

How to Give Through First Focus

There are two ways to give:

- Giving while **logged in** (repeat giving is only available logged in)
- Giving while **logged out** (referred to as *Public Gifts*)

First click the **My Giving** menu option on the left if logged in or the **Give** button above the First Focus logo if logged out. Notice that you have three tabs to choose from.

Give Tab

- First select either **One-time** or **Repeating Gift**
 - **HINT** - You can select **repeating gift** and choose a future date to give a one-time gift **in the future**
- Use the drop down arrow to **select the gift designation**
- **Enter the Amount** of the Gift
- Click **Continue**

The screenshot shows the 'GIVE' tab interface. At the top, there are three tabs: 'GIVE', 'SCHEDULES / HISTORY', and 'PLEDGES'. Below the tabs, there are two radio button options: 'One time gift' (selected) and 'Repeating gift'. Underneath, there is a 'Gift Amount' section with a dropdown menu labeled 'Choose Designation' and a text input field labeled 'Giving Amount'. To the right of the 'Giving Amount' field is a link that says 'Add another'. At the bottom right, there are two buttons: 'Cancel' and 'Continue'.

Payment Information

Payment Type
 Checking Account ▼

First Name Last Name
 Jacob Stone

Street
 5810 Palmer Park Boulevard

City State Postal Code
 Colorado Springs CO 80915

Email
 traininggets123@gmail.com

Update profile with this contact information.

PAY TO THE ORDER OF \$

⋮ 23456789 ⋮ ⋮ 234567890 ⋮ ⋮ 234 ⋮

Routing Number Account Number Check Number

Routing Number Account Number

Confirm Routing Number Confirm Account Number

Save payment information for future use.
 I authorize ETS to debit my account for the amount indicated above. I understand that I can cancel any future automatic payments myself by going to the Financial tab in my profile.

[Back](#) Continue

- Next, select **Checking Account** or **Debit/Credit Card** by clicking the **Payment Type** line
- Your contact information is loaded from your profile
- Make any changes necessary
- For Debit/Credit Card gifts, enter your card info
- The **Save Information** check box is only available for one-time gifts
- For Checking Account gifts, enter your checking account information
- Here again, the **Save Information** check box is only available for one-time gifts
- **Remember** - ACH gifts normally take 2—3 days to process completely so plan end of year giving accordingly

Schedules/History Tab

- This page will show **past gifts** and any **scheduled repeating gifts** you have
 - Click **Cancel** to stop repeating gift

- Primary Contacts and Spouses can view repeating gifts and transactions for their family members via the **Family** view tab
- Take advantage of the quick access to your **Giving Statement** report

The screenshot shows the 'SCHEDULES / HISTORY' tab with the 'Family' view selected. A 'Giving Statement' button is circled in red in the top right. Below, the 'REPEATING GIFT SCHEDULES' section contains a table with one entry: 'Equipping the Saints' for 'General Fund 2017' with a \$3.00 amount, next due Feb 25, 2018, on a monthly frequency. A 'Cancel' button is circled in red next to this entry. Below this is the 'GIVING HISTORY' section, which is also circled in red. It contains a table with two entries:

Date	Campus	Designation	Type	Amount
Feb 15, 2018	Equipping the Saints	General Fund - 2018	Online	\$3.00
Jan 25, 2018	Equipping the Saints	General Fund 2017	Online	\$3.00

Pledges Tab (we do not currently use pledges)

- View recent gifts toward your pledge
- Print your Pledge statement
- View other family member pledges as well

The screenshot shows the 'PLEDGES' tab with the 'Family' view selected. A 'Pledge Statement' button is circled in red in the top right. Below, a table lists several pledges:

Campus	Start Date	Designation	Total Pledged	Given	Remaining
Beta Campus	Mar 30, 2015	Regular Giving	\$8.00	\$0.00	\$8.00
Beta Campus	Jan 1, 2012	Building Fund	\$1,476.00	\$0.00	\$1,476.00
Beta Campus	Jan 1, 2012	Missions 2011	\$144.00	\$71.33	\$72.67
Beta Campus	Apr 1, 2011	Homeless Ministry	\$1.23	\$12.85	\$0.00
Beta Campus	Apr 1, 2011	Special Designation	\$100.00	\$1,437.00	\$0.00