CREEKSIDE
UNITED CHURCH OF CHRIST

Pledging and Giving in Realm

Last Updated 10/2/2026

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Pledging and Giving Definitions & Realm's Support for Both

- **Pledging** is a commitment to give to Creekside at a future time.
  - This is usually done for Creekside's annual stewardship appeal, capital appeal, or when people start to participate in Creekside activities.
  - Pledges help the church forecast giving, our largest source of revenue. This forecasting is critical for our operations and planning.
- **Giving** is the act of donating funds or assets to Creekside.
  - Giving can be a fulfillment of a pledge or a gift for a special offering, memorial, or other generous reasons.
  - You can give to the general fund, which supports the church's ongoing operations, a capital fund, or the foundation.
- **Realm** is Creekside's online platform that supports pledging and giving to Creekside from a checking account or credit card.
  - Creekside also welcomes gifts of assets from investment, retirement, and other accounts. Contact givingsupport@creeksideucc.org.

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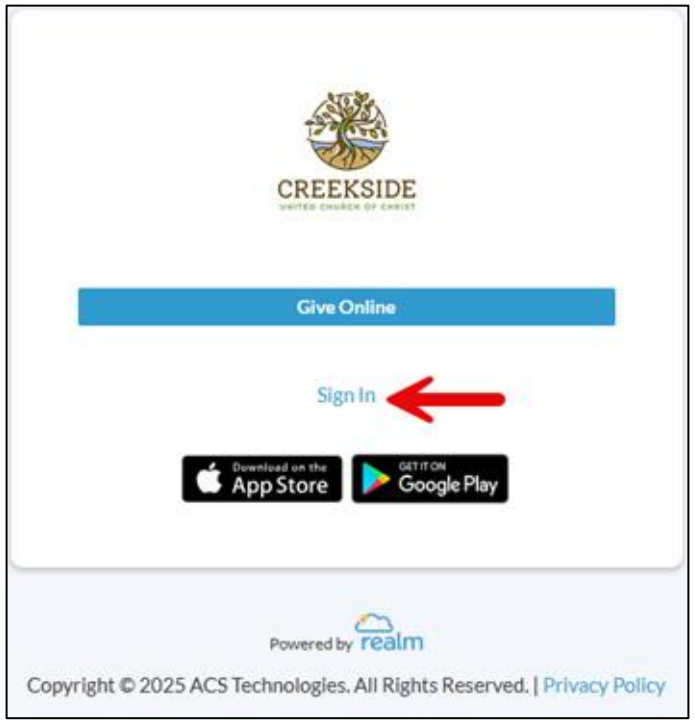
Realm Sign In

https://onrealm.org/creeksideucc/signin



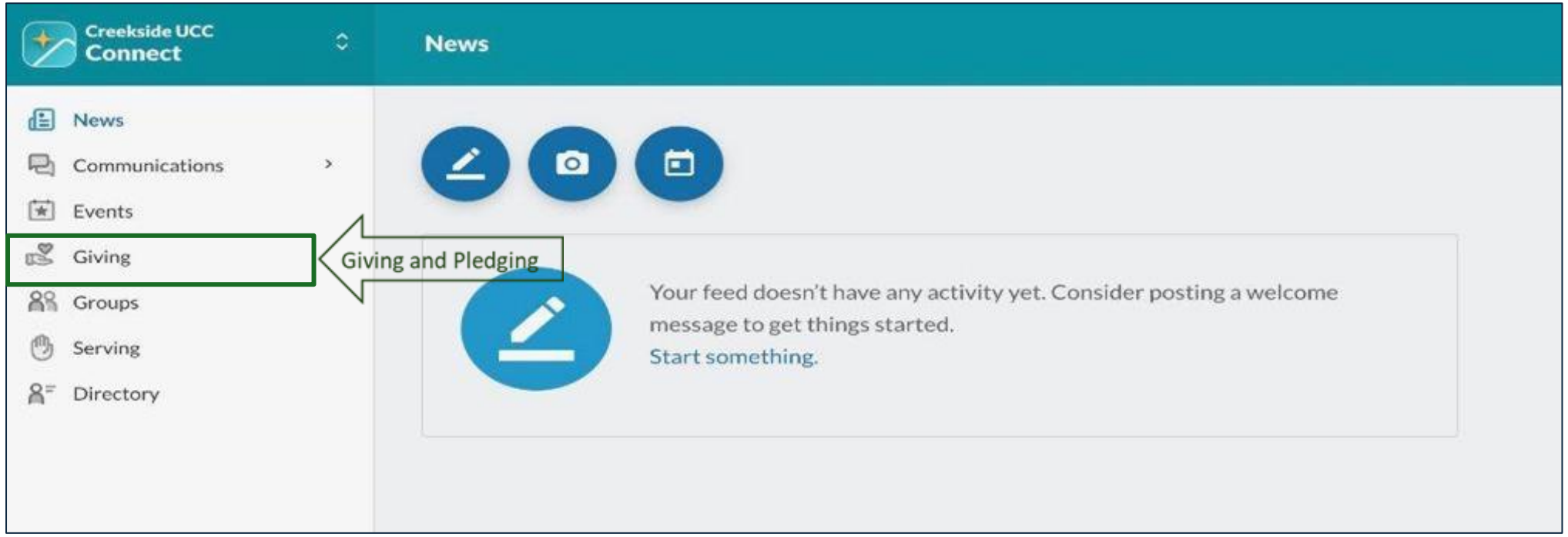
Browser Compatibility

For best results, keep your browser updated to the latest version. We recommend using the latest version of any of the following Internet browsers:

- Chrome
- Firefox
- Microsoft Edge
- Safari

Access Pledging and Giving Features

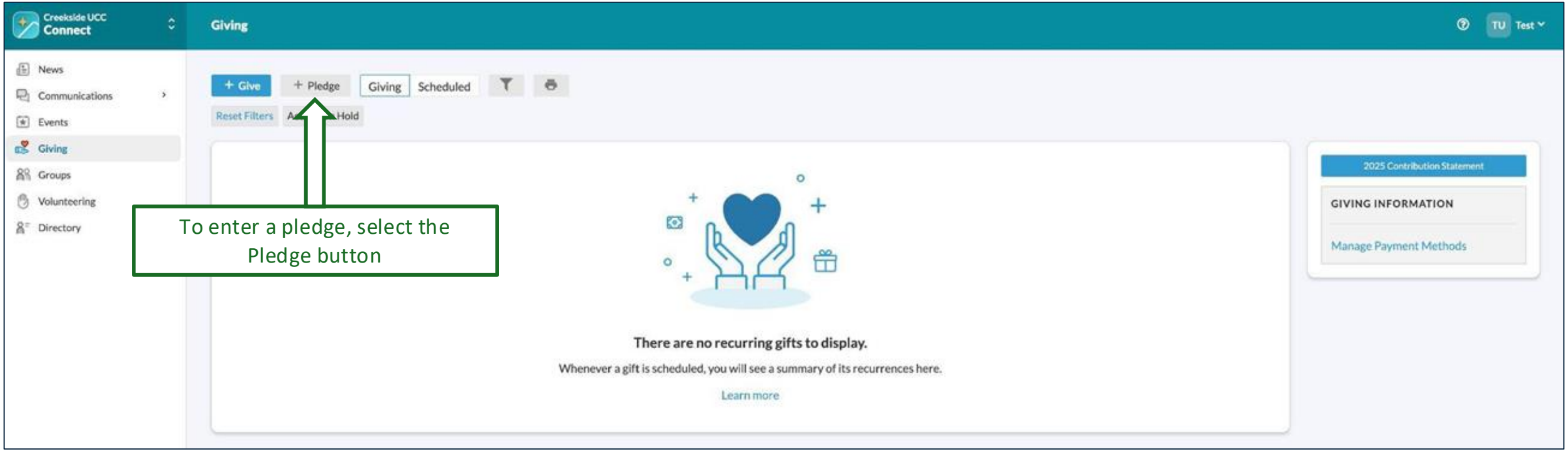
Access **Pledging** and **Giving** features by selecting the Giving button on the left navigation of the Realm Connect home screen



Pledging

If you would like to enter a pledge, select the Pledge button.

Please note: If you have already pledged to both annual stewardship and capital appeals, this button will not be available. If you'd like to change your pledge, email to givingsupport@creeksideucc.org.



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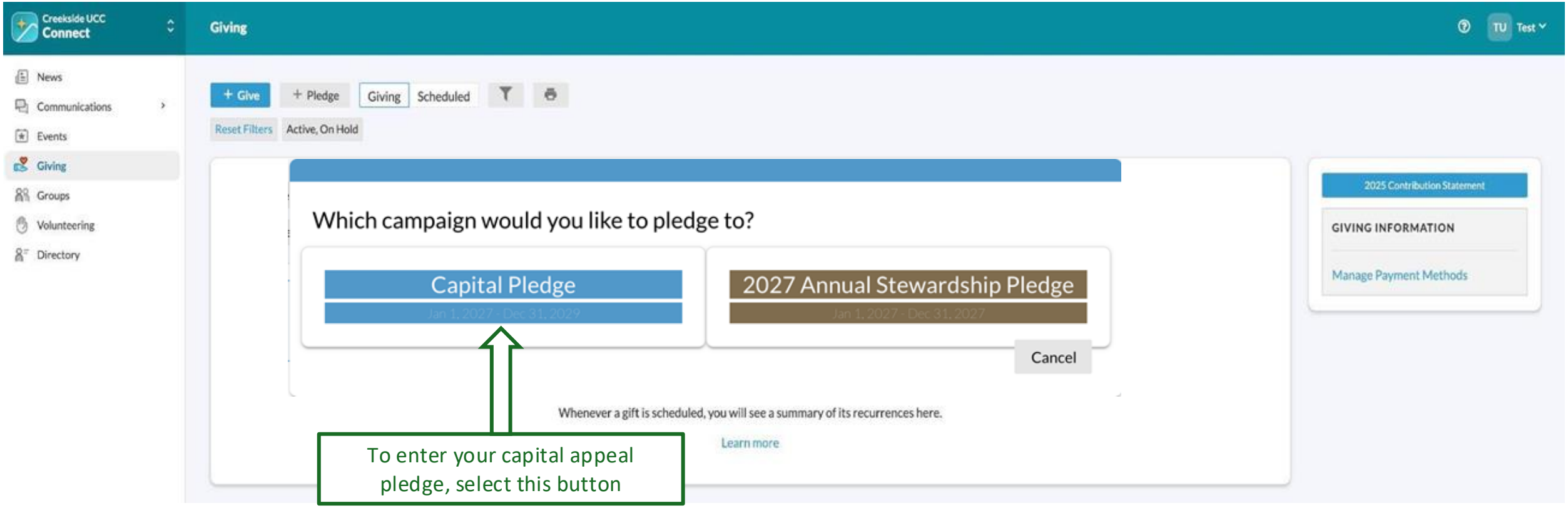
Capital Pledge & Scheduled Giving

You will receive a pop-up window with two options. Select the Capital Pledge button.

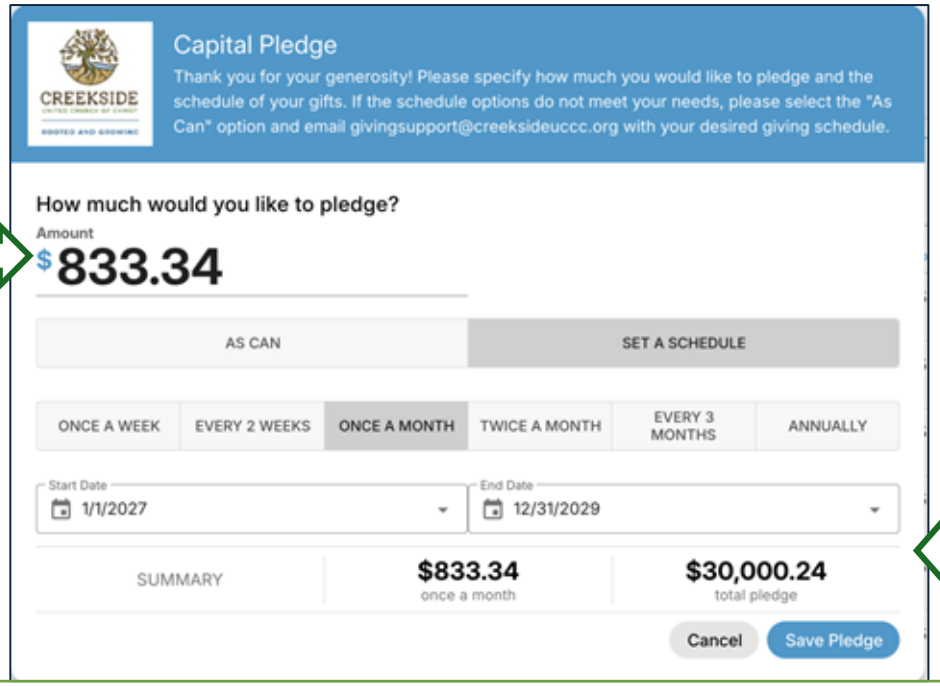


Capital Pledge

- On the form, specify how much you want to give and the schedule for your giving.
  - *If you don't have a plan for when you'll be giving or if the schedule options do not meet your needs, select "As Can." If you would like to time your gifts not offered by the schedule options, email givingsupport@creeksideucc.com.*
- After you save your pledge, you'll see a confirmation screen.

Enter the amount you pledge to give, note that:

- If you specify a schedule other than AS CAN, the amount should represent how much you'll give each time
- If you specify "AS CAN", the amount should be what you plan to give for the appeal.



Double check the summary line to make sure it is accurate. then select "Save Pledge" button

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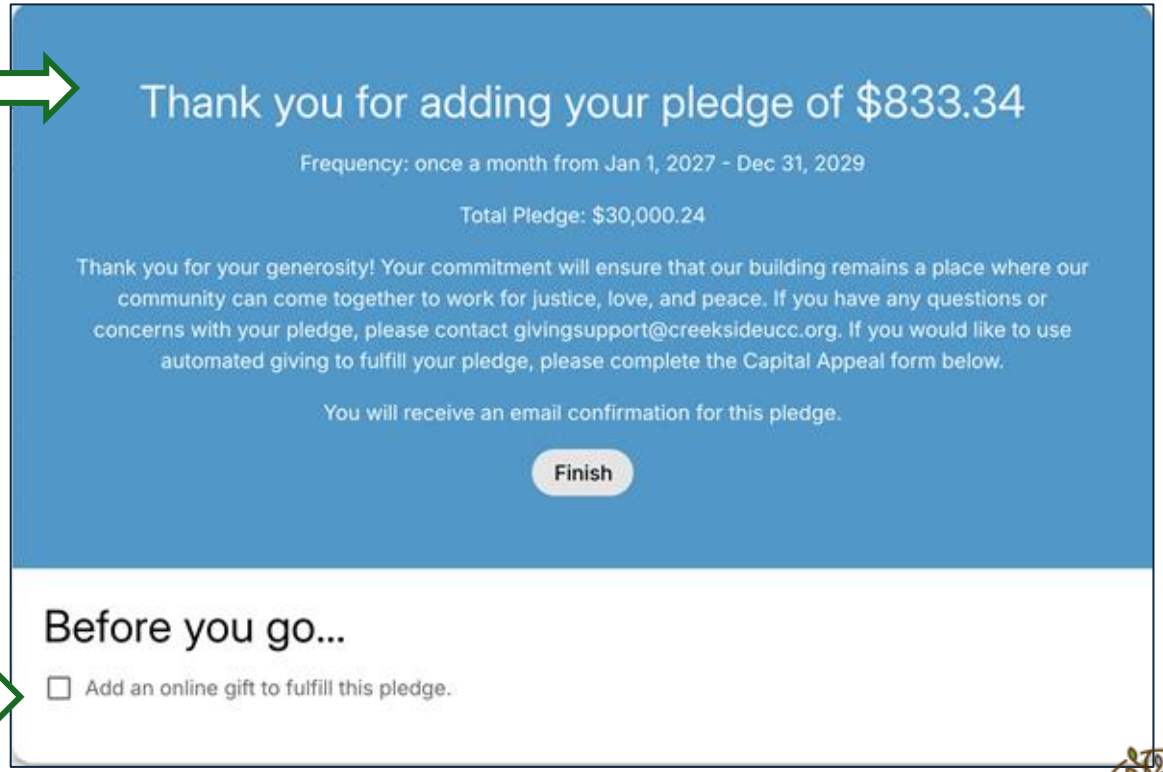
Capital Pledge

- After you save your pledge, you'll see a confirmation screen.
- At the bottom of this screen is a check box that allows you to schedule your giving. Select that check box to confirm and set your automated giving.

Check the amount of the pledge to confirm it is correct.

- If there is a problem, please email givingsupport@creeksideucc.org so they can make any adjustments.



To confirm your automated giving, select this check box

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Capital Gift

If you checked the box on the Capital Pledge confirmation, a Capital Gift form will appear that is prepopulated with the options you selected for your pledge. Confirm that it is correct. Correct any inaccurate information.

Adjust the amount you'd like to give. Note if you are setting up a recurring gift, this is the amount of each occurrence.

Select "One Time" if this is a single gift.

You can change when you'd like to start the giving *(note it must be the current or future date)*.

Check that your entries will fulfill your pledge and then select the "Continue" button.

To change to a recurring gift, select the frequency.

If you want to your recurring gift to continue until you cancel it, do not select "+ End".
If you want to set an end date, select "+ End" then select "Date" from the End After option and set the last date you want the gift to happen.
If you want your gifts to stop after a certain number of transactions, select "+ End", then select "# of Times" from the End After option and enter the number of transactions.

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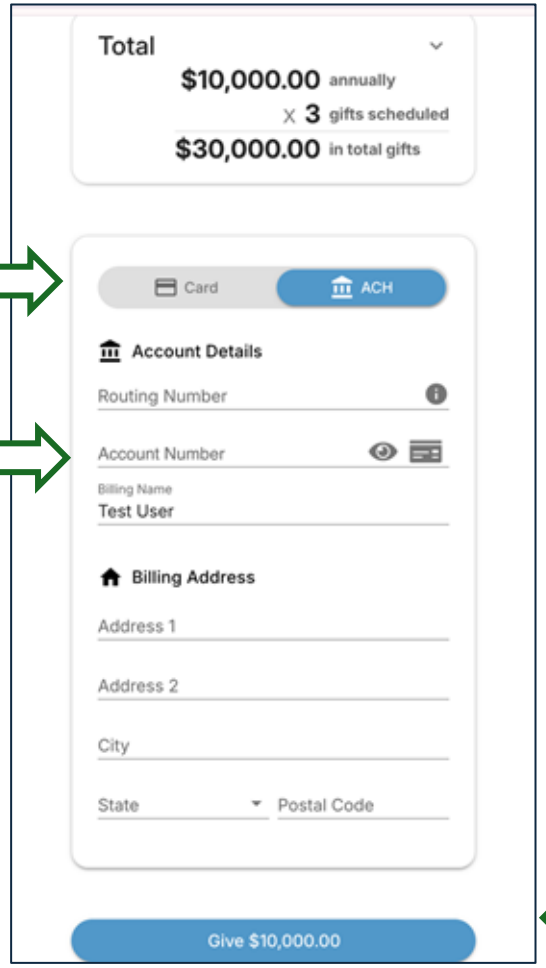
Capital Gift

After you review and confirm your scheduled gift, set the credit or bank account from which the funds will be drawn.

Select the kind of account from which you want to pay your gift

Enter the needed information about your account. This example shows entry of credit/debit card information. If you select Bank Account, you will need to provide the routing number, account number, account type, and name on the account.



Check the summary line to confirm that the giving amount is correct and then select the “Give $” button

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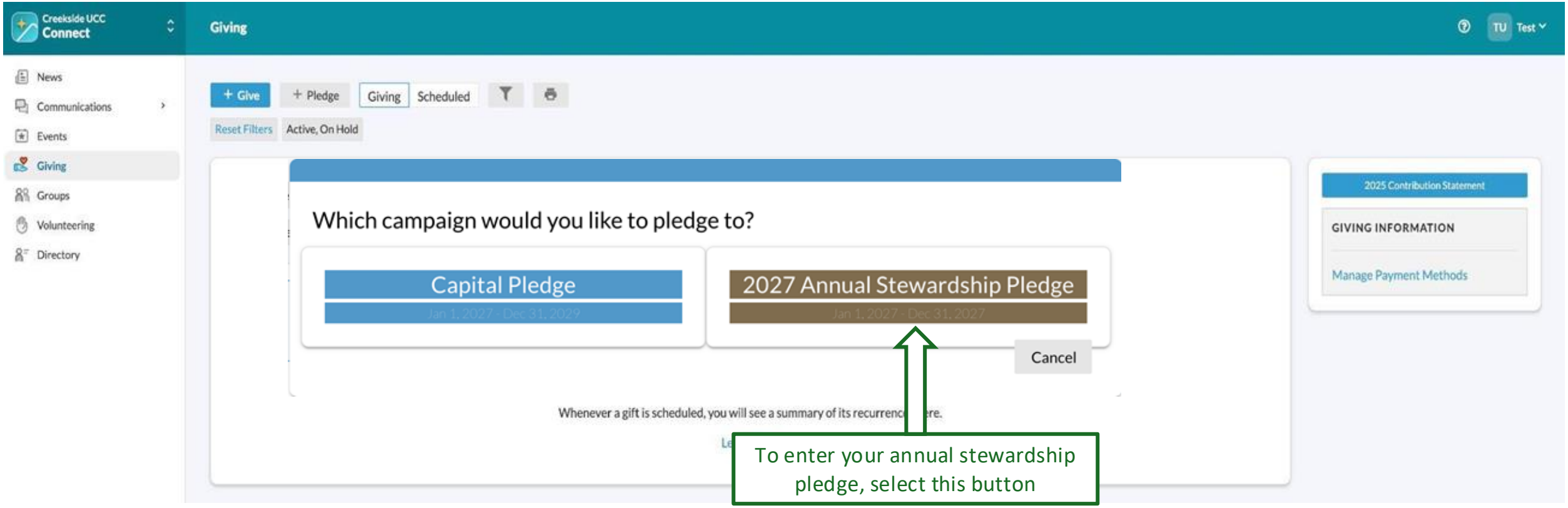
Annual Stewardship Pledge

To create your pledge, select the select the Annual Stewardship button.



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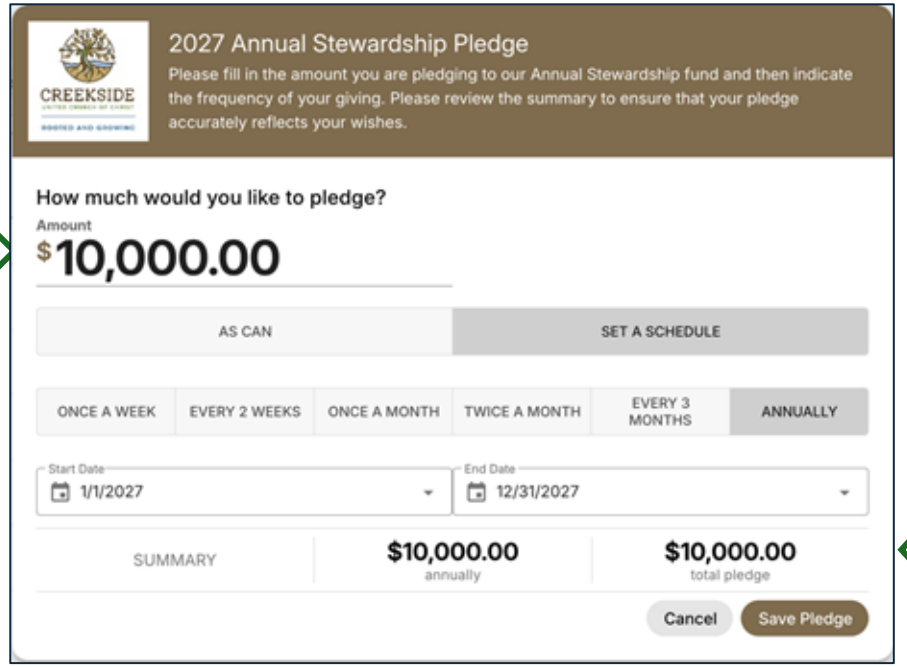
Annual Stewardship Pledge

On the pledging menu, specify how much you want to give and your schedule for giving.

- *If you don't have a plan for when you'll be giving (e.g. if you will transfer assets to Creekside sometime during the year) select "As Can."*

Enter the amount you pledge to give, note that:

- If you specify a schedule other than Annually, the amount should represent how much you'll give each time
- If you specify "AS CAN" or an Annual Schedule, the amount should be what you plan to give for the appeal (e.g. stewardship year)



Double check the summary line to make sure it is accurate. then select "Save Pledge" button

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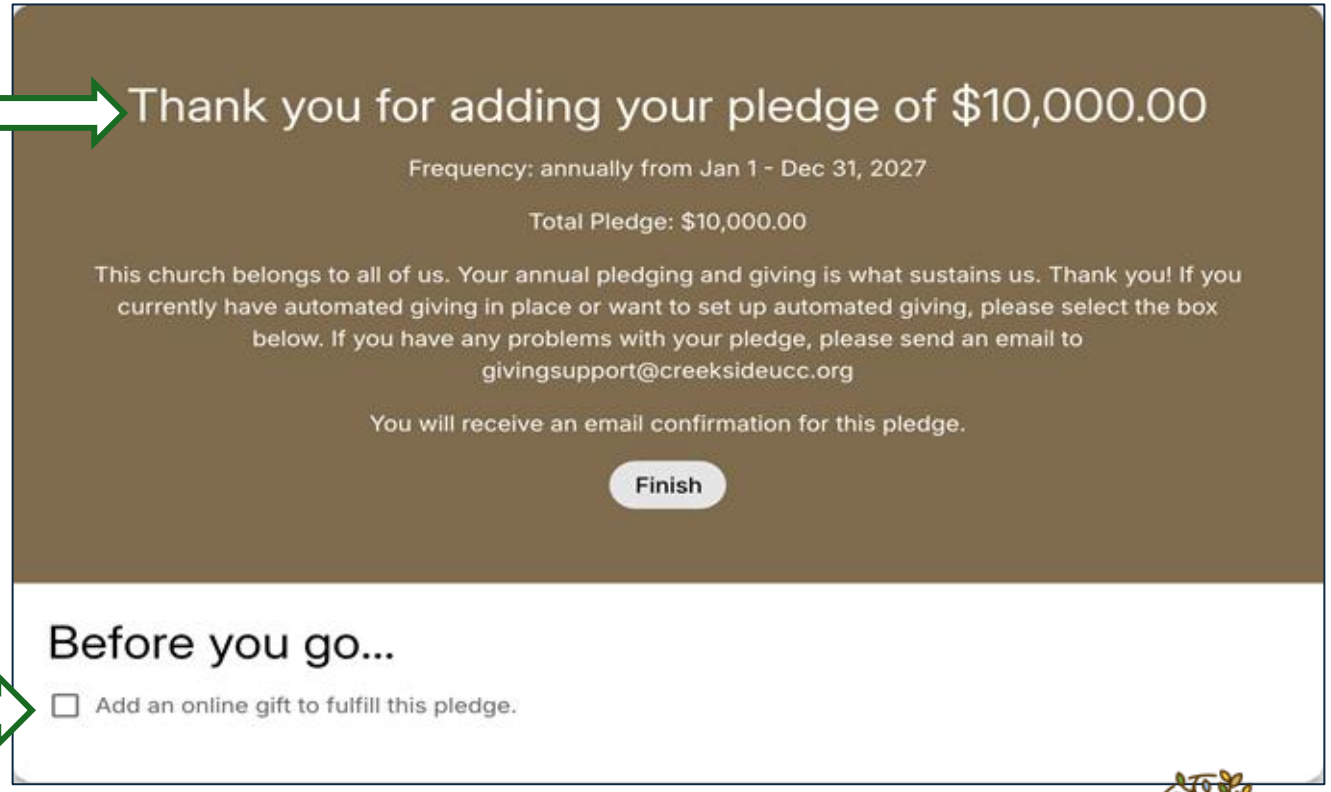
Annual Stewardship Pledge

- After you save your pledge, you'll see a confirmation screen.
- At the bottom of this screen is a check box that allows you to schedule your giving. Select that check box to confirm and set your automated giving.

Check the amount of the pledge to confirm it is correct.

- If there is a problem, please send an email describing what you intended to givingsupport@creeksideucc.org so they can make any adjustments.

To enter your automated giving, select this check box



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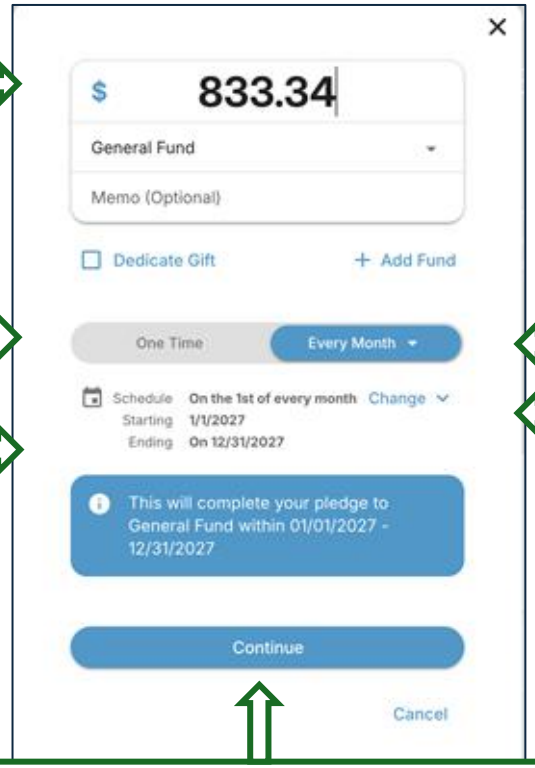
Annual Stewardship Gift

If you checked the box on the Annual Stewardship Pledge confirmation, an Gift form will appear that is prepopulated with the options you selected for your pledge. Confirm that it is correct. Correct any inaccurate information.

Adjust the amount you'd like to give. Note if you are setting up a recurring gift, this is the amount of each occurrence.

Select "One Time" if this is a single gift.

You can change when you'd like to start giving (note it must be the current or a future date).



To change to a recurring gift, select the frequency.

If you want to your recurring gift to continue until you cancel it, do not select "+ End".
If you want to set an end date, select "+ End" then select "Date" from the End After option and set the last date you want the gift to happen.
If you want your gifts to stop after a certain number of transactions, select "+ End", then select "# of Times" from the End After option and enter the number of transactions.

Check that your giving will fulfill your pledge and then select the "Continue" button

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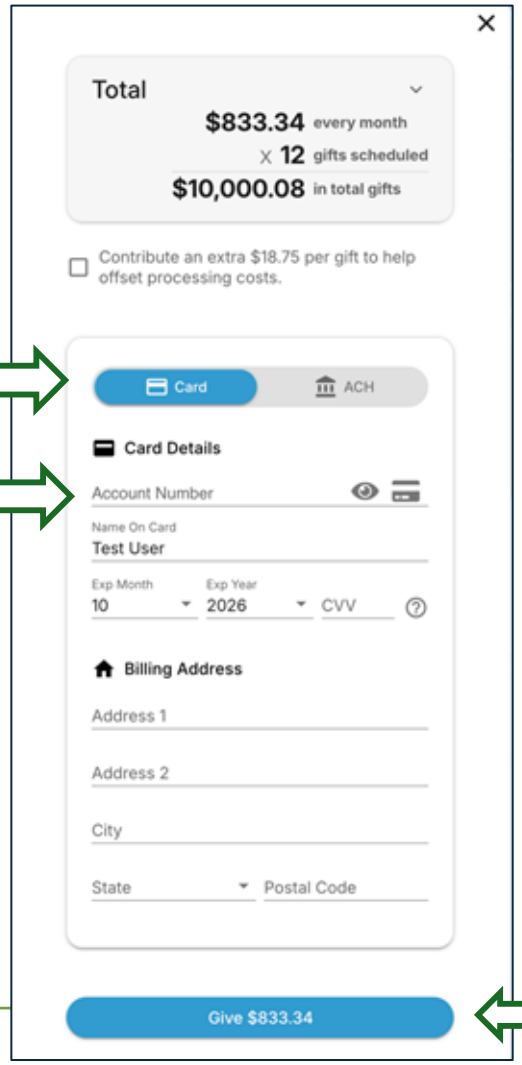
Annual Stewardship Gift

After you review and confirm your scheduled gift, you can set the credit or bank account from which the funds will be drawn.

Select the kind of account from which you want to pay your gift

Enter the needed information about your account. This example shows entry of credit/debit card information. If you select Bank Account, you will need to provide the routing number, account number, account type, and name on the account.



Check the summary line to confirm that the giving is correct and then select the “Give $” button

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Giving

- You can give electronically through Realm in two ways:
  - Log into Realm and enter your gift through the Giving page.
  - Enter a gift without logging on.
- If you have a Realm account, it is better to use the **logged in method** as it:
  - Provides more flexibility in scheduling your gifts;
  - Helps Creekside's accounting team accurately track your giving;
  - Each time you set a pledge, create, or modify electronic giving, you'll receive an email confirmation of your action.
  - Helps you track your giving as Realm sends email confirmations after a scheduled gift is complete.

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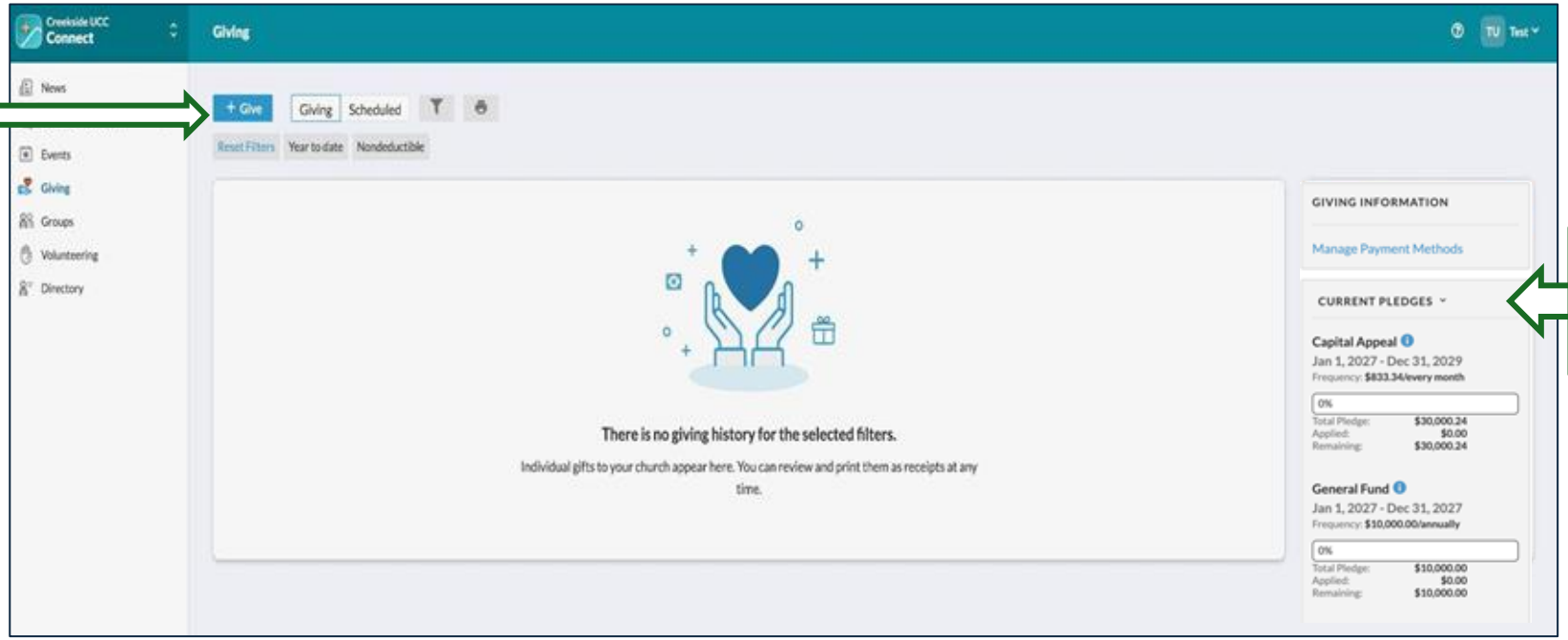
Giving From Your Realm Account

- Navigate to the “Giving” screen from the Realm Connect home page by selecting the Giving option on the left menu.
- If you haven’t scheduled giving or if you want to create a new gift, select +Give button.

Select the +Give button



From this screen, you can also see your pledges and giving to fulfill them

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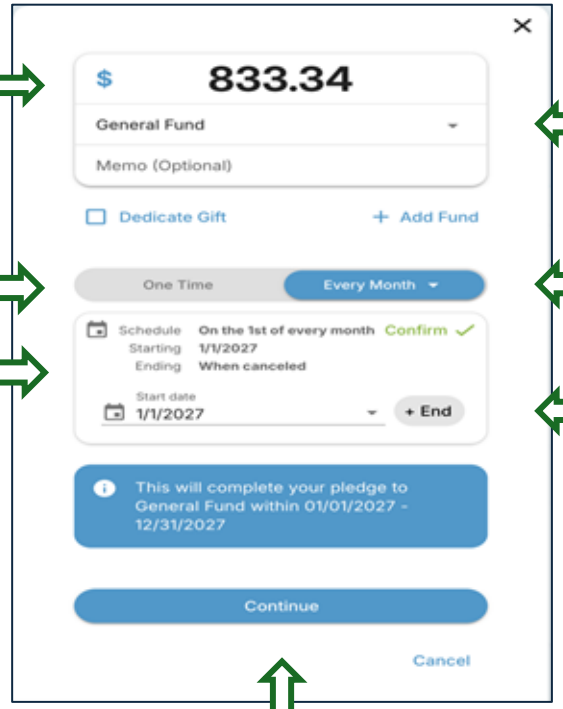
Giving From Your Realm Account: Scheduled Giving

- After selecting the + Give button, a pop-up window will appear that allows you to enter your electronic gift.

Enter the amount you'd like to give. Note if you are setting up a recurring gift, this is the amount of each occurrence.

Select "One Time" if this is a single gift.

You can set when you'd like to start the giving (note it must be the current or a future date).



Check the summary line to confirm that the giving is correct and then select the "Continue" button

To fulfill an annual pledge, select "General Fund". To fulfill a capital pledge, select "Capital Appeal" from this drop down menu

To set up a recurring gift, select the frequency.

- If you want a recurring gift to continue until you cancel it, do not select "+ End".
- If you want to set an end date, select "+ End" then select "Date" from the End After option and set the last date you want the gift to happen.
- If you want your gifts to stop after a certain number of transactions, select "+ End", then select "# of Times" from the End After option and enter the number of transactions.

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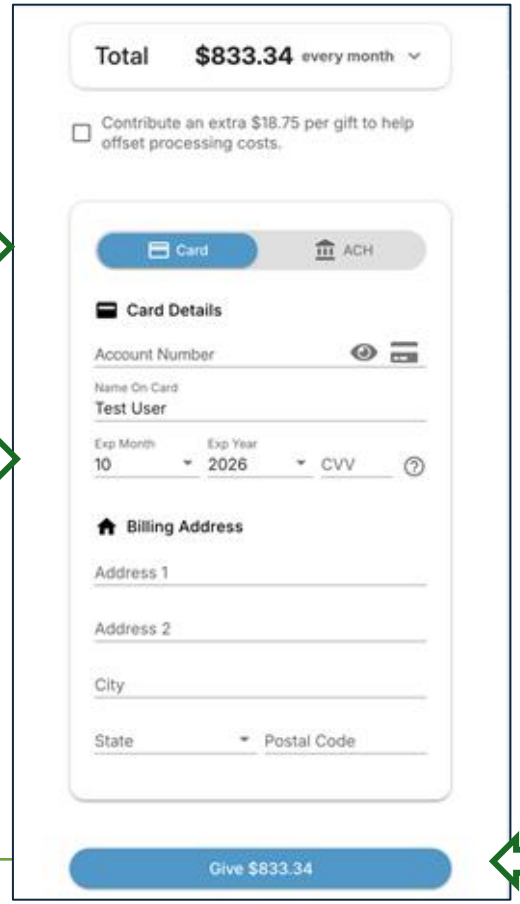
Giving From Your Realm Account: Scheduled Giving

- After entering your gift amount and schedule, you can pick a credit, debit, or checking account that is already set up in Realm.
- If you do not have an account in Realm or want to use a new account, provide information about the credit card or checking account from which your gift will be paid.

Select the kind of account from which you want to pay your gift

Enter the needed information about your account. This example shows entry of credit/debit card information. If you select Bank Account, you will need to provide the routing number, account number, account type, and name on the account.



Check the summary line to confirm that the giving is correct and then select the "Give $" button

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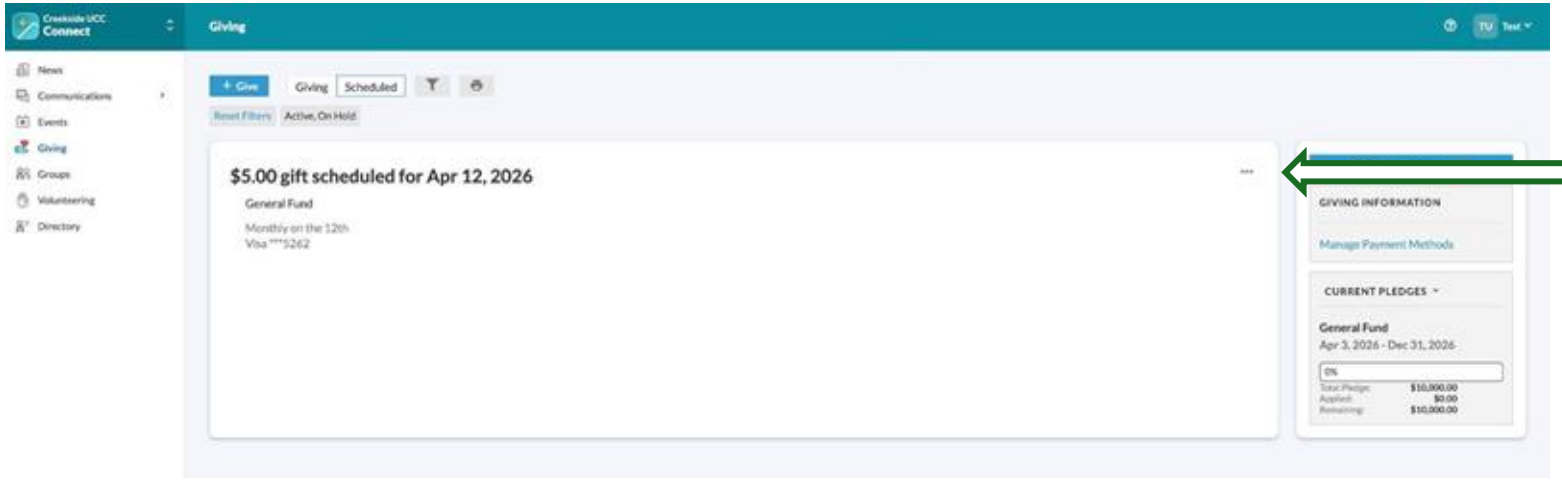
Giving From Your Realm Account: Modifying a Scheduled Gift

- Once you enter a scheduled gift, you will see it on your Giving page. To change an existing gift, follow these steps.



To modify a scheduled gift, select the 3 dots (...)

Once you select the 3 dots (...), a drop down appears. Select the option you'd like (Edit, Place on Hold, or Cancel)

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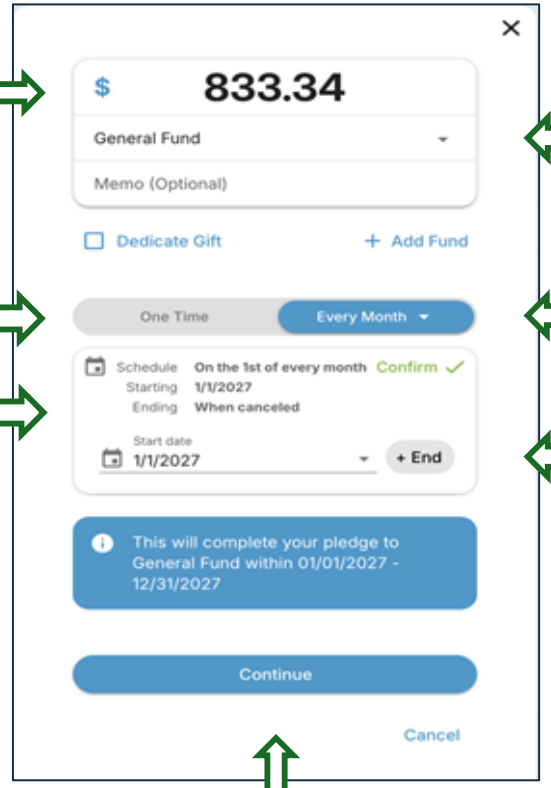
Modifying a Scheduled Gift

- After selecting the + Give button, a pop-up window will appear that allows you to enter your new gift amount, frequency and start/end dates.

Enter the amount you'd like to give. Note if you are setting up a recurring gift, this is the amount of each occurrence.

Select "One Time" if this is a single gift.

You can set when you'd like to start the giving (note it must be the current or a future date).



To fulfill an annual pledge, select "General Fund", to fulfill a capital pledge, select "Capital Appeal" from this drop down menu

To set up a recurring gift, select the frequency.

- If you want a recurring gift to continue until you cancel it, do not select "+ End".
- If you want to set an end date, select "+ End" then select "Date" from the End After option and set the last date you want the gift to happen.
- If you want your gifts to stop after a certain number of transactions, select "+ End", then select "# of Times" from the End After option and enter the number of transactions.

Check the summary line to confirm that the giving is correct and then select the "Continue" button

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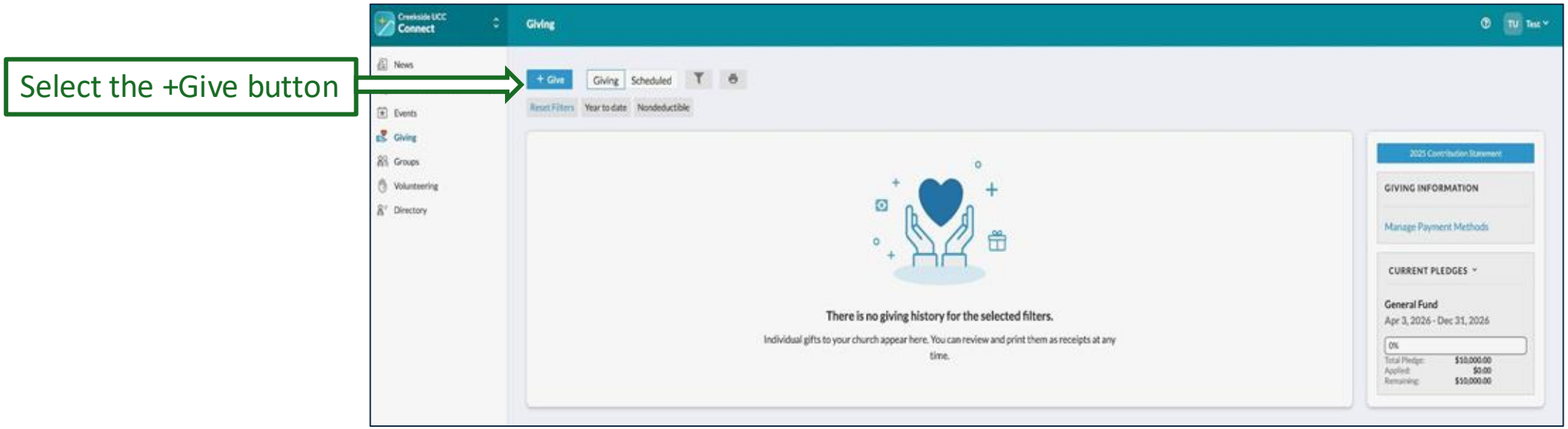
Giving From Your Realm Account: Special Gifts

Realm also allows you to enter a gift for special recipient funds. To do that:

- Navigate to the “Giving” screen from the Realm Connect home page by selecting the Giving option on the left menu.
- To enter a special gift, select +Give button.



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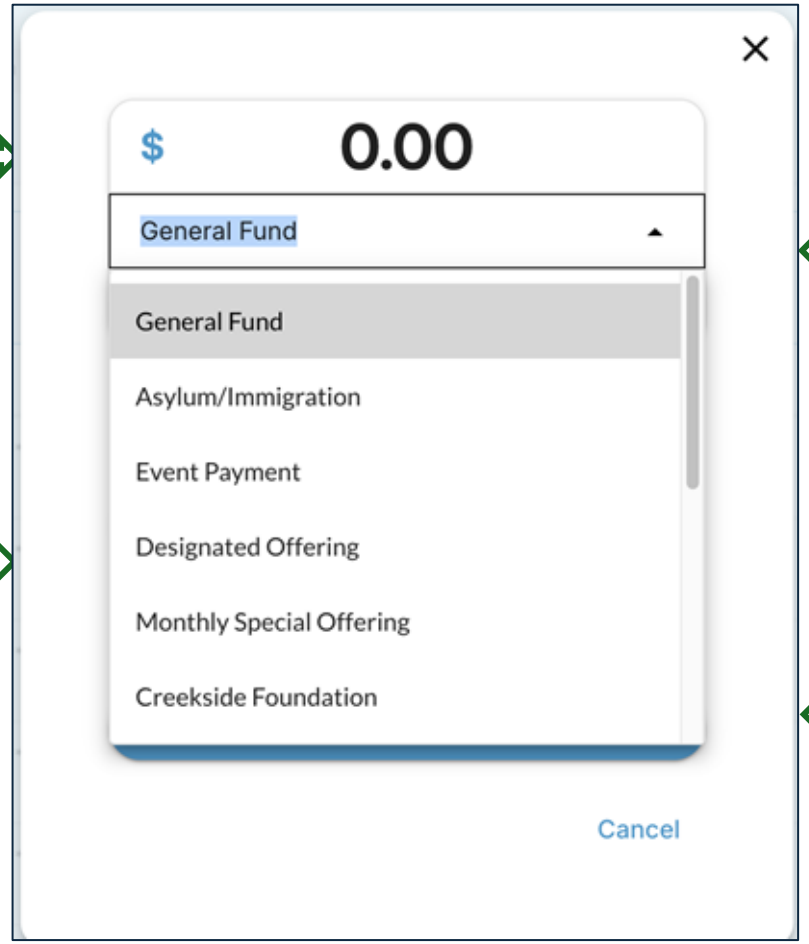
Giving From Your Realm Account: Special Gifts

You can then specify your special gift including the following:

Enter the amount of the gift. Note that if you choose a repeating gift, this is the amount donated each time.



You can choose the recipient of your special gift.

Hidden behind the recipient drop down menu are options to You'll also be able to make it a repeated gift. If you select a repeating gift, you can specify frequency, start date and optionally end date or occurrence count.

Check the summary line (hidden in this image) to confirm that the giving is correct and then select the "Continue" button. You will then go to a screen where you can pick an existing or new account from which the gift will be deducted.

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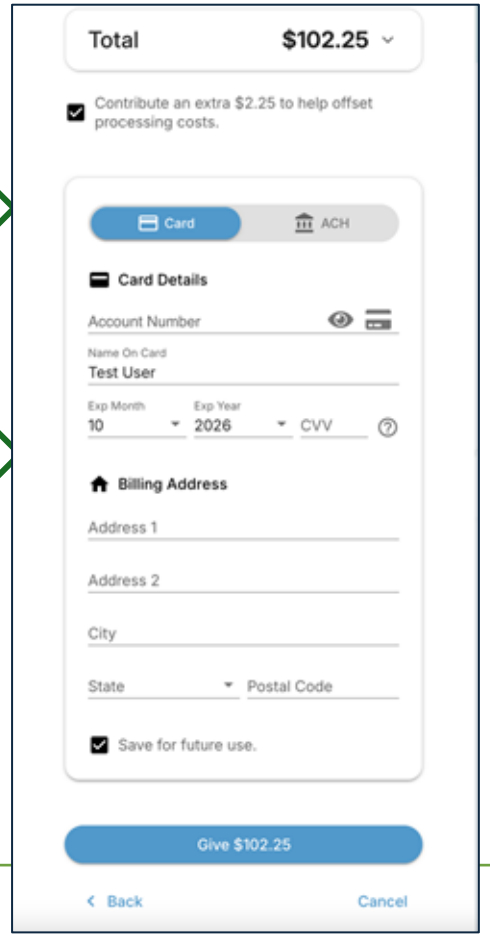
Giving From Your Realm Account: Special Gifts

Once you enter your gift to the desired account, you can then select an existing payment method or a new one. To specify a new payment method:

Select the kind of account from which you want to pay your gift

Enter the needed information about your account. This example shows entry of credit/debit card information. If you select Bank Account, you will need to provide the routing number, account number, account type, and name on the account.



Check the summary line to confirm that the giving is correct and then select the “Give $” button

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