



TREASURER TIPS:

You have signed up for Adventist Giving. Now what?

PLEASE NOTE

**If your church already uses Adventist Giving,
you don't need to read this information.**

**Please read the Treasurer Tips slides that
addresses adding to/editing existing
Adventist Giving donor options.**

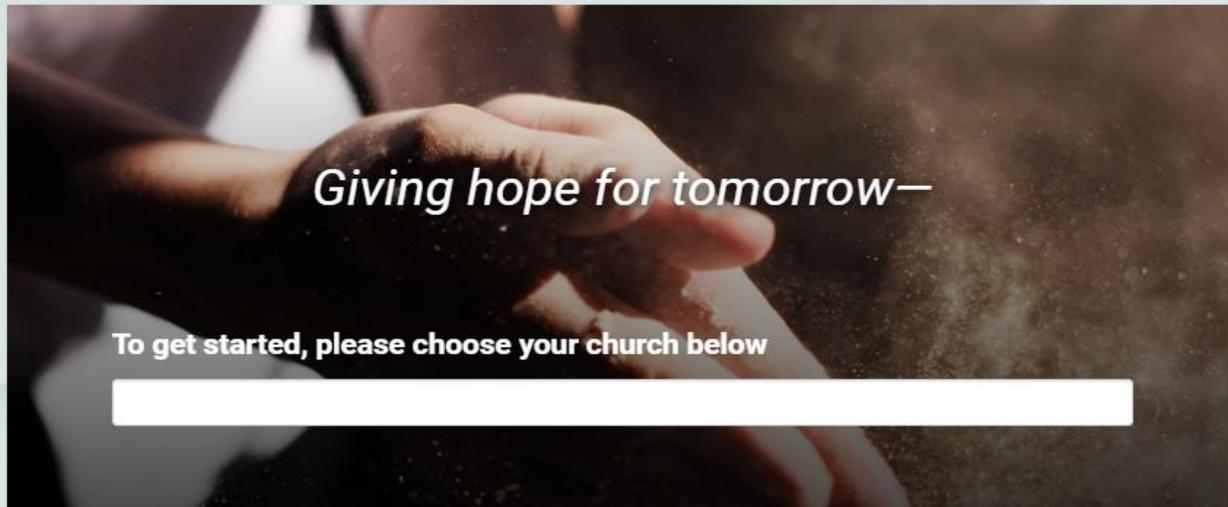
I am really happy to hear that so many of you are signing up for Adventist Giving! And I can imagine that you might be wondering what happens next.

If you have received an email from AG (Adventist Giving) saying that a church treasurer's account has been created for you, it is time for you to set up a list of local offering categories for your church. Included in that email are instructions for logging in and entering the donation categories, but if you are unsure and would rather have graphics and more detail, I will walk you through the process here.

When you first login, your computer may ask if you want to save the password.

TIP: *You don't have to ask the computer to save the password, but if you do, make sure you have written down the password and put it with your other passwords in a secure place. If you just use windows to save it and then you forget it, we may have trouble down the road when you need me to help you with an Adventist Giving problem and you can't remember what the password is.*

Once you have reached the AG home page, it will look like this:



AdventistGiving

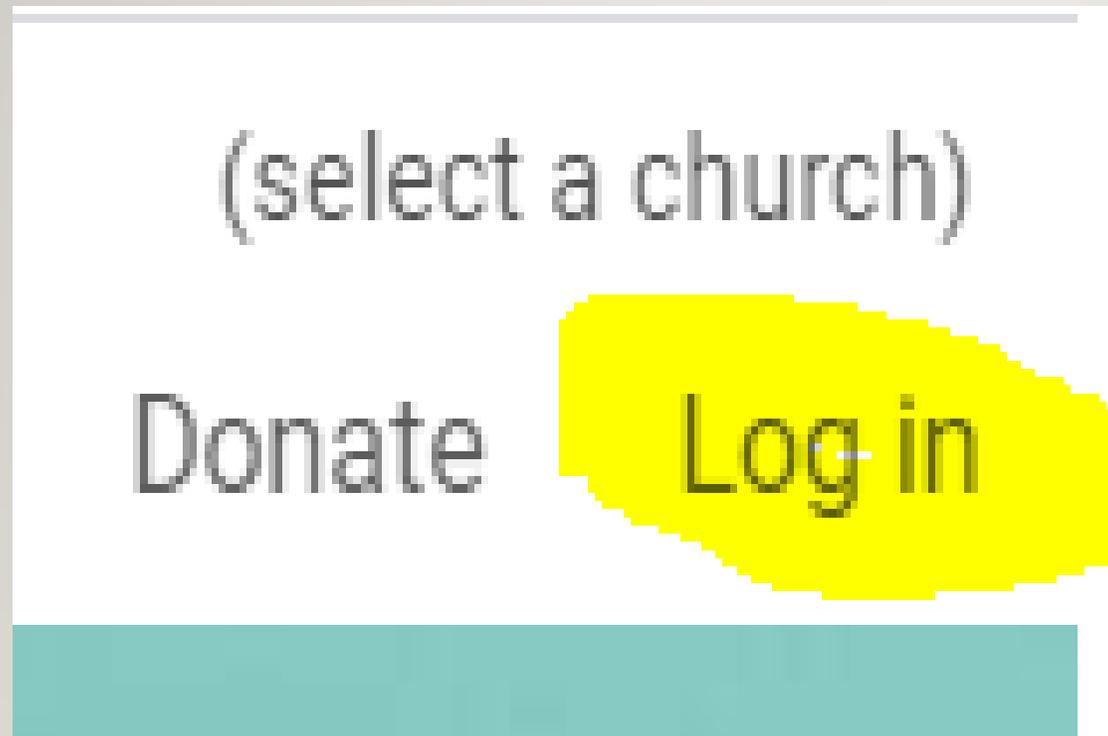
AdventistGiving allows you to return your tithe and give your offerings online while you do your online banking, are on a long business trip, on vacation, or even if you are unable to attend church due to an illness.

But most important of all, if you desire to give back to the Lord all of your firstfruits as soon as you have them, you can do it immediately through AdventistGiving.

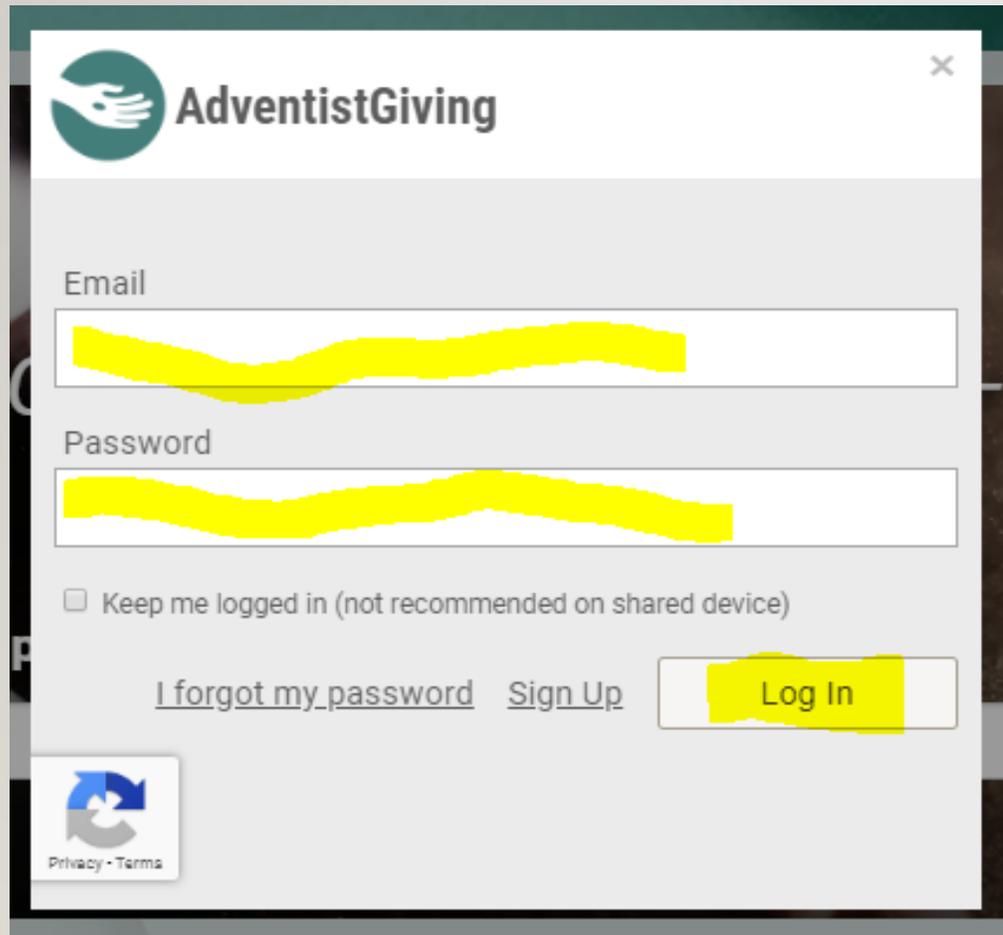
Adventist perspective

Seventh-day Adventist beliefs are meant to permeate your whole life. Growing out of scriptures that paint a compelling portrait of God, you are invited to explore, experience and know the One who desires to make us whole.

The easiest way to log in is to go to the **upper right corner** and click on "Log In."
It will look like this:



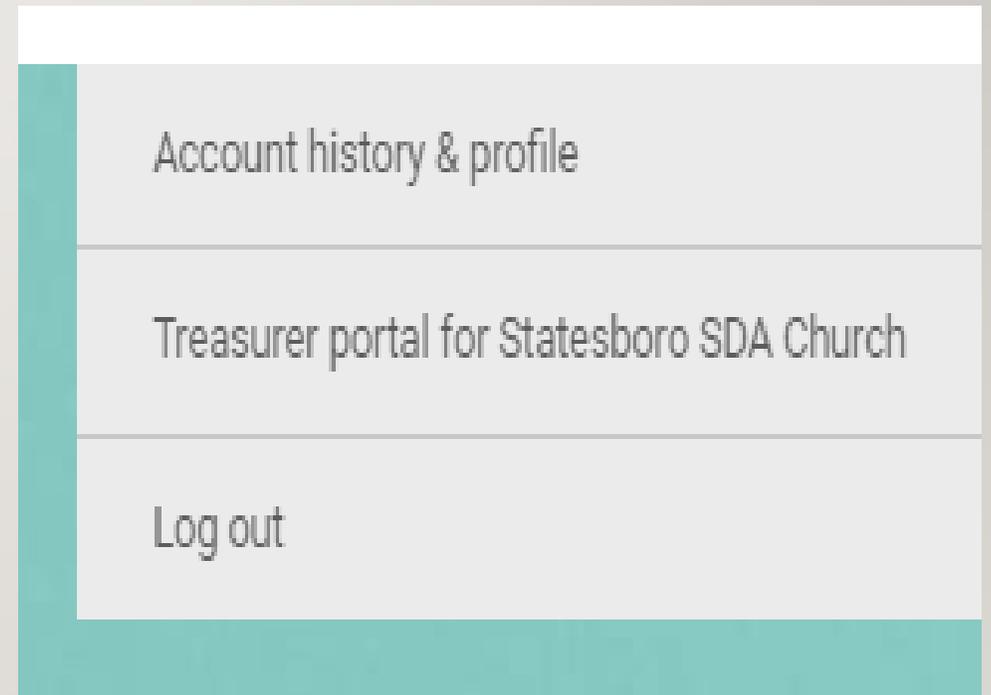
Then you will enter your email and password in the box that looks like this and click "Log In."



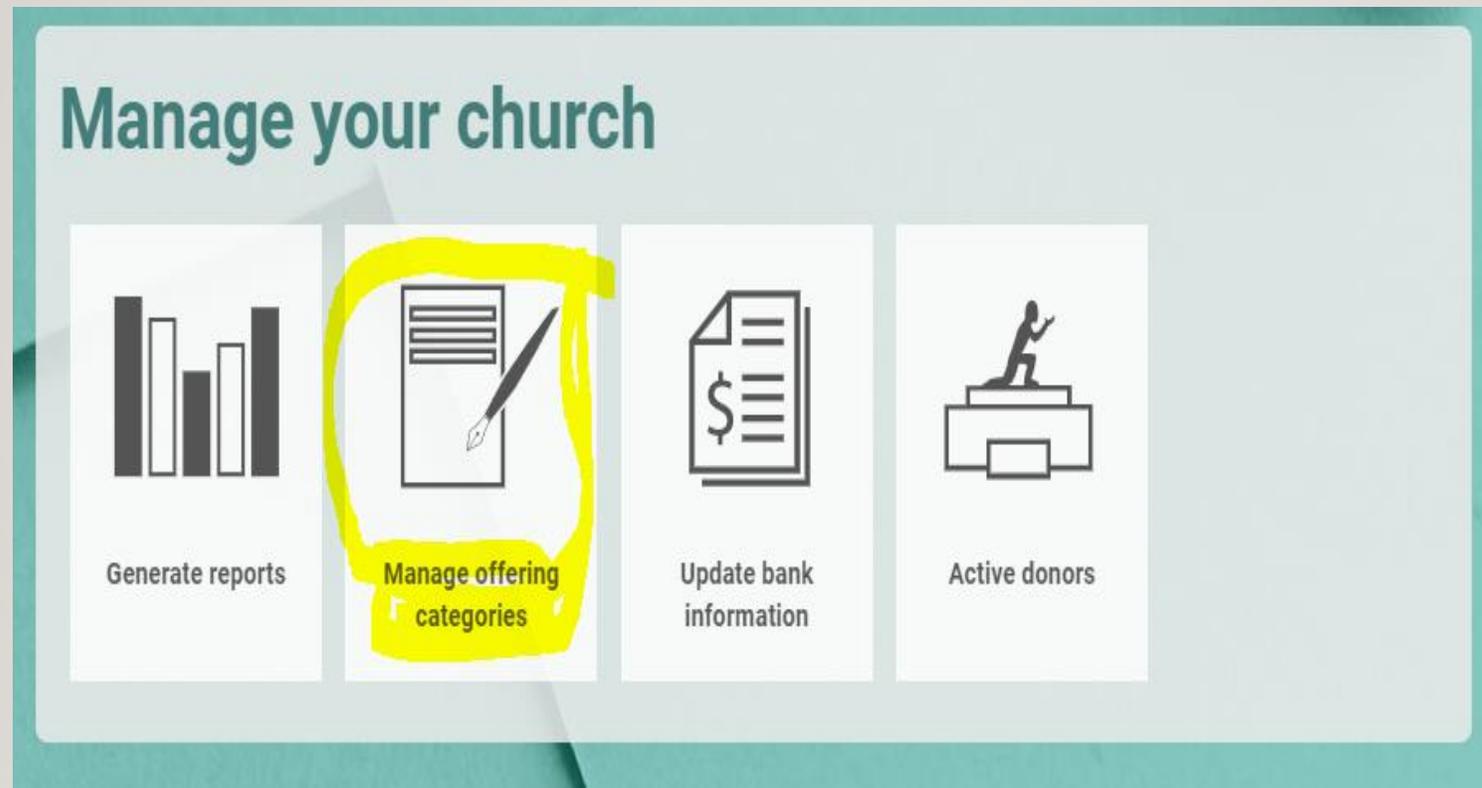
The image shows a login form for AdventistGiving. At the top left is the logo, which consists of a green circle containing a white hand icon, followed by the text "AdventistGiving". A close button (an 'x' in a square) is located in the top right corner of the form's header. Below the header, there are two input fields. The first is labeled "Email" and the second is labeled "Password". Both fields contain yellow scribbles representing redacted text. Below the password field is a checkbox with the text "Keep me logged in (not recommended on shared device)". At the bottom of the form, there are three elements: a link that says "I forgot my password", a link that says "Sign Up", and a button that says "Log In". The "Log In" button is highlighted with a yellow scribble. In the bottom left corner, there is a small icon of a circular arrow and the text "Privacy - Terms".

If you have entered it correctly, there will be a short message in blue that says "Successfully Logged In" and then it will disappear and you will reach what looks like the home page again, except that in the top right corner where it said "Log In," you will now see your name.

Click on your name, and a dropdown menu will appear with 3 choices. Just like below but it will list your church name instead of Statesboro. Click on the middle one to enter the treasurer portal for your church. If you do not see a treasurer portal, the signup has not been officially completed yet. Once you receive a welcome email from Adventist Giving, then come back and follow these instructions.



You will then arrive at this page. We will talk about importing in a future email, but for now, let's set up your local donation accounts. Click on the "Manage Offering Categories" button.



These next instructions are adapted from the instructions you will get in an email from Adventist Giving. Follow them to add new local offerings to your church's donation choices.

TIP: *Decide which local accounts you wish to add and write down each **name and Jewel account number** before you start. **You do not need to add every account from your Jewel list. Choose only the accounts that your donors most often use.** More can be added later if needed. If you choose more than 10, pick the **top 10** to feature on the first page of the donation list.*

Click on Add category

1) Enter Category Name. Example: Church Budget or Building Fund. Whatever it is called in Jewel is usually fine.

~~**2) Enter Local Code number.** The one that you found in Jewel and wrote down before you started.~~

3) Add a Description if you wish so your members will better understand the category.

4) Click on Save Category

You will see the category listed at the end of your list.

Notice there are columns called:

* Active: Click the round button if you want this new category to show on your electronic tithe envelope

* Featured: Click this round button if you want this category to show on the front of the tithe envelope. You can have up to 10 local offering categories appear on the front of the tithe envelope. If you add more than 10 categories, they will appear on the second page of the tithe envelope and you can find them by clicking More offering categories under the local offering section of your tithe envelope.

5) Continue adding until you have added all of the local accounts that you have previously chosen and written down.

6) Click on Commit Changes to fully save the new accounts. If you fail to take this step, all of the new accounts will disappear, and you will have to enter them all over again.

Once you have entered your chosen accounts and saved all the changes, you can drag and drop to change the order in your list if you wish. Move them around and then click again on Commit Changes to save the new order.

Once you have finished, there is a line at the bottom of the email from Adventist Giving that says:

Please let us know when you have completed the setup of your local offering list so we can review it and then activate your account. Your members will not be able to use Online Giving until it has been activated.

So click on Reply and tell them you are finished entering accounts and are ready for activation. They will activate it fairly quickly and then you can let your members know that they can begin donating online!

As always, if you have any problems with the setup, contact me.

The Ancient Treasurer's Blessing has a line that I think can be adapted to this situation. "May your donors give willingly and gladly through all seasons and circumstances, and may you make it as easy for them as possible."