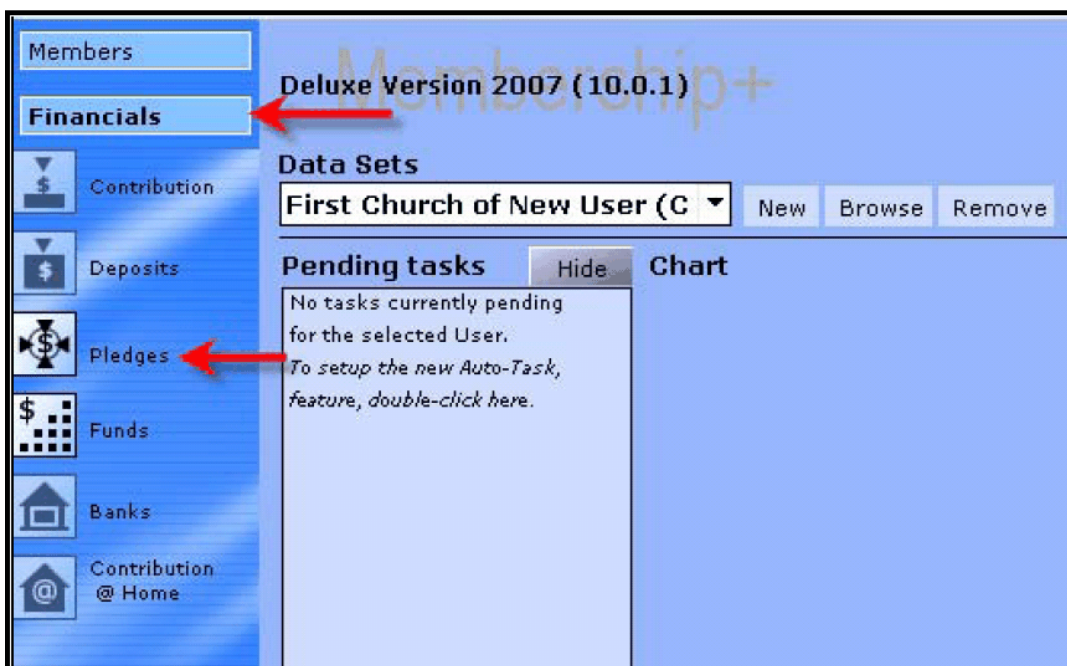


Adding a Pledge

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.

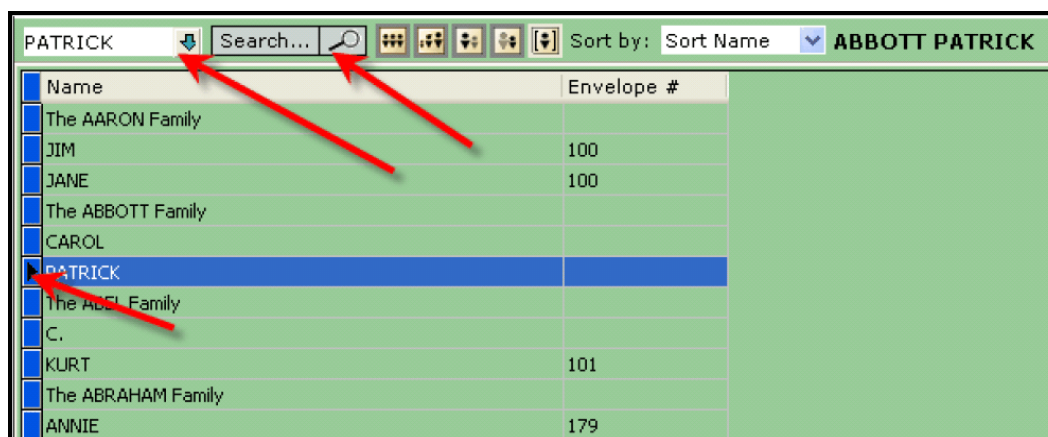
To add a pledge:

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.)



The screenshot shows a dialog box titled "Date Range to View:" with a green background. It contains three radio button options: "Calendar Year" (selected), "Fiscal Year (December)", and "From: January" (disabled). The "Calendar Year" option has a red arrow pointing to it. To the right of the "Calendar Year" option is a year selector showing "2008". Below the "From:" option, there is a "To: December" option, also disabled, with a year selector showing "2008".

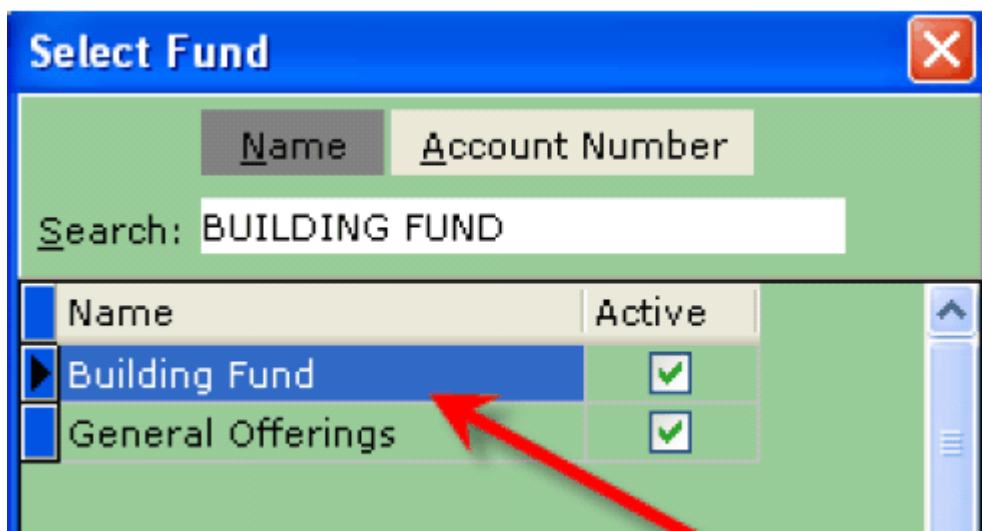
- In the Date Range to View section, select **From/To**. Choose the appropriate date range.



The screenshot shows the same "Date Range to View:" dialog box. The "From: January" option is now selected, indicated by a red arrow. The "To: December" option is also selected. The year selector for the "From:" option shows "2008", and the year selector for the "To:" option also shows "2008". The "Calendar Year" and "Fiscal Year (December)" options are now unselected.

4. Click **Add**.

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



The screenshot shows a dialog box titled "Select Fund" with a blue header and a red close button. It has a search bar with the text "BUILDING FUND". Below the search bar is a table with two columns: "Name" and "Active". The table contains two rows: "Building Fund" and "General Offerings". The "Building Fund" row is selected, indicated by a blue background and a red arrow pointing to it. The "Active" column for both rows contains a green checkmark.

Name	Active
Building Fund	✓
General Offerings	✓

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

Start Date	End Date	Amount
1/1/2008	1/31/2008	\$50.00
2/1/2008	2/29/2008	\$50.00
3/1/2008	3/31/2008	\$50.00
4/1/2008	4/30/2008	\$50.00
5/1/2008	5/31/2008	\$50.00
6/1/2008	6/30/2008	\$50.00
7/1/2008	7/31/2008	\$50.00
8/1/2008	8/31/2008	\$50.00
9/1/2008	9/30/2008	\$50.00
10/1/2008	10/31/2008	\$50.00
11/1/2008	11/30/2008	\$50.00
12/1/2008	12/31/2008	\$50.00

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.

Note:
 4/10/2008 12:32:36 PM, by Default User
 \$50.00 - Monthly, totaling \$600.00 from
 1/1/2008 to 12/31/2008

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

The screenshot shows the software interface with a menu bar (File, Edit, Module, Reports, View, Window, Help) and a toolbar with buttons for First, Prev, Next, Last, Save, Cancel, Record, Options, Go to, and Close. The 'Save' and 'Cancel' buttons are highlighted with red arrows. Below the toolbar, there is a search bar with 'PATRICK' and a search icon, and a 'Sort by:' dropdown set to 'Sort Name' with 'ABBOTT PATRICK' displayed. The main area shows a 'Date Range to View:' section with radio buttons for 'Calendar Year' (selected) and 'Fiscal Year (December)'. The 'Calendar Year' section has a dropdown for '2008'. Below this, there are 'From:' and 'To:' fields with dropdowns for 'January' and 'December' and '2008' respectively. On the right side, there is a grid with columns 'Start Date', 'End Date', and 'Amount', containing the same data as in the previous image. The 'Save' and 'Cancel' buttons are also visible in the top right corner of the grid area.