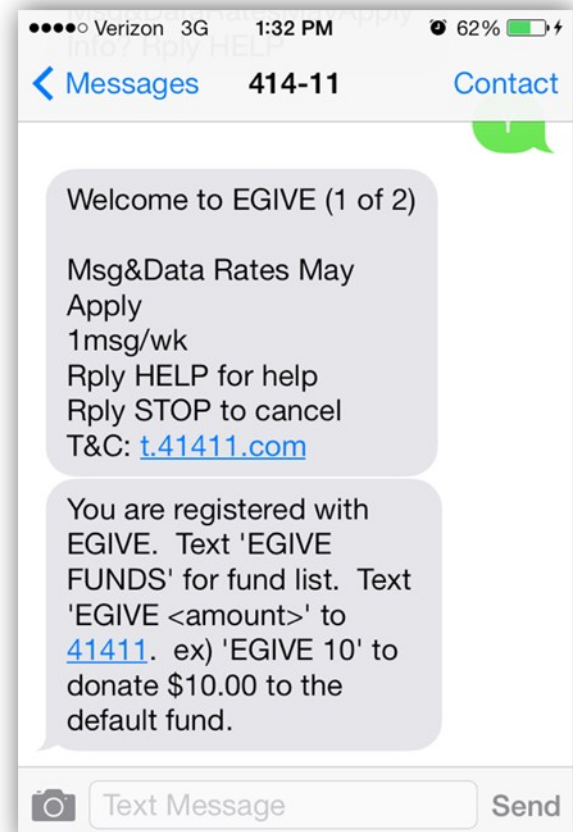
Once sent, you'll receive an automated message similar to the one shown here. The message will ask you to reply with "Y" (for Yes) to confirm your account. (Please note: NCS e-giving does NOT send any marketing messages. This confirmation is required by law in order to allow them to send confirmation messages.)

Text "Y" as prompted.



After sending "Y" you'll receive a confirmation that your account has been set up.

You're ready to start text giving!



## Making a Donation Using Text Giving

Once your account is set up, making a donation is easy!

You can text “EGIVE” followed by the amount to make a donation to the General Fund.

*Text EGIVE 10 to 41411*

to make a \$10 donation to the general fund.

If you wish to give to a fund other than the General Fund, you can see a directory of the funds available for giving. To do this, text EGIVE FUNDS to 41411. You will receive a series of messages listing the available funds. Or you can refer to the list below:

<u>Code</u>	<u>Fund</u>
4505	Benevolent Fund
4575	Grace Initiative
4535	Youth Missions Trips

To give to a specific fund, text EGIVE, followed by the amount, followed by the Fund Code.

For example,

egive 25 4505

will give a \$25 donation to the Benevolent Fund.

In all cases, after a donation is made you will receive a response confirming your contribution.