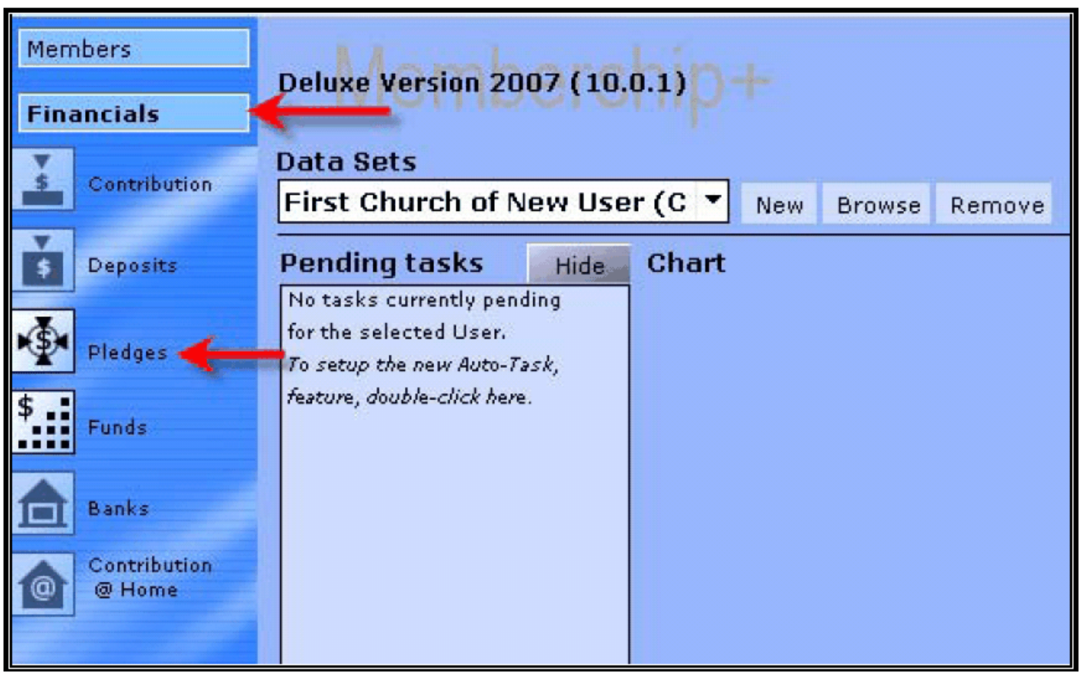
Adding a Pledge

Membership Plus enables you to create and manage pledge records. A pledge is a promise to give a certain amount of money over a designated period of time, and in most cases is expressed as dollars per week or month for a specified period of time.

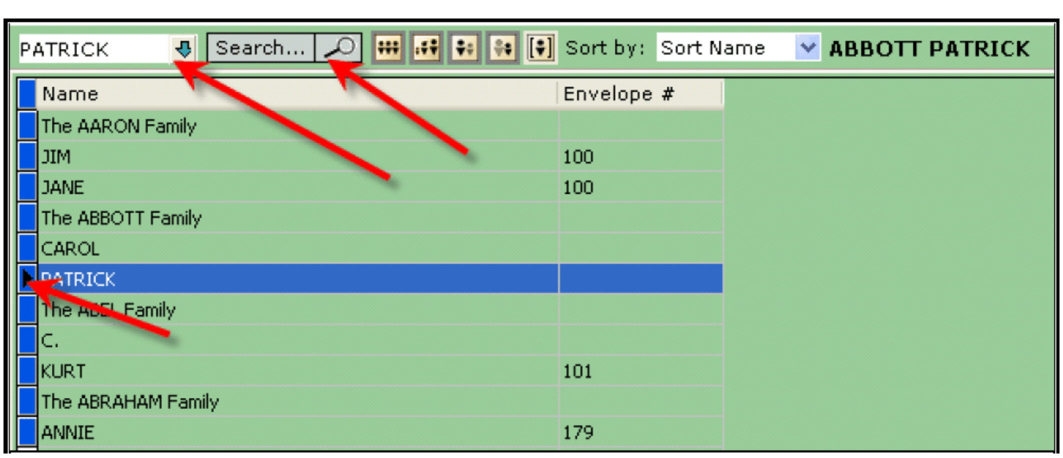
To add a pledge:

1. On the main window, select the **Financials** module, and double-click **Pledges**.



2. Locate the Member for whom you want to add a pledge, and double-click on the name.

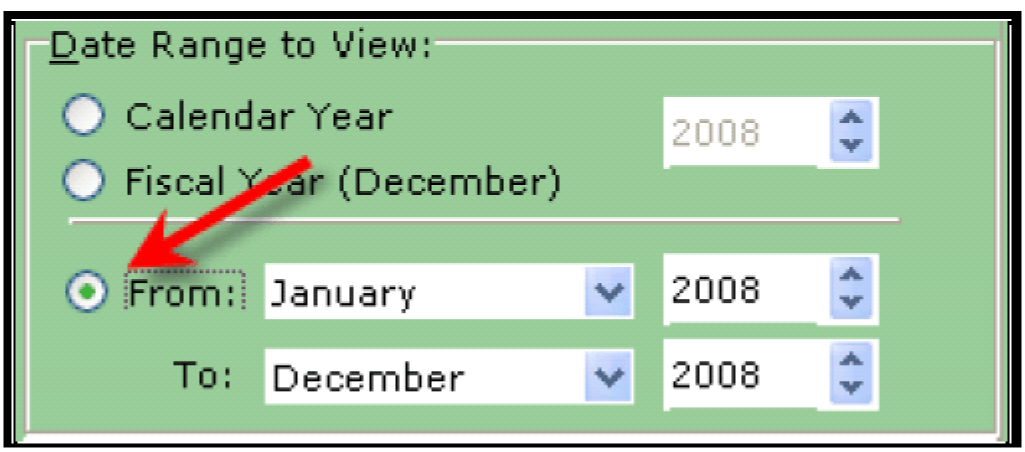
- Select the member from the list of all members.
- Browse for the member.
- Move from member to member until the desired record is found.
- Search for the member.



3. Specify the date range for the pledge. Select one of three options.

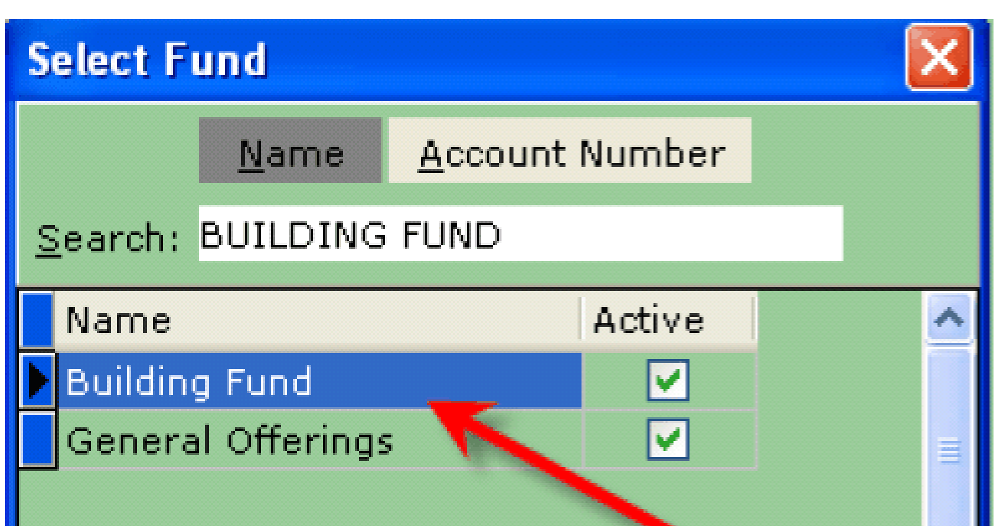
- In the Date Range to View section, select either **Calendar or Fiscal Year.** Choose the appropriate year. (Confirm that your fiscal year ending month is correct. Changes can be made in Properties.)

- In the Date Range to View section, select **From/To**. Choose the appropriate date range.



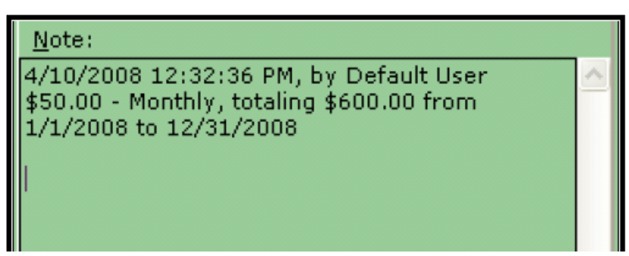
4. Click **Add**.

5. In the **Select Fund** window, select the fund to which the pledge is to be applied, and click **Ok**.



6. Enter the monthly pledge amounts in the grid on the right, or click **Calculator** to use the Pledge Calculator.

7. Enter a note in the space provided, if desired. If you use the Pledge Calculator, details of the calculation can be entered in the Note box for you.



8. Click **Save** if you want to add the record. Click **Cancel** if you do not want to add the record.