

PLEDGES


NOTE: Members can create their own pledges through [Elexio Community Website](#) or through Elexio Community ChMS Membership App (this is a separate app from the MinistryOne Church app)

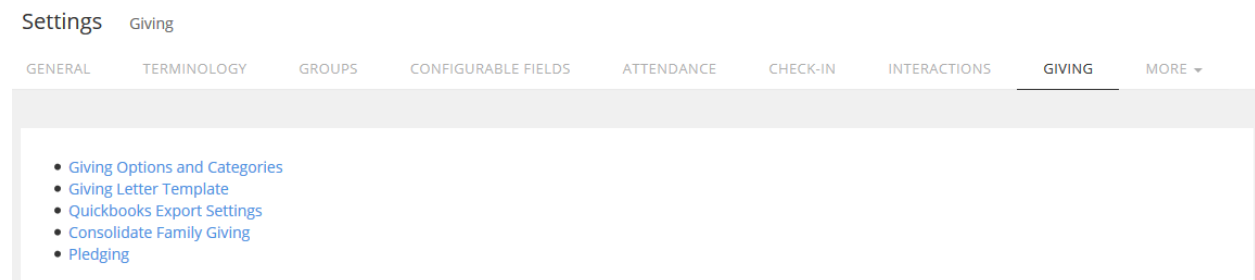
In order for members to pledge, a campaign must be created and associated with one or more fund in Elexio Community website.

Campaign Setup

On your computer, access Elexio Community ChMS Membership site at this link:

<https://ecwausadcc.elexiochms.com/members>

This is the first place to start before entering pledges. Click the **General Settings**  → **Giving**. Next, click the **Pledging** link.



Click an existing campaign to edit that campaign or go to the **Add a Campaign** section.

Type in the desired name of the campaign in the **Campaign Name** field. Enter a **Goal Amount** and then use the **Funds** field to pick the fund(s) you want to be associated with the campaign.

Add a Campaign

CAMPAIGN NAME

Building Campaign

GOAL AMOUNT

\$ 1,000,000

CATEGORIES

Building Fund × |

Building Fund

General

Tithes

Click the **SAVE** button to complete setting up the campaign.

On the Edit Campaign page select if you want to **Allow People to Create Their Own Pledges for This Campaign** (if enabled, members can create their own pledges from the iOS/Android apps or the Portal).

Check **Active** if the campaign is currently taking donations. Click the **SAVE** button to save your changes or the **Delete** button to remove the campaign.

Settings [Edit Campaign](#)

GENERAL

TERMINOLOGY


GROUPS

MORE ▾

CATEGORIES

Building Fund ✕

NAME

Building Campaign 

GOAL AMOUNT

\$ 1000000



Allow People To Create Their Own Pledges For This Campaign



Active

DELETE

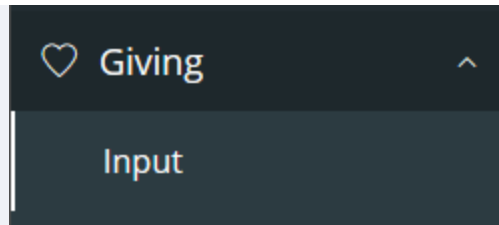
SAVE

Input Pledge Information

Before entering Pledges, make sure a Campaign has been created.

Entering Multiple Pledges

When you need to enter multiple pledges, such as from a list of pledge cards, select the **Giving** option from the **Navigation** menu and then click the **Input** option.



Once here, select **Input Pledges**.

For each pledge that you enter, use the **Person** field to search for and select an individual. Select the **Campaign** to which the person is pledging and enter a **Start Date** and **End Date**. Enter the **Periodic Amount** and select the **Frequency** from the drop-down list and the **Total Amount** is calculated for you. Or, select the **Frequency** and enter the **Total Amount** and the **Periodic Amount** is calculated for you.

INPUT GIVING

INPUT PLEDGES

Person	Campaign	Start Date	End Date	Periodic Amount	Frequency	Total Amount
<input type="text" value="Search..."/>	General Fun... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Monthly ▾	<input type="text"/>
<input type="text" value="Search..."/>	General Fun... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Monthly ▾	<input type="text"/>
<input type="text" value="Search..."/>	General Fun... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Monthly ▾	<input type="text"/>
<input type="text" value="Search..."/>	General Fun... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Monthly ▾	<input type="text"/>
<input type="text" value="Search..."/>	General Fun... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Monthly ▾	<input type="text"/>
<input type="text" value="Search..."/>	General Fun... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Monthly ▾	<input type="text"/>
<input type="text" value="Search..."/>	General Fun... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Monthly ▾	<input type="text"/>
<input type="text" value="Search..."/>	General Fun... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Monthly ▾	<input type="text"/>
<input type="text" value="Search..."/>	General Fun... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Monthly ▾	<input type="text"/>
<input type="text" value="Search..."/>	General Fun... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Monthly ▾	<input type="text"/>
<input type="text" value="Search..."/>	General Fun... ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Monthly ▾	<input type="text"/>
				<input type="button" value="ADD 10 MORE LINES"/>	<input type="button" value="SAVE"/>	

Repeat this process for each pledge you wish to set up. Click the **Add 10 More Lines** button if needed. Click the **Save** button when done.

Entering a Pledge for an Individual

The second way to enter pledges is on an individual's record. Navigate to **Individuals** and search or click on an individual's name. Click the **Giving** tab and then select + **Pledge**.

Select the **Campaign** from the drop-down list and then enter the **Start Date**, **End Date**. Enter the **Periodic Amount** and select the **Frequency** from the drop-down list and the **Total Amount** is calculated for you. Or, select the **Frequency** and enter the **Total Amount** and the **Periodic Amount** is calculated for you. Finally, select if the pledge is **Active** and click the **Save** button when done.

CREATE PLEDGE

CAMPAIGN

Choose a Campaign

▼

START DATE

END DATE

FREQUENCY

Monthly

▼

PERIODIC AMOUNT

\$

TOTAL AMOUNT

\$

PLEDGE

Check Pledge Status (Individual)

To view the status of an individual's pledge, navigate to **Individuals**. Search or click on an individual's name and click the **Giving** link. The Pledges section of the page displays active pledges and the following information for each: **Campaign**, **Start Date**, **End Date**, **Amount**, **Frequency**, **Status**, the amount given vs. expected, **Total Pledged**, and an **Edit** link which allows you to edit the details of the pledge.

Clarissa Abbey

Profile Edit Family Timeline Giving Account

↓ STATEMENT

+ GIVING ENTRY

+ PLEDGE

Pledges

Campaign	Amount	Frequency	Status	Total Pledged
General Fund 2021 01/01/2021 - 12/31/2021	\$50.00	Weekly	<div><div></div>13%</div>	\$2,600.00