

# \_TextGivingTab

When contributors give via text, they text your church's keyword, along with the gift amount, to the 5-digit number.

*Example:* If your church's permanent keyword is FBCMTPLEASANT, contributors text **FBCMTPLEASANT \$10** to give \$10 toward the default texting fund.

- Choose a keyword that represents your church as a whole.
- Short, easy to remember keywords are best. The longer the word is, the more likely a contributor will enter a typo.
- You cannot change your church's keyword, so review your choice carefully before accepting it.

1. On the **Text Giving** tab, enter a permanent keyword for your church's text giving. The keyword is not text sensitive.
2. Click **Next**.
3. If your keyword is not available, choose another keyword. Each church that uses text giving through Access ACS must have a unique keyword.
4. If your keyword is available, select **I have reviewed and accept this permanent keyword**, then click **Accept**.

After your church keyword is set up, [funds enabled for text giving](#) display on this tab. You can assign fund keywords to each fund so contributors can give toward specific campaigns.

*Example:* You can set up a fund keyword for the building fund. Your permanent church keyword is FBCMTPLEASANT, and your building fund keyword is BUILD. Contributors can text **FBCMTPLEASANT BUILD \$10** to give \$10 to the building fund.

Each fund can have multiple keywords (separated by a semicolon), *but two funds cannot have the same keyword*. So, if the Missions fund uses the keyword GIVE, no other fund at your church can use that keyword.

1. On the **Text Giving** tab, under **Funds for Text Giving**, click on the fund you want to assign a keyword for. If no funds display, return to the **Funds Setup** tab and select the funds you want to allow text giving for.
2. In the **Fund Keyword(s)** field, enter a fund keyword.
3. If this fund is the default fund for text giving, select **Default Texting Fund**. If the contributor doesn't include a fund keyword, the gift is allocated toward the default texting fund.
4. When finished, click **Submit**.