



Online Registration Guide

Creating a profile on GiveCentral allows you to make automatic donations at the time and the frequency you choose. You can enter your payment information once, then leave it alone.

Signing up only takes a few minutes.

STEP 1

Go to www.givecentral.org and click on the "Sign Up" button.

The screenshot shows the GiveCentral website homepage. At the top left is the GiveCentral logo with the tagline "inspire giving". To the right of the logo are navigation links: "Home", "Learn More", and "Contact". Below these are social media icons for Twitter, Google+, LinkedIn, and Facebook. The main content area features a large image of a person in a suit holding a red gift box. To the right of the image is the heading "Security in Online Giving" followed by the text: "GiveCentral insures that your gift is safe with industry standard encryption technology." Below this text are three buttons: "SIGN UP" (circled in red), "LOGIN", and "one-time GUEST PAY".

Use GiveCentral to:

- Donate via credit card or electronic check (ACH)
- Make automatically repeating payments
- Pay for school fees and fundraisers
- Buy tickets and merchandise
- Make a one-time gift, anytime

New features!

Today, GiveCentral.org unveiled new enhancements for donors. As we have done since we introduced the website in 2010, we used direct input from non-profit organizations and their donors to build an even better donation tool. Get more details [Here](#)

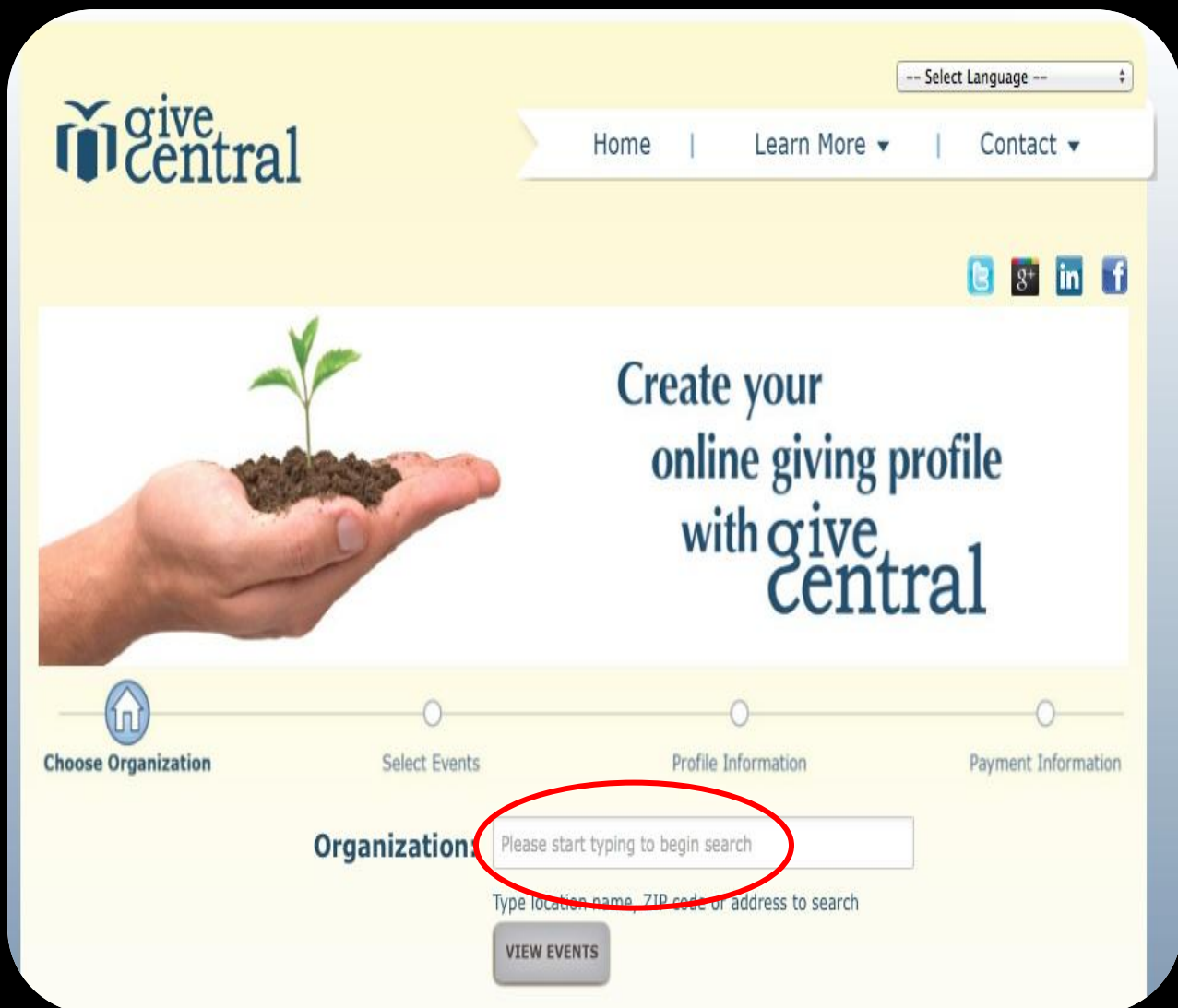
Setup and track your donations on our mobile site

STEP 2

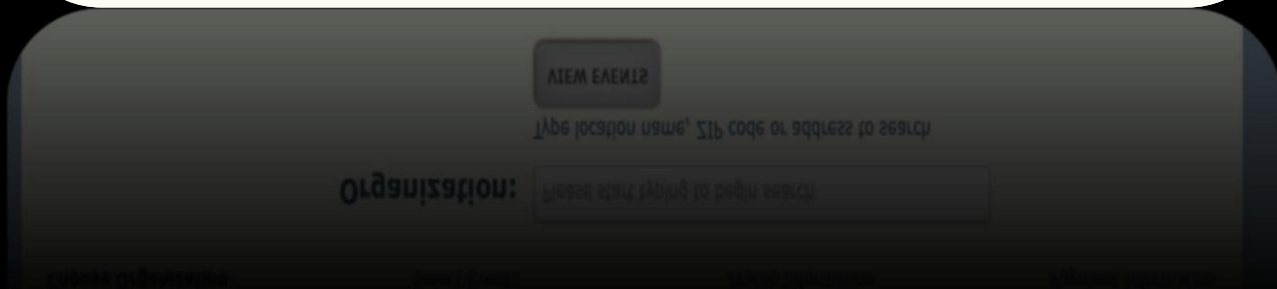
Begin typing the name, street address, or ZIP code of the organization you want to support. Click it when it appears (it may take a moment).

Click "View Events."

***NOTE:** Do not type a period after St in St Theresa



The screenshot shows the Give Central website interface. At the top left is the Give Central logo. To the right is a language selection dropdown menu. Below the logo is a navigation bar with links for Home, Learn More, and Contact. Social media icons for Twitter, Google+, LinkedIn, and Facebook are also present. The main content area features a hand holding soil with a small plant growing from it, accompanied by the text "Create your online giving profile with give central". Below this is a progress bar with four steps: Choose Organization, Select Events, Profile Information, and Payment Information. The "Choose Organization" step is active. A search input field is labeled "Organization:" and contains the placeholder text "Please start typing to begin search". Below the input field is a "VIEW EVENTS" button. The input field is circled in red.



A dark, semi-transparent reflection of the Give Central website screenshot, showing the same elements as above but inverted and dimmed.

STEP 3

Check the box next to each “Event” to which you want to donate. Enter the frequency, date range and dollar amount for each.

Click “Continue.”

Choose Location **Select Events** Profile Information Payment Information

Organization:

Type location name, ZIP code or address to search

St Theresa Church - Palatine

Select	Event Name	Frequency	Start Date	End Date	Minimum/Suggested Amount	Donation Amount
<input checked="" type="checkbox"/>	Weekly Collection	--Select--	2014-04-01	2023-03-29		
<input checked="" type="checkbox"/>	Christmas Collection	--Select--	2014-12-25	2024-03-31		
<input type="checkbox"/>	Easter Collection	--Select--	2014-04-20	2024-04-21		
<input checked="" type="checkbox"/>	Maintenance & Repair	--Select--	2014-04-01	2024-03-31		
<input type="checkbox"/>	St. Theresa School Subsidy	--Select--	2014-04-01	2024-03-31		

Choose how often you want your payment to repeat

Your first payment will be processed on start date

STEP 4

Create your profile (the fields marked with asterisks are required).

Click "Continue."

Event Name	Amount	Memo ?	
Sharing & Caring	\$30.00		Edit Delete

You can add a note to your donation here, just as you would on a written check. (Optional)

Sign up for **MORE EVENTS**

Profile Information ?

*Fields Marked * are required*

First Name *

Last Name *

Email *

Address 1 *

Address 2

City *

Country

State *

STEP 5

Enter your payment information for your credit card or electronic check.

Click "Continue."

Payment Information

*Fields Marked * are required*

Payment Method Credit Card Electronic Check

Credit Card No.

Name on Card

Card Type

Expiration Date

Cvv No.

Use Demographic

Address

Address 1

Address 2

City

Country

State

ZIP

"CVV" refers to the three- or four-digit non-embossed security code on your credit card, usually on the back

STEP 6

Check the two boxes at the bottom of the screen. All credit card and checking account numbers will remain confidential.

Click "Submit" to complete your donation.

*Fields Marked * are required*

Payment Method Credit Card Electronic Check

Credit Card No. XXXXXXXXXXXXXXXXXXXX

Your Payment Method

Card Type Visa

Name on Card XXXXXXXX

Card No. XXXXXXXX

Expiration Date 2014-12

I agree to GiveCentral's [Terms & Conditions](#)

Address 2

City Palatine

Country United States ▼

State Illinois ▼

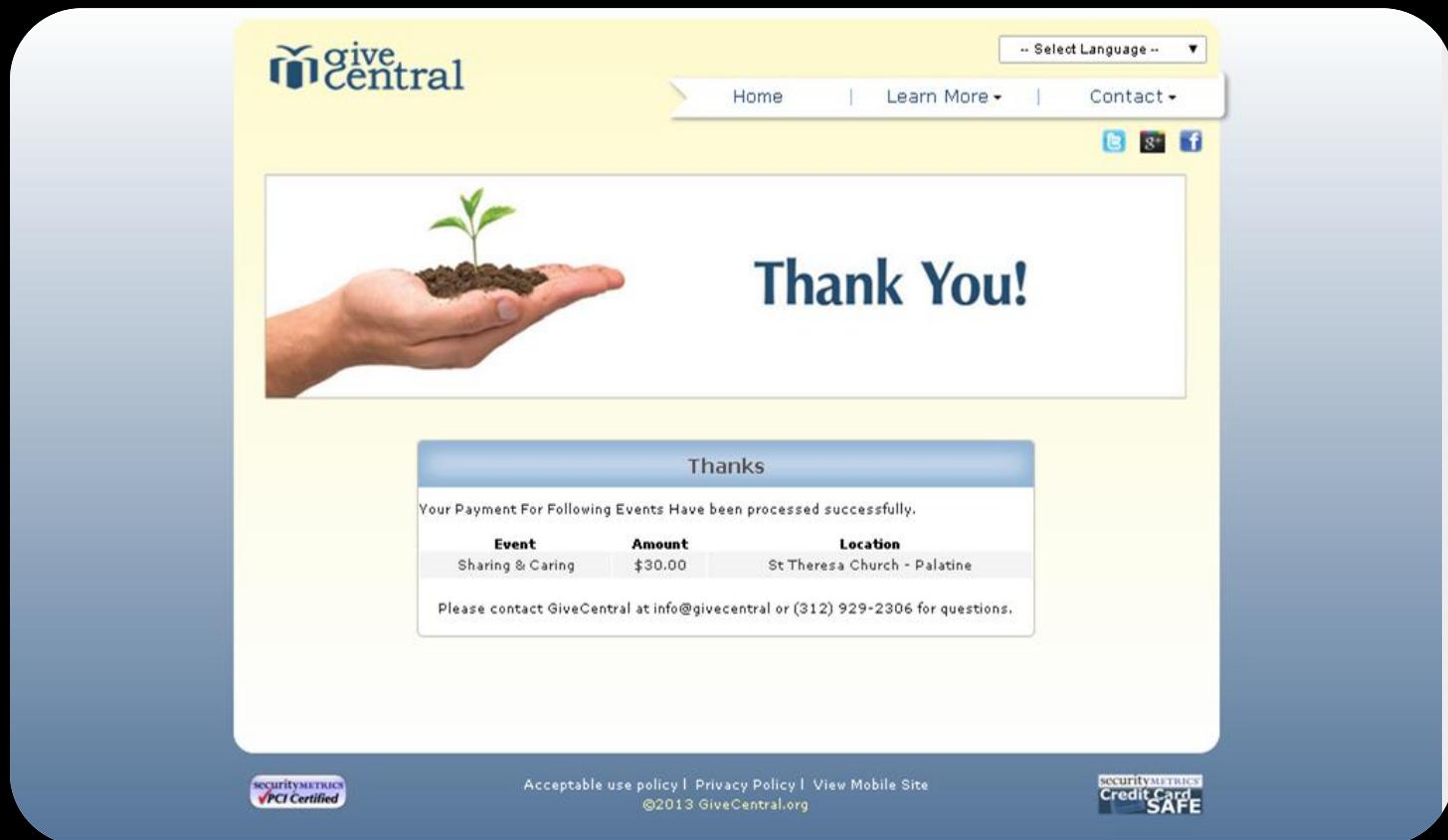
ZIP 60074

ZIP 60074

State Illinois

You will receive a confirmation message like this one on your screen, and an e-mail will be sent to the address you entered.

You can now log in to GiveCentral to view and edit your Events, payment methods, demographic information, and reports on your donations.



Please call Sandra at 847 358-7760 x104 if you need any help or have any questions!