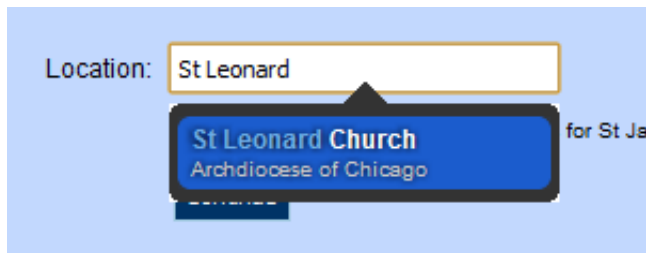


Giving online with GiveCentral

How To Register:

- Go to <http://www.givecentral.org>
- Click on Register
- In the Location box, type in "St Leonard Church"
Note: Type only "St" with no period



- Click on the blue pop-up box that appears
- Click the Continue button
- From the options that appear in the table below, select an Event by clicking the checkbox in the first column
- For the Event you selected, complete the following fields: Payment Frequency, Payment Start Date and End Date, Amount, Dependant Name, and Memo
Note: You can set up a one-time payment or schedule a payment to be made weekly, bi-weekly, monthly, quarterly, semi-annually, or annually.

Events at: St Leonard Church, Archdiocese of Chicago

	Event Name	Payment Frequency	Payment Start Date (MM/DD/YY)	Payment End Date (MM/DD/YY)	Min Amt / Suggested Amt.	Amount	Dependant Name*	Memo
<input checked="" type="checkbox"/>	Sunday Offering	One-Time	06 27 2012	12 31 2033	\$0 / \$0	25	Michael	This is a test.
<input type="checkbox"/>	Capital Improvement	- Select -	06 27 2012	12 31 2033	-			
	Shrine							

- At the bottom of the screen, select your association with the church
- Click the Next button
- On the next screen, you will have a chance to review your previous selections
- Click the Continue to Payment button
- On the next screen, you will create a login name/password and enter your personal information: First Name, Last Name, Email, etc. *Save the login name and password for later.*

Desired Login Name*(Eg: JSmith):

First Name*:

Last Name*:

- Fields that have a * next to it mean this information are required
- Click the Next button
- On the next screen, you will enter your payment information

Payment Mode: Credit/Debit Card Electronic Check

Credit Card No:

Name on Card:

Card Type: -- Select --

Card Expiration Date: -Month - -Year -

- Click the Add Payment Method button
- On the next screen, you will have a chance to review your previous payment entry
- Click the Finalize Payment button
- On the next screen, from the Payment Method drop down list in the last column, select the payment method you just set up

	Location	Event Name	Payment Frequency	Start Date	End Date	Amount	Payment Method
1	St Leonard Church	Sunday Offering	One-Time	06/27/2012	06/27/2012	\$1.00	- Select - <input type="button" value="v"/>

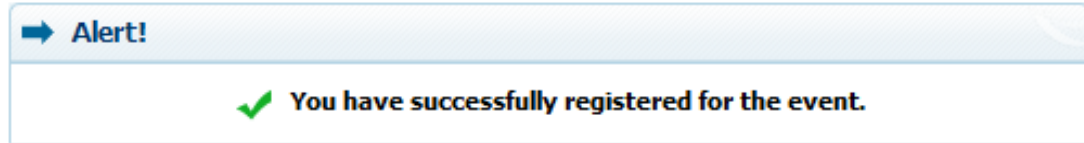
- At the bottom, click on the second checkbox to agree to the Terms and Conditions
- Click on the Finish button
- The next screen will say "Thank you" and provide you with a link to Log in

How To Log In:

- Go to <http://www.givecentral.org> and click on Login
 - Or go to directly to <https://www.givecentral.org/admin>
- Enter the login name and password you selected when registering
- Click the Login button
 - If you forgot your login name or password, there are two links available below the Login button to assist you. Follow the instructions on the screen.
- After a successful login, you will see a listing of Events for which you can give online.

Sign Up for more Events		
1.	Sunday Offering Location: St Leonard Church	Sign up
2.	Capital Improvement Location: St Leonard Church	Sign up

- Click on the Sign Up button
- Complete the following fields on the next screen: Event, Payment Frequency, Payment Start and End Date, Amount, Payment Method, Dependent, Memo
 - Under Payment Method, you will see the payment method that you set up earlier.
- Click the Submit button
- You will see the following message



A Review of the Menu Tabs in GiveCentral



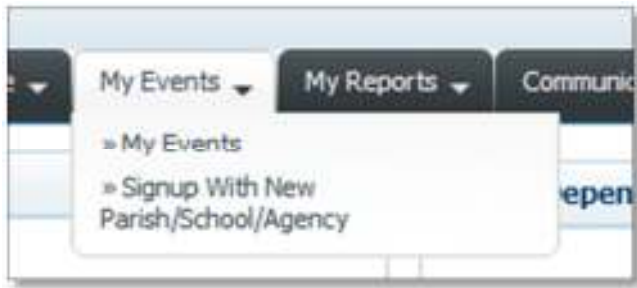
My Profile

My Profile: Your username, name, address, date of birth

My Payment Profile: The different credit cards that you have on file

My Dependents: A list of your dependents

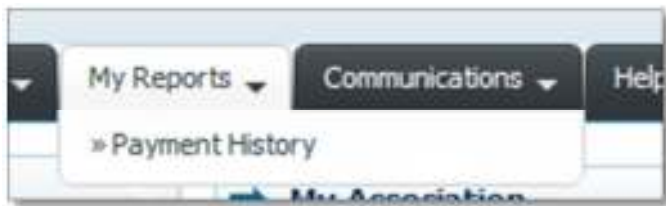
My Association: Your association with the church



My Events

My Events: A listing of events for which you can give online

Signup With New Parish/School/Agency: The parish you are associated with



My Reports

Payment History: View payments that were made in the past

Need Help?

If you need help, please contact the St. Leonard Church Rectory at (708) 484-0015.