

How to give a Text-To-Give Donation to Holy Faith

Please read and review these instructions before making your donation. See the following pages for example pictures.

Reminder: This is text giving. The first time you do this you go to your text message box and in the **To:** section on the top, you enter the phone number (see next page) and press send.

Do not put anything in the message section until a text pops up with instructions.

Continue Reading:

- If you are a first time donor on Text Giving, you will need to fill out a short form to give your billing information. Click the link in the responding text you receive (**as shown in the image on page 2 marked B**) to complete your one-time registration.
- Fill out your name, billing address, email, payment method and amount and click **Give** at the bottom to submit the form. (**see C on page 3**) This first donation will go to offertory. (**To learn how to donate to other funds see H on page 4**).

Note: *If you are already using ParishSoft but this is your first text-to-give donation, go ahead and complete the information if requested. If not requested (see F on page 4).

- Once you submit the form you will receive a confirmation.
- If you go back to your text message, you will now see that the gift has processed successfully.
- If you want to see a list of available funds text **Keywords in the message box**. (**see H, page 4**)

NOTE: If you use the text-to-give in the future, remember to find the correct number by going to your messages, search for your contact name “Holy Faith Text” and choose. Old messages will pop up. Do not text anything in the message box until you have chosen this name.

If you enter an amount in the message box at that point, it will automatically charge your giving account to the offertory fund. If you want to give to a different fund, like Easter, type in the word “Keywords” in the message box and send for the list of funds, then type the fund name and send and then type in the amount when prompted. This is the best way to avoid problems.

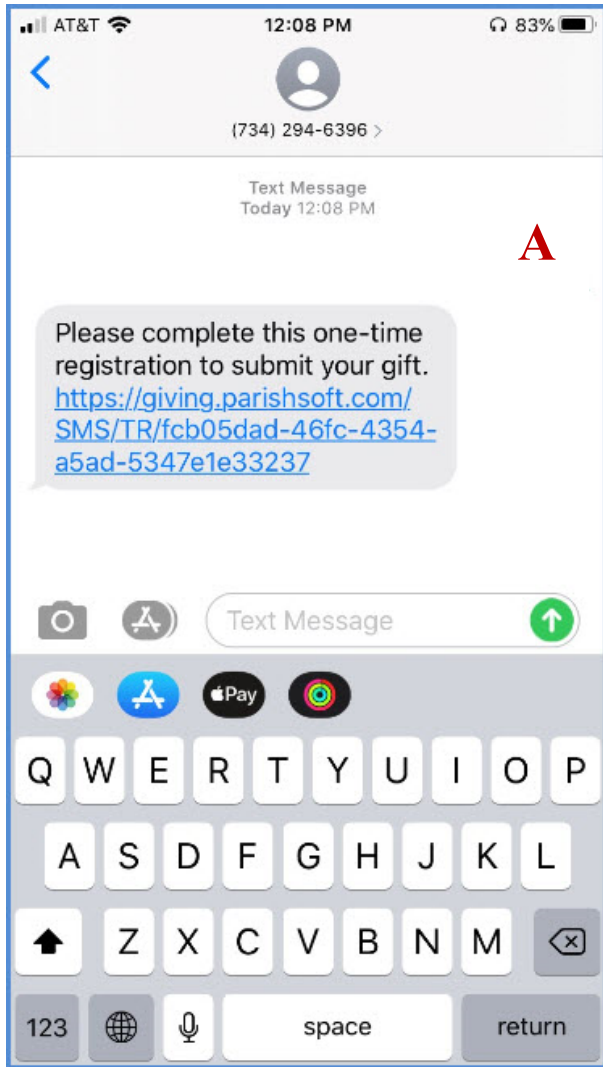
IMPORTANT: See page 5 to see what to do if you entered an incorrect amount and already hit send for how to get a refund of your most recent gift.

First time using Text-to-Give

Type in this number and press enter.
352-499-1206

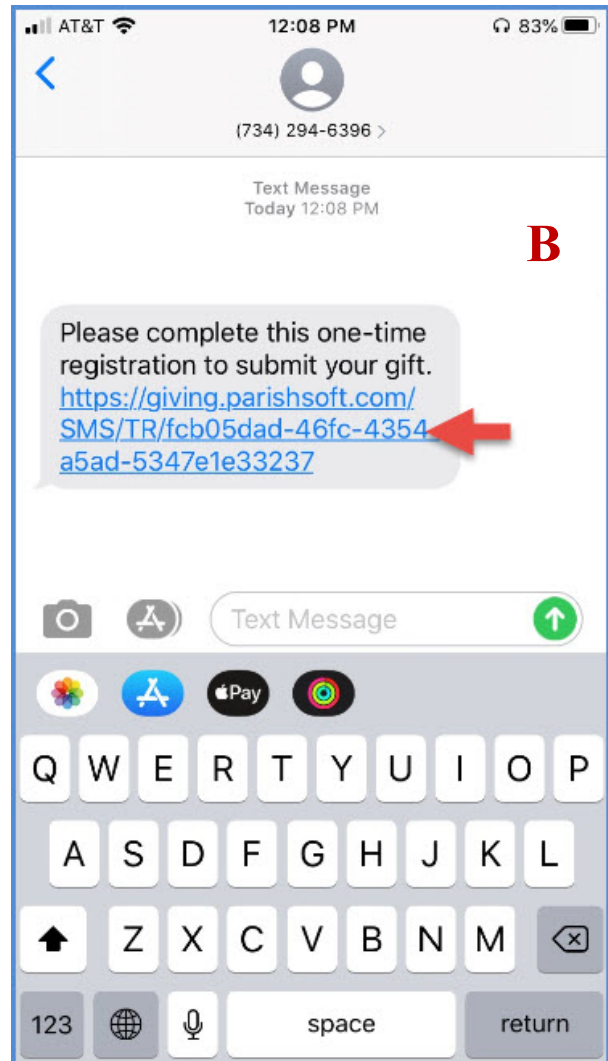
Do not send any messages!

You will receive a response (see below)



You will need to fill out a short form to give your billing information. **Click the link** in the responding text you receive (as shown in the image below) to complete your one-time registration.

Note: *If you are already using ParishSoft go ahead and sign up if this is your first time using text-to-give or (see F on page 4) before proceeding for full instructions.

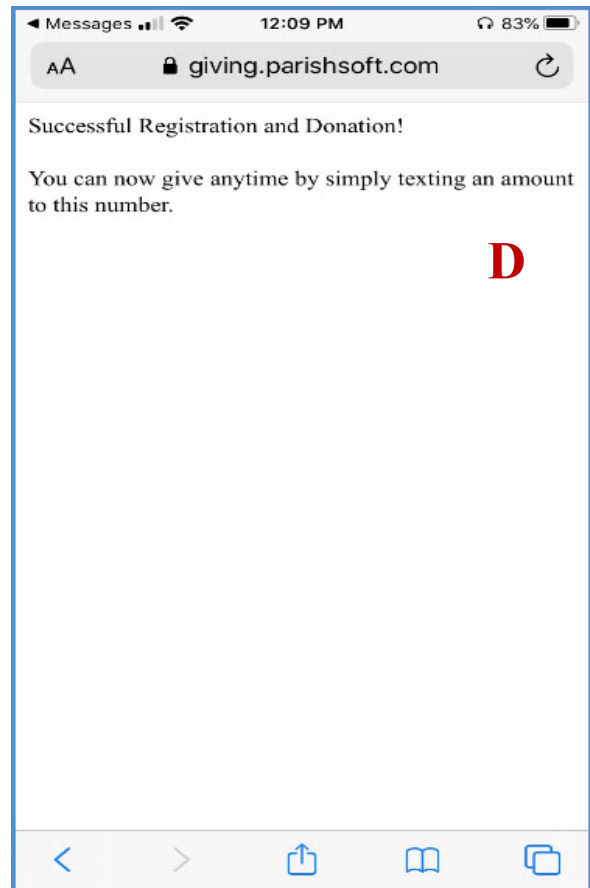


Go to C
Page 3

Fill out your name, billing address, email, payment method and amount and click Give at the bottom to submit the form.

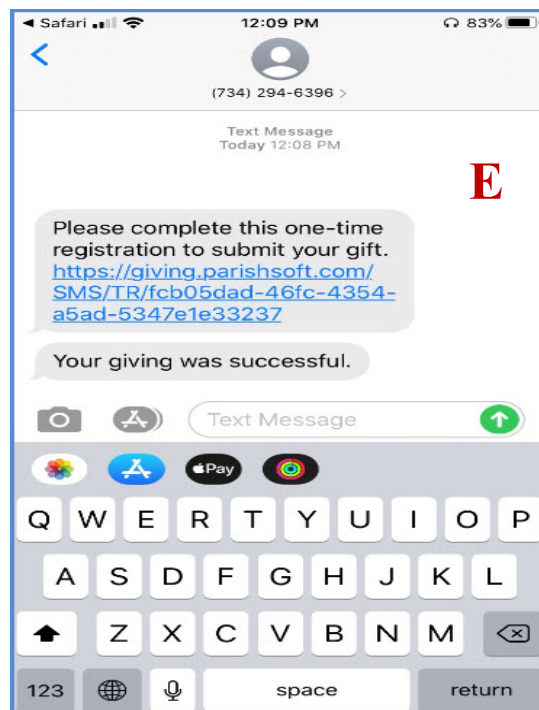
Once you submit the form you will receive a confirmation.

A screenshot of a mobile browser displaying the ParishSOFT registration form. The browser address bar shows 'giving.parishsoft.com'. The page title is 'ParishSOFT Support Demo G3'. The form is titled 'Text to Give - Registration' and shows a donation of '\$5.00' and a phone number '+17346455266'. The form includes input fields for 'firstName', 'lastName', 'address', 'zipCode', 'email', 'cardNumber', and 'cvv2'. An 'Expiration Date' is set to '12 / 2020'. A teal 'GIVE' button is at the bottom. A red letter 'C' is overlaid on the right side of the form.



E

If you go back to your text message, you will now see that the gift has processed successfully.



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F

From this point, anytime you text a number (amount) to the text giving number, it will automatically come out of the *saved payment method* you entered the first time you gave over text.

Make sure you save this number 352-499-1206 in your contact list so you can find it to use again for text-to-give. You can name it: (Holy Faith Text) to easily find it.

To text-to-give at another time, bring up your message link and search for the contact name, (Holy Faith Text) and the only thing you need to do is enter an amount in the message box and press send, or to see a fund list, type in the word “keywords”, pick the fund and press enter and then enter the amount (Read H below)

Automatically the system will charge the account you registered with to the offertory fund (if you do not enter a fund name).

See H for how to donate to a particular fund.

H

Read to donate to a particular fund.

If you text the amount and a fund name, the funds will be attributed to that fund name.

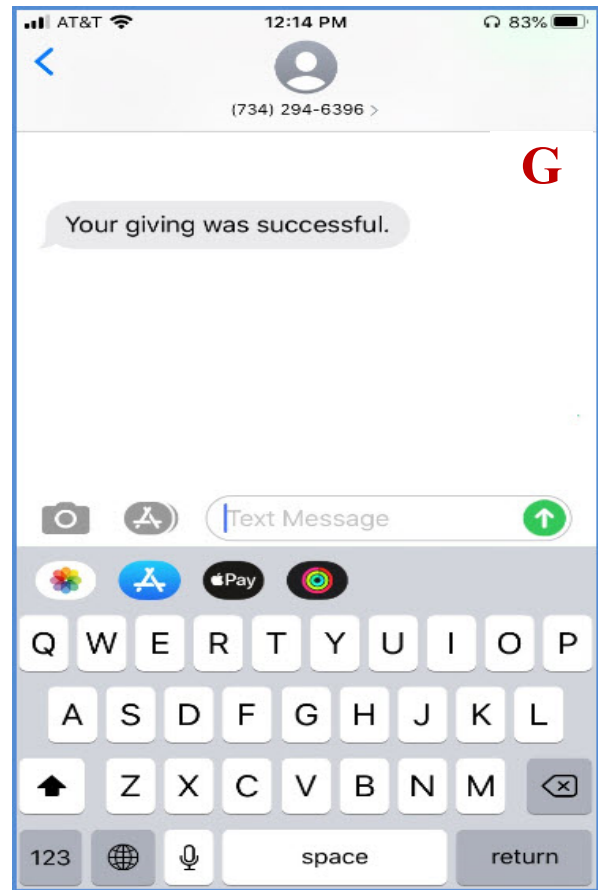
(Ex: type 5 to donate \$5 For the Poor)

Important:

To see our fund list type in the word below in the message box.

Keywords

Then enter fund name and press enter to verify fund, and then enter amount and send. You will receive a confirmation text.



OTHER OPTIONS: To disable text-to-give see **I** below.

IMPORTANT: If you make a mistake when you entered the amount, you can type in the word **“REFUND”** within minutes of making your incorrect donation to void that donation. You will receive confirmation if it was accepted. If not accepted at that time, contact the office and we can manually issue the refund.

