



Managing Your Donations

One of the best parts about using GiveCentral, other than giving to your favorite charity, is that you can manage entire donations or individual installments of each donation. This guide will show you how to manage your donations: deleting entire donations, editing entire donations, and editing / deleting individual installments of a donation.

Deleting entire donations:

If you are moving, experience financial changes, or wish to give to a different charity, you may want to delete the current donation(s) you have. You can do this by logging into your GiveCentral account at www.givecentral.org/login and clicking on My Account. Click the trash can icon to the right of the donation you wish to delete.

The screenshot shows the 'My Account' page on Give Central. The navigation bar includes links for HOME, ABOUT, BENEFITS, RESOURCES, SERVICES, BLOG, SUPPORT, and DONATE. The main heading is 'My Account'. On the left, there is a profile picture placeholder and the text 'Logged in as a Donor'. The main content area is titled 'My Giving' and contains a table of donations. A trash can icon with the text 'Delete' is overlaid on the table.

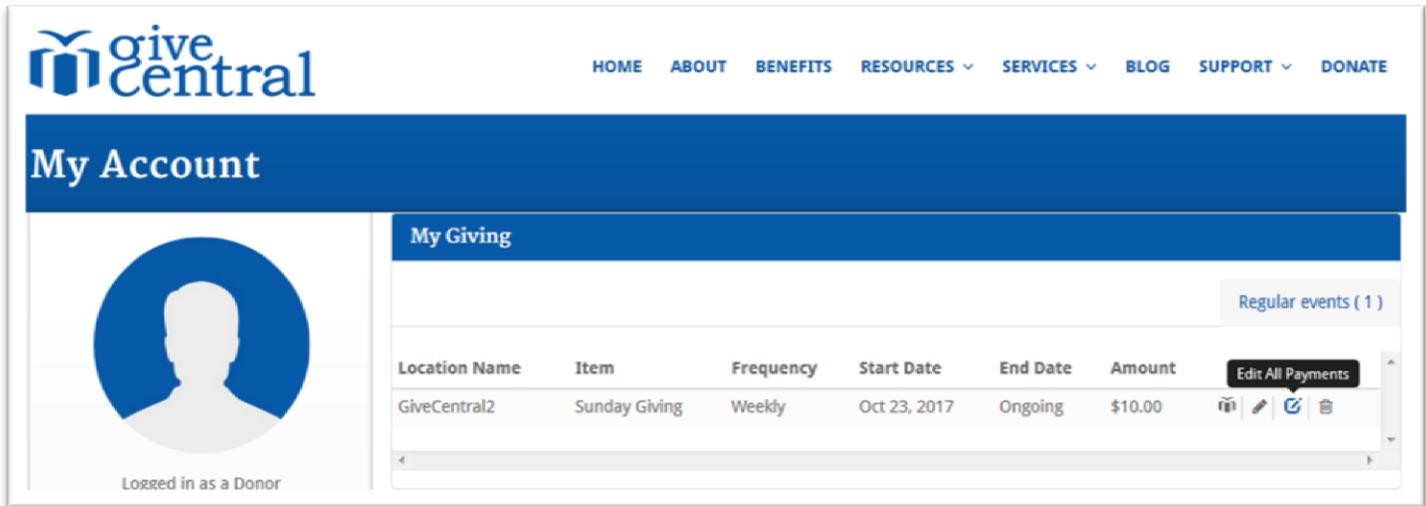
Location Name	Item	Frequency	Start Date	End Date	Amount	
GiveCentral2	Sunday Giving	Weekly	Oct 23, 2017	Ongoing	\$10.00	 Delete

Then the window below will appear, asking you to confirm deleting the donation. Click OK and then you will see that the donation has been deleted.

A confirmation dialog box with the text 'Are you sure you want to remove this event?' and a close button (X) in the top right corner. At the bottom right, there are two buttons: 'Cancel' and 'OK'.

Editing entire donations:

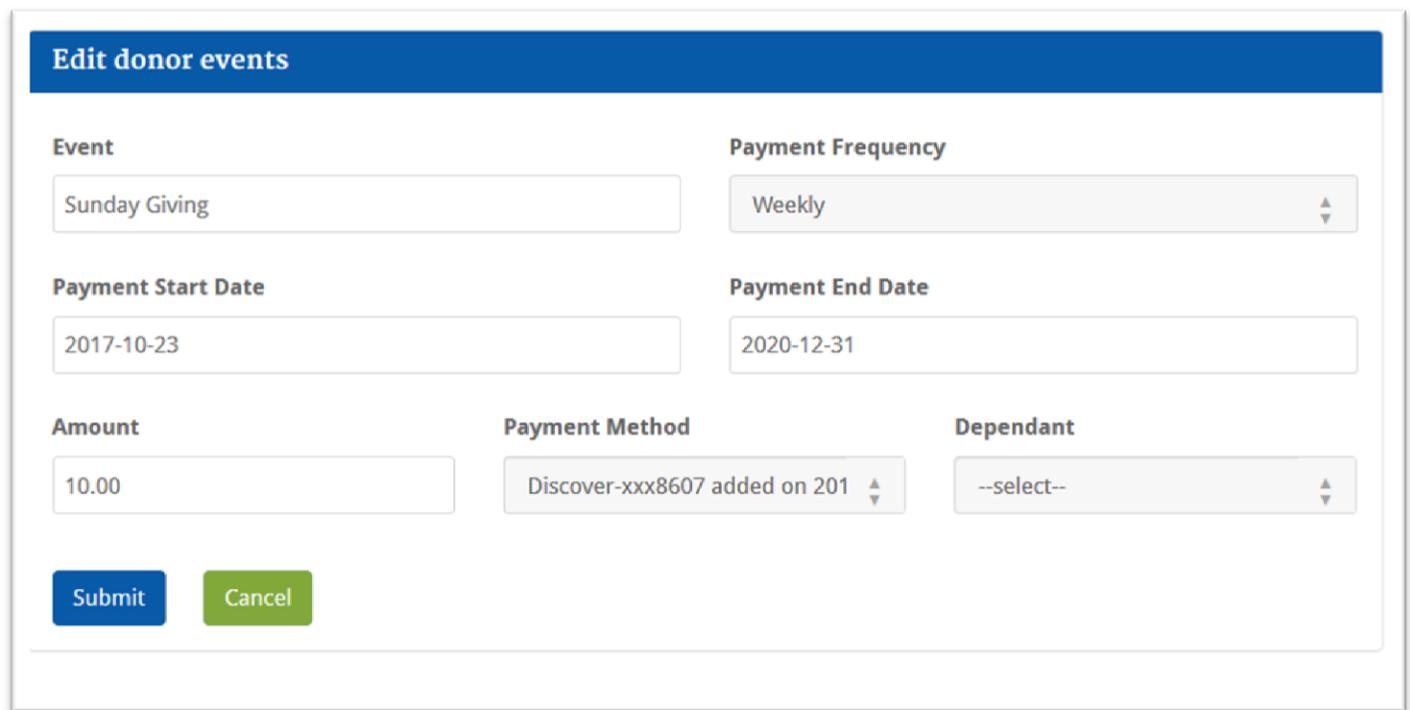
If you wish to change the date of the month, payment method, payment amount, or end-date of a donation, you have the freedom to do this customization in GiveCentral. You can do this by logging into your GiveCentral account at www.givecentral.org/login and clicking on My Account. Click the Edit All Payments button to the right of the donation you wish to make these large-scale changes to.



The screenshot shows the GiveCentral website interface. At the top left is the GiveCentral logo. A navigation bar contains links for HOME, ABOUT, BENEFITS, RESOURCES, SERVICES, BLOG, SUPPORT, and DONATE. Below this is a blue header for 'My Account'. On the left, there is a profile picture placeholder and the text 'Logged in as a Donor'. The main content area is titled 'My Giving' and shows a table of regular events. The table has columns for Location Name, Item, Frequency, Start Date, End Date, and Amount. A row is visible for 'GiveCentral2' with 'Sunday Giving' as the item, 'Weekly' frequency, and a start date of 'Oct 23, 2017'. An 'Edit All Payments' button is located to the right of the table row.

Location Name	Item	Frequency	Start Date	End Date	Amount	
GiveCentral2	Sunday Giving	Weekly	Oct 23, 2017	Ongoing	\$10.00	

This will take you to a new screen on which you can select and change whichever details you wish. Click Submit once you have made your specifications.



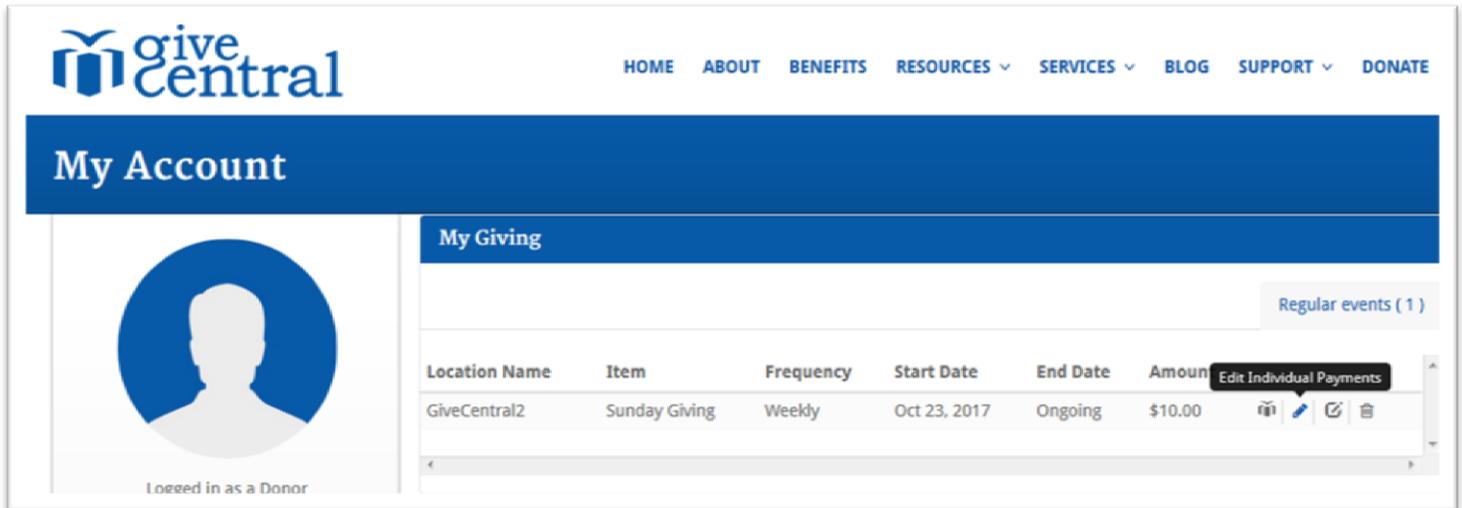
The screenshot shows the 'Edit donor events' form. It contains several input fields and dropdown menus for editing donation details. The fields are arranged in a grid-like structure.

Event Sunday Giving	Payment Frequency Weekly	
Payment Start Date 2017-10-23	Payment End Date 2020-12-31	
Amount 10.00	Payment Method Discover-xxx8607 added on 201	Dependant --select--

At the bottom of the form are two buttons: 'Submit' (blue) and 'Cancel' (green).

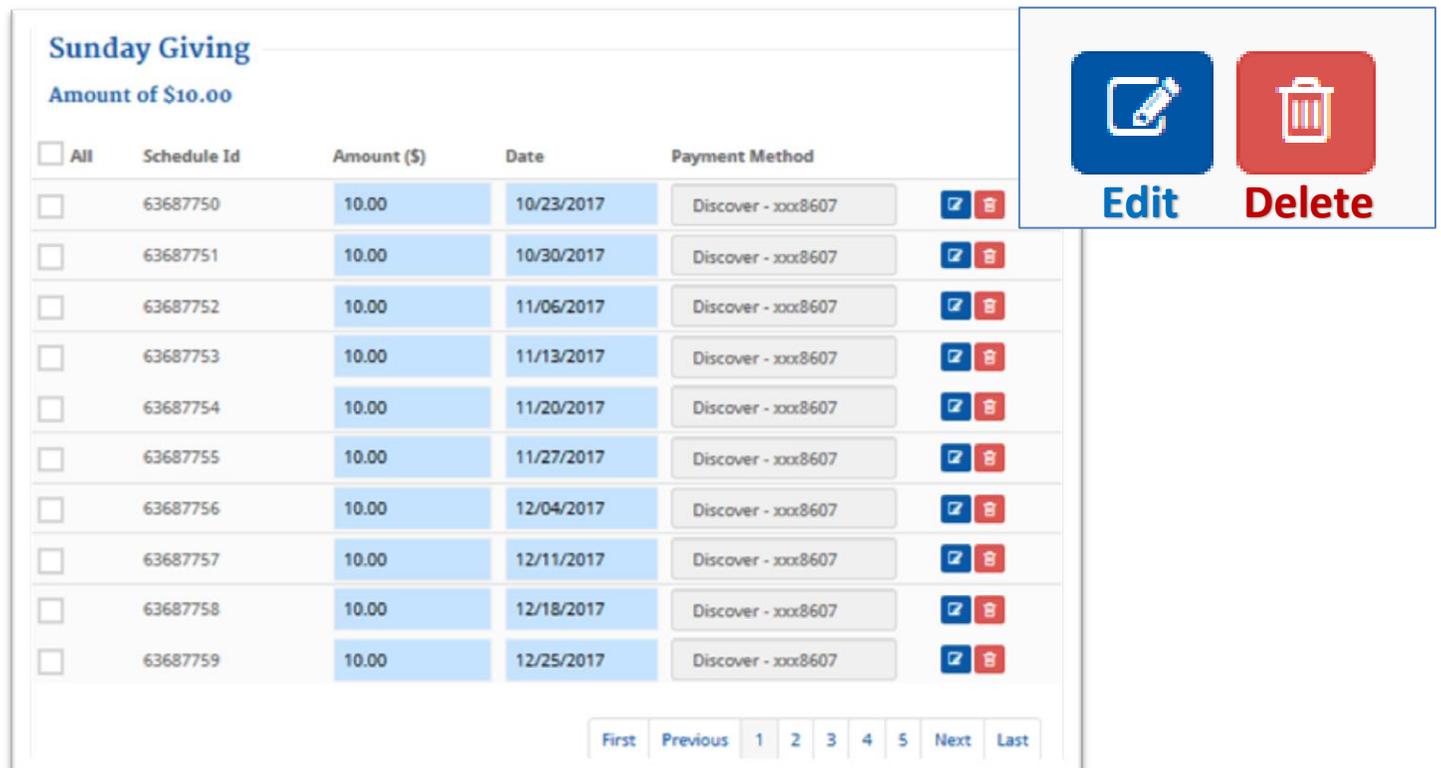
Editing individual installments of donations:

If you wish to change the date of the month, payment method, or payment amount for an individual installment of a donation, you have the freedom to do this customization in GiveCentral. You can do this by logging into your GiveCentral account at www.givecentral.org/login and clicking on My Account. Click the Edit Individual Payments button to the right of the donation you wish to make these large-scale changes to.



The screenshot shows the GiveCentral website interface. At the top left is the GiveCentral logo. To the right is a navigation menu with links: HOME, ABOUT, BENEFITS, RESOURCES, SERVICES, BLOG, SUPPORT, and DONATE. Below the navigation is a blue header for 'My Account'. On the left side of the 'My Account' section is a circular profile picture placeholder and the text 'Logged in as a Donor'. The main content area is titled 'My Giving' and shows 'Regular events (1)'. Below this is a table with columns: Location Name, Item, Frequency, Start Date, End Date, Amount, and a set of action icons. The first row of the table is: GiveCentral2, Sunday Giving, Weekly, Oct 23, 2017, Ongoing, \$10.00. A tooltip labeled 'Edit Individual Payments' points to the action icons for this row.

You can delete one installment by clicking the red trash can icon to the right of the installment. If you wish to change the details of the installment, click the blue Edit icon, make the changes, and then click the green check mark(✓) icon that appears to the right. After you do this, the change is saved.



The screenshot shows a detailed view of the 'Sunday Giving' table. The table has columns: All, Schedule Id, Amount (\$), Date, Payment Method, and action icons. The table contains 10 rows of data. A callout box on the right side of the table highlights the 'Edit' (blue icon with a pencil) and 'Delete' (red icon with a trash can) buttons. Below the table is a pagination control with buttons for First, Previous, 1, 2, 3, 4, 5, Next, and Last.

All	Schedule Id	Amount (\$)	Date	Payment Method	Action
<input type="checkbox"/>	63687750	10.00	10/23/2017	Discover - xxx8607	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	63687751	10.00	10/30/2017	Discover - xxx8607	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	63687752	10.00	11/06/2017	Discover - xxx8607	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	63687753	10.00	11/13/2017	Discover - xxx8607	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	63687754	10.00	11/20/2017	Discover - xxx8607	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	63687755	10.00	11/27/2017	Discover - xxx8607	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	63687756	10.00	12/04/2017	Discover - xxx8607	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	63687757	10.00	12/11/2017	Discover - xxx8607	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	63687758	10.00	12/18/2017	Discover - xxx8607	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	63687759	10.00	12/25/2017	Discover - xxx8607	<input checked="" type="checkbox"/> <input type="checkbox"/>