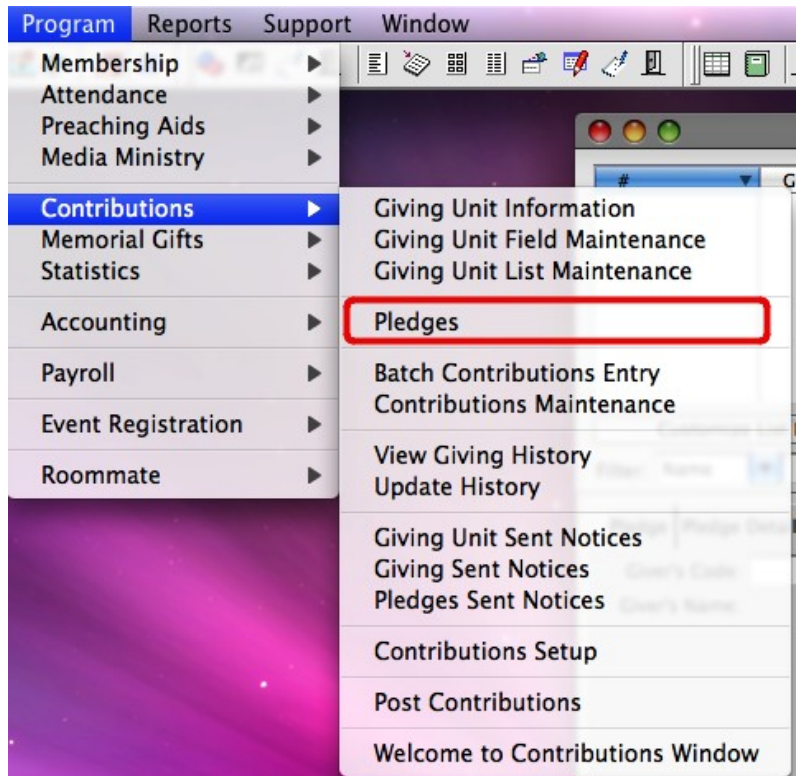


Entering a New Pledge Campaign

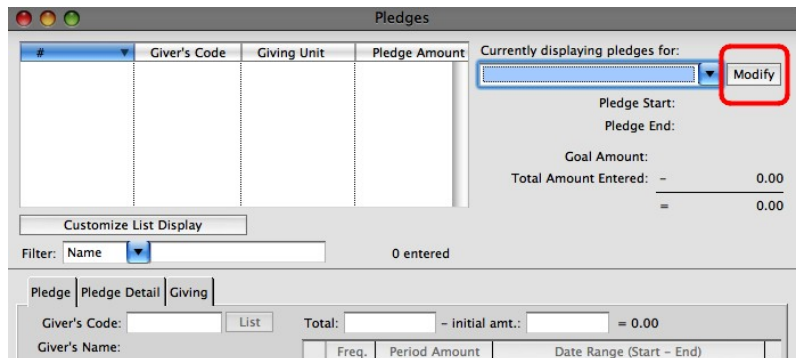
Open Pledge Setup Window

Open up Pledges window,
Programs>Contributions>Pledges.



Open Pledge Setup Window

Click on the Modify button in the upper right-hand corner of the window.



Create a new Giving Fund

If you haven't already created a Giving Fund for the next Pledge year, you can add a new Giving Fund by clicking on the Add Fund button.

The screenshot shows the 'Pledge Setup' window with a table of existing funds. The 'Add Fund' button is highlighted with a red box.

Giving Fund	Pledge Description	Start Date	End Date	Goal Amount
General 2007	General 2007	JAN 1 2007	DEC 31 2007	275000.00
Zion Temple Building Fur				
Missions				
Missionaries				
Memorial				
Debt Cancellation 2007-2007 Hunger Relief	Debt Cancellation 2007-12	JUL 1 2007	JUN 30 2012	500000.00
Hurricane Relief				
Capital	Capital Pledge	JAN 1 2007	DEC 31 2007	
India Mission Trip 2007				
Billy Graham Honor Fund				

Enter a Fund Description

When you click on the Add Fund button, a little box comes up that asks you to enter a fund description. Add a description like, GF Pledge 2008, and click OK.

The screenshot shows the 'Pledge Setup' window with a dialog box titled 'Enter a fund description:' open over the 'Add Fund' button. The dialog box has a text input field and 'Cancel' and 'OK' buttons.

Enter Pledge Description, Start Date and End Date.

You are back to the Pledge Setup Screen where you can add a Description, Start Date and End Date for GF Pledge 2008. If you want to enter a Goal Amount you can do it here. When you have entered all of the information, click OK.

The screenshot shows the 'Pledge Setup' window with a new row added to the table. The 'Add Fund' button is now disabled.

Giving Fund	Pledge Description	Start Date	End Date	Goal Amount
General 2007	General 2007	JAN 1 2007	DEC 31 2007	275000.00
Zion Temple Building Fund				
Missions				
Missionaries				
Memorial				
Debt Cancellation 2007-12	Debt Cancellation 2007-12	JUL 1 2007	JUN 30 2012	500000.00
2007 Hunger Relief				
Hurricane Relief				
Capital	Capital Pledge	JAN 1 2007	DEC 31 2007	

Show New Pledge

In the Pledge window, you will click on the drop-down arrow and select the new Pledge campaign.

The screenshot shows the 'Pledges' window with a dropdown menu open for 'Currently displaying pledges for:'. The dropdown menu is highlighted with a red box.

Currently displaying pledges for: [dropdown menu]

Pledge Start: [dropdown menu]
Pledge End: [dropdown menu]
Goal Amount: [dropdown menu]

Total Amount Entered: - 0.00
= 0.00