



my **SHEPHERD**

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**ONLINE GIVING**

# Online Giving with myShepherd

It is simple and secure to make one-time or recurring gifts online through myShepherd. Gifts may be paid by checking account and credit or debit card.

This guide assumes you are familiar with accessing and logging into myShepherd. If you are new to myShepherd, visit the Shepherd of the Valley website, [sov.church](http://sov.church), to view the Basic User Guide and register for myShepherd.

Your giving information is private and may only be accessed by you and appropriate Shepherd of the Valley staff.

## Your Giving History

### Step 1 | View the Give Page

From the myShepherd homepage, click **Give** in the left-side menu.

The screenshot displays the myShepherd website interface for Shepherd of the Valley Lutheran Church. On the left, a dark sidebar menu contains options: Home, Groups, People, Serve, and Give. The 'Give' option is circled in red. The main content area features the mySHEPHERD logo and a welcome message. The top navigation bar includes 'WELCOME', 'RECENT ACTIVITY', 'MESSAGES', and 'FORMS'. The user profile 'Martin Luther' is visible in the top right corner. A 'MY GROUPS' section shows the 'Entire Church Group'.

Menu

Home

Groups

People

Serve

Give

Shepherd of the Valley Lutheran Church

WELCOME RECENT ACTIVITY MESSAGES FORMS

MY GROUPS

mySHEPHERD

Entire Church Group

Welcome to myShepherd

myShepherd is a private, online community for Shepherd of the Valley. Its purpose is to better connect you to the ministries of Shepherd of the Valley and other members of myShepherd.

You can use myShepherd to,

- Update your contact information and view a directory.
- Join and communicate with your groups, including small groups, serving groups, and children's and student groups.
- Register for events.
- View your giving statements and give online.

If you are already a member of a group, click its link in the right column and start interacting. If you haven't found a group, [browse all groups](#) to find one that interests you.

Welcome to the community!

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## Step 2 | Review Your Giving

From the Give page, click the **Schedules/History** tab. To see repeating gifts and giving history associated with you, click the **Individual** button. Click the **Family** button to view all repeating gifts and giving history for members of your family.

As government and financial regulations require that gifts and payments be associated with a specific individual, the family view of giving will identify a specific individual for each gift. This has no bearing on producing a giving statement or fulfillment of a pledge.

Shepherd of the Valley Lutheran Church

GIVE **SCHEDULES / HISTORY**

**Individual** Family Giving Statement

REPEATING GIFT SCHEDULES Show Active ▾

Designation	Amount	Next	Frequency	Rem	Last Msg
General Fund - 2015	██████	Dec 1, 2015	Monthly		Created Cancel >

GIVING HISTORY

Date	Designation	Type	Amount
Nov 1, 2015	General Fund - 2015	Online	██████
Oct 1, 2015	General Fund - 2015	Online	██████
Sep 1, 2015	General Fund - 2015	Online	██████
Aug 1, 2015	General Fund - 2015	Online	██████
Jul 1, 2015	General Fund - 2015	Online	██████
Jun 1, 2015	General Fund - 2015	Online	██████
May 1, 2015	General Fund - 2015	Online	██████

# Making a Gift

From the Give page, click the **Give** tab to make a one-time or repeating gift to Shepherd of the Valley by checking account or bank/credit card.

Complete the form with your desired giving.

**NOTE:** Starting a new online gift does not cancel existing gifts. To ensure multiple gifts are not unintentionally made, review your existing repeating gifts following the instructions in the “Your Giving History” section on pages 2 and 3 of this guide. To stop an existing gift, follow the instructions in the “Stopping a Repeating Gift” section on page 5.

Shepherd of the Valley Lutheran Church

Menu

Home

Groups

People

Serve

**GIVE**

GIVE SCHEDULES / HISTORY

One time gift  Repeating gift

Gift Amount

Choose Designation

Giving Amount

Add another

Payment Type

Checking account (preferred method)

Debit/credit card

Cancel Continue

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# Stopping a Repeating Gift

## Step 1 | Stop Your Gift

From the Give page, click the **Schedules/History** tab. Click the **Family** button to view all repeating gifts set up for members of your family. To stop a gift, click the **Cancel** link on the line for a specific gift and click **Confirm** in the following pop up window.

Shepherd of the Valley Lutheran Church

GIVE **SCHEDULES / HISTORY**

Individual Family Giving Statement

REPEATING GIFT SCHEDULES Show Active

Designation	Amount	Next	Frequency	Rem	Last Msg
General Fund - 2015		Dec 1, 2015	Monthly		Created <b>Cancel</b>

GIVING HISTORY

Date	Designation	Type	Amount
Nov 1, 2015	General Fund - 2015	Online	
Oct 1, 2015	General Fund - 2015	Online	
Sep 1, 2015	General Fund - 2015	Online	
Aug 1, 2015	General Fund - 2015	Online	
Jul 1, 2015	General Fund - 2015	Online	
Jun 1, 2015	General Fund - 2015	Online	
May 1, 2015	General Fund - 2015	Online	

# Creating a Giving Statement

You may produce a current giving statement at any time. To create a giving statement, click **Giving Statement** on the Schedules/History tab of the Give page.

The screenshot shows the 'SCHEDULES / HISTORY' tab of the 'GIVE' section. A red circle highlights the 'Giving Statement' button. Below this are sections for 'REPEATING GIFT SCHEDULES' and 'GIVING HISTORY'.

**REPEATING GIFT SCHEDULES**

Designation	Amount	Next	Frequency	Rem	Last Msg
General Fund - 2015	[REDACTED]	Dec 1, 2015	Monthly		Created <a href="#">Cancel</a> >

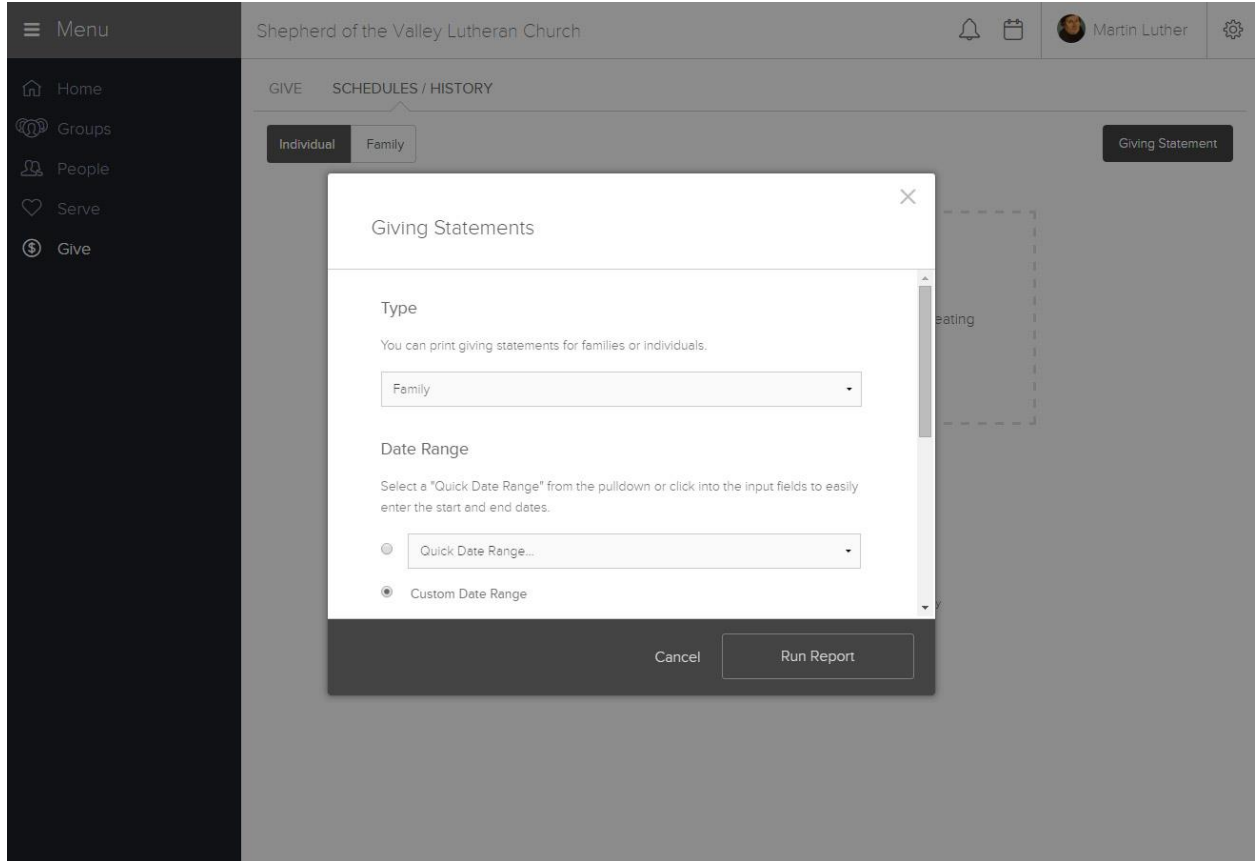
**GIVING HISTORY**

Date	Designation	Type	Amount
Nov 1, 2015	General Fund - 2015	Online	[REDACTED]
Oct 1, 2015	General Fund - 2015	Online	[REDACTED]
Sep 1, 2015	General Fund - 2015	Online	[REDACTED]
Aug 1, 2015	General Fund - 2015	Online	[REDACTED]
Jul 1, 2015	General Fund - 2015	Online	[REDACTED]
Jun 1, 2015	General Fund - 2015	Online	[REDACTED]
May 1, 2015	General Fund - 2015	Online	[REDACTED]

In the “Giving Statements” creator, select the options applicable to the statement you are creating. Click **Run Report** and print or save the statement. Below are common settings.

Year-to-Date Giving Statement	
<i>Type</i>	Family
<i>Date Range</i>	This Year
<i>Tax Deductible</i>	Deductible Only
<i>Include Pledge Information</i>	box checked

Year End Giving Statement	
<i>Type</i>	Family
<i>Date Range</i>	Last Year
<i>Tax Deductible</i>	Deductible Only
<i>Include Pledge Information</i>	box checked





**SHEPHERD**  
OF THE VALLEY

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