

View My Scheduled Giving

If your organization set up recurring gifts, the My Scheduled Giving tab displays. On this tab, you can view the date and amount of your next schedule contributions, update your credit and debit card information, and edit or deactivate recurring gifts without having to go through all of your contributions.

Your inactive giving schedules also display on this page, along with important information regarding them. To reactivate a giving schedule, click



under **Actions**.


▼ To add a scheduled gift

1. Click **Giving > My Scheduled Giving**.
2. Click **Add New Gift**.
3. Under **New Gift Details**, enter the amount to give, select a fund, and enter an option memo, if applicable. The information you enter in the **Optional Memo** field displays on the e-mail receipt.
4. Select a giving **Frequency** and the date you want your scheduled gift to begin.
5. Under **Payment Details**, enter your payment information. You can give via credit or debit card, checking account, or savings account.
6. Click **Schedule Gift**.

▼ To update your credit or debit card information

1. Click **Update Account**.
2. Make the appropriate changes to the card information.
3. Click **Submit Payment**.

▼ To edit a scheduled gift

1. Find the contribution you want to edit.
2. Under **Actions**, click .
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3. Edit the amount, optional memo, and other details such as the gift date, start date, and account.
4. Click **Schedule Gift**.

Related Topics

[Enter a Recurring Online Gift](#)
[Update Credit Card Information](#)
[Print a Tax Statement](#)