

CHPC Realm User Guide

Realm hosts CHPC's online directory and giving platform. It is a great resource to easily find contact information for other CHPC members and to monitor your 2023 Pledge contributions.

Instructions for creating an account (step one), making a pledge (step two), and for continued giving (step three) are as follows:

Printable Mail-in Pledge cards are also found below.

STEP ONE-Create an Account

To create an account:

1. Go to: <https://onrealm.org/capitolHillPres>
2. This takes you to the Sign In page. If you don't already have an account, click "Sign Up" and create your account.

The image shows two side-by-side screenshots of a web application interface for Capitol Hill Presbyterian Church. The left screenshot displays the main menu with options: "Give Online", "Sign Up", "Sign In", and app download buttons for the App Store and Google Play. The right screenshot shows the "Request Account" form with fields for Email Address, Name (First and Last), Birthday (mm/dd/yyyy), and Preferred Phone (Mobile, Home, Work, Other), followed by a "Continue" button.

Left Screenshot: Main Menu

CAPITOL HILL Presbyterian Church
CARING | COMMITTED | COMMUNITY

Give Online

Sign Up

Sign In

Download on the App Store

GET IT ON Google Play

Powered by **realm**

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Right Screenshot: Request Account Form

CAPITOL HILL Presbyterian Church
CARING | COMMITTED | COMMUNITY

← Request Account

Email Address *

Name *

First Last

Birthday

mm/dd/yyyy

Preferred Phone *

Mobile Home Work Other

Continue

3. When you request a Realm account, an email is sent to the CHPC administrator who will approve your request for an account. This may take some time as the administrator may not be monitoring the Realm requests. The administrator will review the request and send an email approving the account: Click on the link provided



Your request has been received.

Once your request is approved, we'll send you an email to complete your account.

[Go back to the home page](#)

Capitol Hill Presbyterian Church: Account Request Approved

Hi Test,

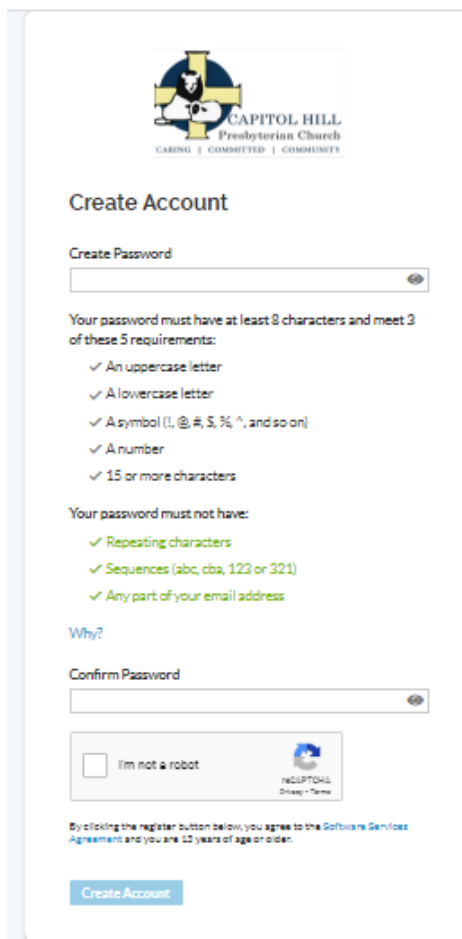
Your request has been approved!


Please use the link below to complete your registration and sign in.

<https://onrealm.org/CapitolHillPres/account/CreateAccount?token=MWQzODJlZDktODdlNS00MzY0LTk0YWYyYWY0YTAXMjhjNWQw>

Sincerely,
Capitol Hill Presbyterian Church

4. When you click the link in the email, you will be asked to set your password for the account. After setting the password, you will be taken into Realm.




CAPITOL HILL
Presbyterian Church
CARE | COMMITTED | COMMUNITY

Create Account

Create Password

Your password must have at least 8 characters and meet 3 of these 5 requirements:


- ✓ An uppercase letter
- ✓ A lowercase letter
- ✓ A symbol (!, @, #, \$, %, ^, and so on)
- ✓ A number
- ✓ 15 or more characters

Your password must not have:

- ✓ Repeating characters
- ✓ Sequences (abc, cba, 123 or 321)
- ✓ Any part of your email address

Why?

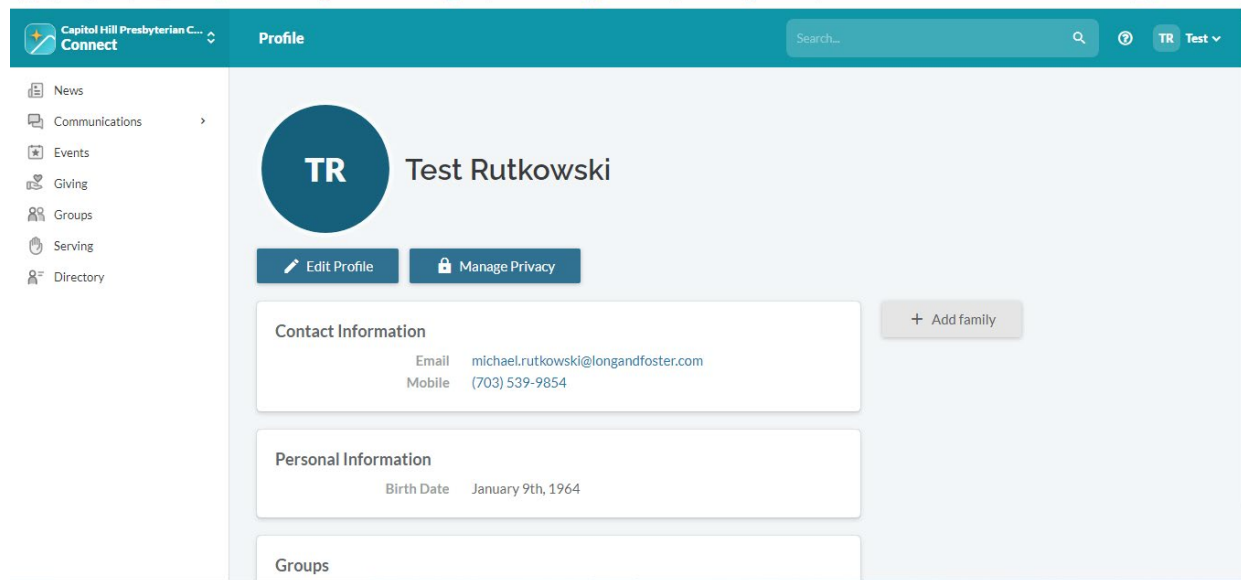
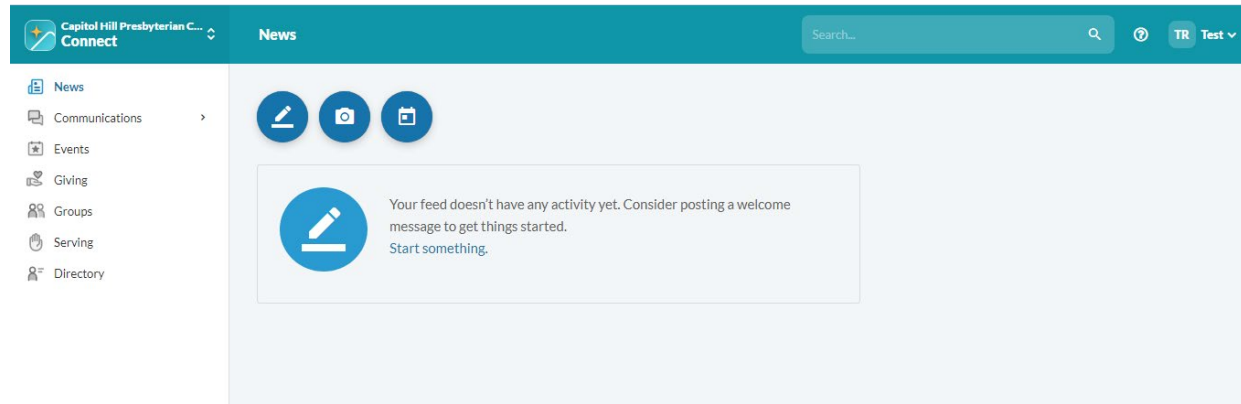
Confirm Password

I'm not a robot 
reCAPTCHA
Privacy - Terms

By clicking the register button below, you agree to the [Software Services Agreement](#) and you are 18 years of age or older.

Create Account

5. You have now successfully signed up for Realm and are brought to the home page. At this point you may want to edit your profile to include more complete information. Click on your name in the upper right-hand corner, and you will be able to make changes to your profile.



STEP TWO- Make A Pledge

STEPS TO SET UP PLEDGE IN REALM *updated 11/11/2022*

Login to www.onrealm.org

1. From the Home Page, click “Giving” which will take you to the Giving Home Page.
2. To make a Pledge, click “+Pledge”

Capitol Hill Presbyterian C...
Realm

Giving

Search...

+ Give + Pledge Giving Scheduled

Reset Filters Year to date Nondeductible

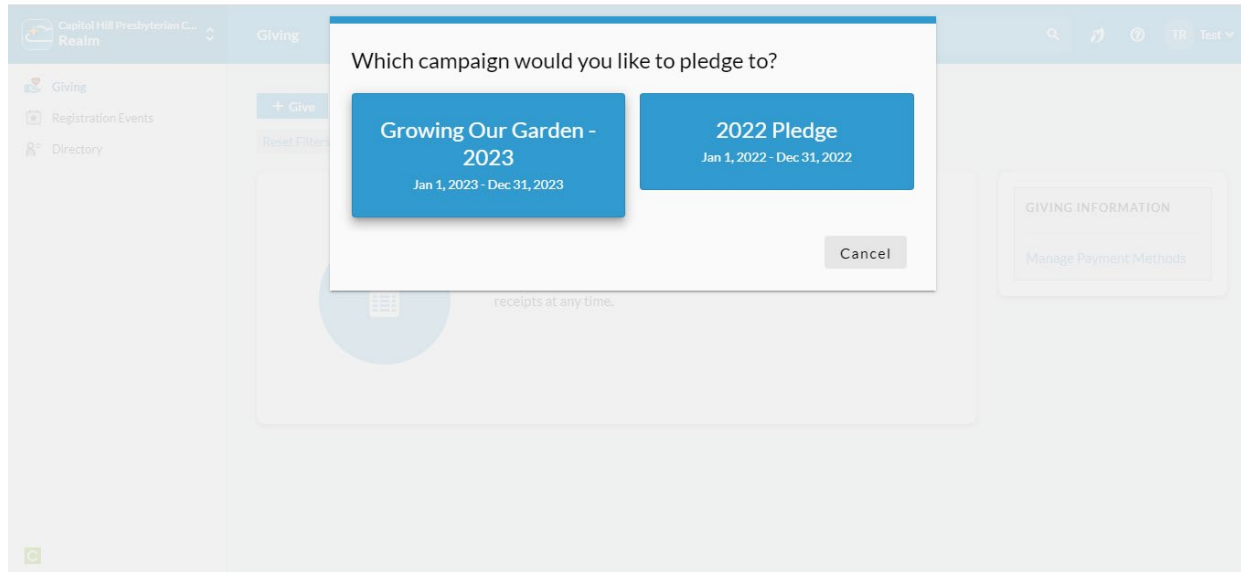
No giving history for the selected filters

Individual contributions display here. You can review and print them as receipts at any time.

GIVING INFORMATION

[Manage Payment Methods](#)

3. When you select “+Pledge”, you may be asked what Stewardship campaign you would like to pledge to. See below.



The screen below will pop up after you select a Stewardship campaign.

1. Add your pledge amount per period (weekly, monthly, etc).
2. Choose your frequency of how often you plan to give
3. Verify that the date is for the 2023 Pledge Campaign
4. Your pledge summary is at the bottom of the form.
5. Click “Save Pledge” and you will see a screen verifying your pledge has been saved.

The screenshot shows a web interface for a church giving campaign. The main heading is "Growing Our Garden - 2023" for Capitol Hill Presbyterian Church. A blue banner contains the campaign title and a message: "As you consider your pledge for 2023, Growing Our Garden will mean doing more across our ministries. With inflation at a 40-year high, the session is looking at a 10% increase in expenses. We are asking everyone to prayerfully consider making a similar commitment to CHPC as you are able. The beauty of the garden that is nurtured and loved will be a shining demonstration of God's grace!". Below this, the form asks "How much would you like to pledge?" with a text input field showing "\$0.00". There are two main options: "AS CAN" and "SET A SCHEDULE". Under "SET A SCHEDULE", there are buttons for "ONCE A WEEK", "EVERY 2 WEEKS", "ONCE A MONTH" (which is selected), "TWICE A MONTH", "EVERY 3 MONTHS", and "ANNUALLY". Below these are date pickers for "Start Date" (1/1/2023) and "End Date" (12/31/2023). At the bottom, a summary table shows "SUMMARY" with a monthly pledge of "\$0.00" and a total pledge of "\$0.00". There are "Cancel" and "Save Pledge" buttons at the bottom right.

Capitol Hill Presbyterian C...
Realm

Giving

+ Give + Pledge

Read Filters Year to date

Growing Our Garden - 2023

Capitol Hill Presbyterian Church

As you consider your pledge for 2023, Growing Our Garden will mean doing more across our ministries. With inflation at a 40-year high, the session is looking at a 10% increase in expenses. We are asking everyone to prayerfully consider making a similar commitment to CHPC as you are able. The beauty of the garden that is nurtured and loved will be a shining demonstration of God's grace!

How much would you like to pledge?

Amount

\$0.00

AS CAN SET A SCHEDULE

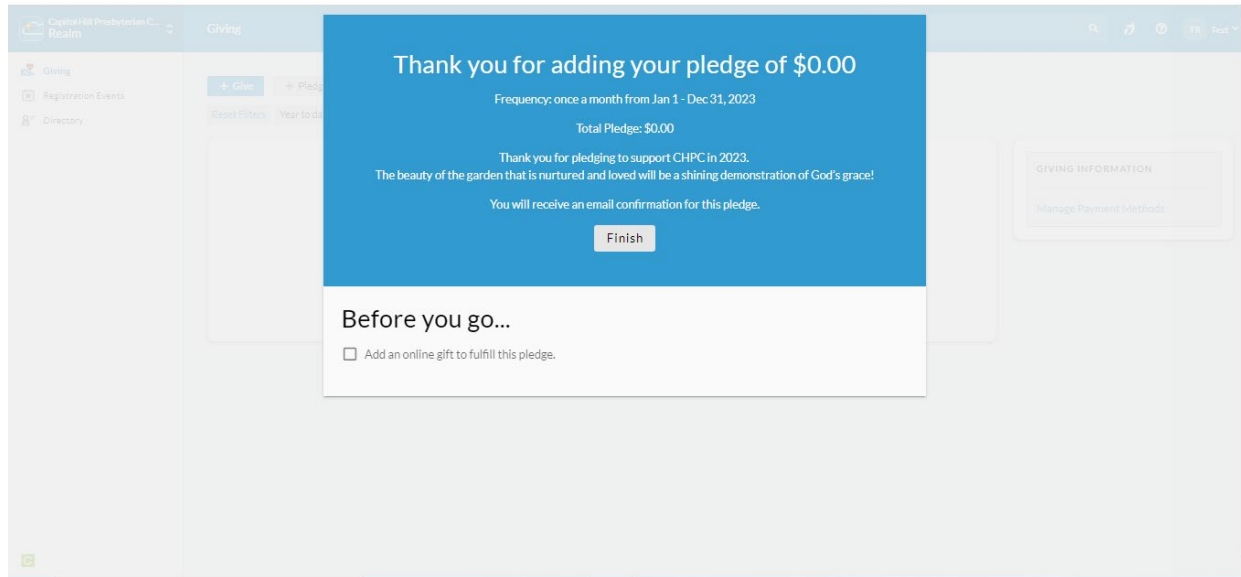
ONCE A WEEK EVERY 2 WEEKS ONCE A MONTH TWICE A MONTH EVERY 3 MONTHS ANNUALLY

Start Date 1/1/2023 End Date 12/31/2023

| | | |
|---------|------------------------|------------------------|
| SUMMARY | \$0.00 once a month | \$0.00 total pledge |
|---------|------------------------|------------------------|

Cancel Save Pledge

GIVING INFORMATION
Manage Payment Methods



If you have any questions or concerns, please reach out to the Mike Rutkowski at mikearutkowski@gmail.com

STEP THREE - Manage Payments

To give or manage payments (3 Options):

1. Text CHPC Offerings to 73256 to give to Loose Offerings. Standard text message rates do apply.
2. Follow the link below directly Realm: <https://onrealm.org/capitolHillPres/Give/KSEPMECVCW>
3. **Log on** to your Realm account and select “**Giving**” on the left hand side
 - a. Choose **+Give** and enter the amount desired
 - b. Select either give once or give multiple times to set up giving schedule
 - c. select **Continue** to complete giving.

The screenshot shows the 'Giving' page of the Capitol Hill Presbyterian Church's online giving system. The page features a blue header with the church's logo and name, 'CAPITOL HILL Presbyterian Church', and the tagline 'CARING | COMMITTED | COMMUNITY'. The main content area is titled 'Giving' and includes a navigation menu on the left with options like 'Communications', 'Events', 'Giving', 'Groups', and 'Directory'. The 'Giving' menu item is highlighted with a red arrow. The main content area contains a '+ Give' button, a '+ Pledge' button, and a 'Giving' button, along with filters for 'Scheduled', 'Year to date', and 'Nondeductible'. A red arrow points to the '+ Give' button. Below the buttons, there is a message: 'No giving history for the selected filters. Individual gifts to your church appear here. You can review and print them as receipts at any time.' On the right side, there is a '2019 Contribution Statement' section with a 'Manage Payment Methods' link. The footer includes links for 'Support | Privacy | Terms of Use' and a copyright notice for 'Copyright © 2020 ACS Technologies'.

How much would you like to give?

Amount: \$ 0.00 Fund: Anniversary Offering

+ ANOTHER FUND

GIVE ONCE GIVE MULTIPLE TIMES

Gift date: Today

Total: \$0.00

CANCEL CONTINUE

You have now successfully completed your online giving to CHPC!

Any questions or concerns please contact our Office Manager, Stacy Brophy at admin@capitolhillpreschurch.org

2023 PLEDGES VIA MAIL

Print Pledge card and mail to:

Capitol Hill Presbyterian Church
 201 4TH Street SE
 Washington DC
 20003

Capitol Hill Presbyterian Church

2023 Pledge Card

Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____



2023 Financial Stewardship Commitment

Growing Our Garden

CAPITOL HILL
 Presbyterian Church
 CARING | COMMITTED | COMMUNITY

I/We would like to share my/our gifts

pledging \$ _____ in 2023.

___ I would like to know more about financial giving options

I would like to share my time and talents.

Please contact me to help with the activities checked below: (use initials if a particular family member is interested)

- | | |
|--------------------------|-----------------------|
| ___ Worship | ___ Liturgist |
| ___ Music | ___ Greeting |
| ___ Hospitality | ___ Coffee Hour |
| ___ Outreach | ___ Meal Trains |
| ___ Adult Education | ___ Lego Church |
| ___ Children's Education | ___ Youth Activities |
| ___ Service | ___ Burrito Sunday |
| ___ Refugees | ___ Mission Trip |
| ___ Stewardship | ___ Valentine Concert |
| ___ Finance | ___ Offering Counter |
| ___ Facilities | ___ Grounds |
| ___ Capital Campaign | |