

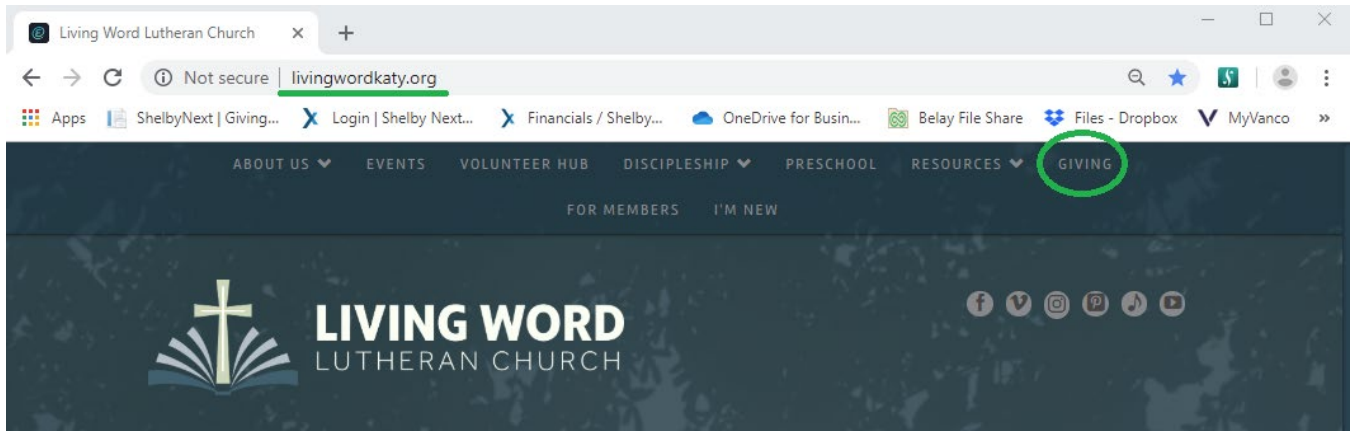


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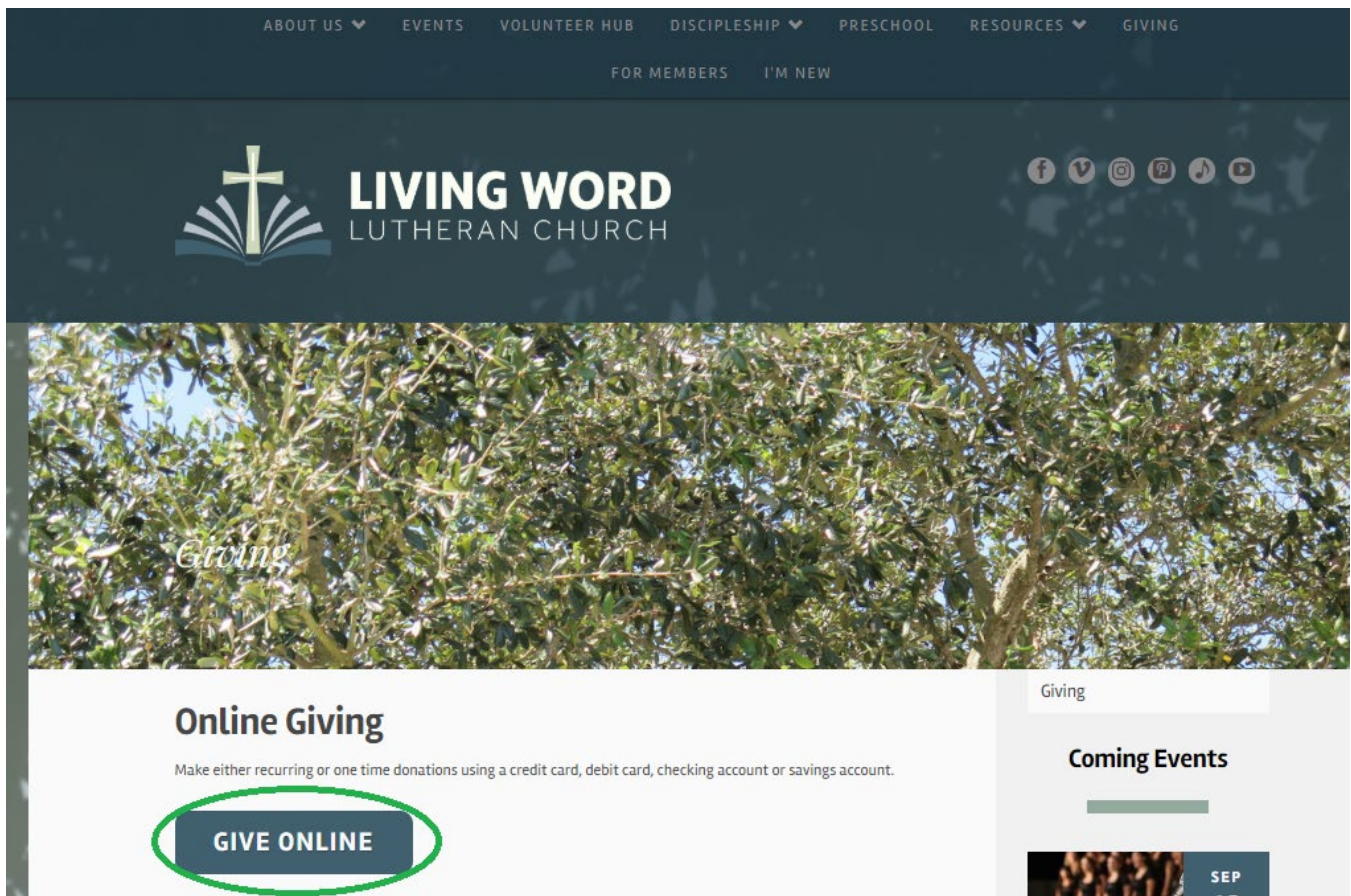
How to Give Using ShelbyNEXT

Access ShelbyNEXT – Giving

1. Go to Website: www.livingwordkaty.org



2. Click on the “Give Online” button





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How to Give Using ShelbyNEXT

3. Click on the “Sign In” option at the top of the screen. If you’re a new user you’ll have the option to register after selecting this option.



GIVE NOW

SIGN IN

My Donation

FUND

AMOUNT

+ ADD DONATION

MAKE THIS GIFT RECURRING

SUBMIT!

Online Giving powered by ShelbyNext | Giving



Living Word Lutheran Church

How to Give Using ShelbyNEXT

4. To create a new account, select “Register For An Account” at the bottom of the screen.

LIVING WORD LUTHERAN CHURCH

GIVE NOW SIGN IN

Choose your preferred sign in method

TEXT

EMAIL

New? REGISTER FOR AN ACCOUNT >

LIVING WORD LUTHERAN CHURCH

GIVE NOW SIGN IN

Enter mobile number

555-555-5555

TEXT SECURE PIN

SWITCH SIGN IN METHOD

OR

Login With MinistryID

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1: If you've logged in before, you may be taken to this screen. To switch to the one above, please click on "Switch Sign In Method"



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How to Give Using ShelbyNEXT

- Once you complete the information listed on the form below you'll be all set to give using ShelbyNEXT's giving options!



[GIVE NOW](#)

[SIGN IN](#)

Register for an account

If this is your first time giving online, provide the information below to create your ShelbyNext | Giving account.

In order to register with your phone number, a secure pin must be sent to your device and provided below when prompted.

FIRST NAME

LAST NAME

ADDRESS

CITY

STATE

ZIP CODE

EMAIL ADDRESS *optional if using phone number*

PHONE NUMBER *optional if using email address*

Email address used for sign in and receiving confirmation emails

Phone number used for sign in.

CANCEL

REGISTER



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How to Give Using ShelbyNEXT

Using ShelbyNEXT – Giving

- A. Give Now. Click the drop-down menu to select the fund you'd like to contribute to and click "SUBMIT" when you're finished.



GIVE NOW

SCHEDULED

HISTORY

My Donation

FUND

AMOUNT

+ ADD DONATION

MAKE THIS GIFT RECURRING

SUBMIT!


Online Giving powered by ShelbyNext | Giving



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How to Give Using ShelbyNEXT

- B. Recurring Giving: You can schedule recurring giving by clicking on the “Make This Gift Recurring” checkbox. Then “Recurring Gift Details” will appear and you can set up a recurring gift.

 JW

GIVE NOW SCHEDULED HISTORY

My Donation

FUND AMOUNT

Choose a Fund \$

+ ADD DONATION

MAKE THIS GIFT RECURRING

Recurring Gift Details

You can edit your recurring gift anytime.

FREQUENCY HOW MANY GIFTS *optional*

START DATE

SUBMIT!



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How to Give Using ShelbyNEXT

- i. Clicking on the “Scheduled” tab allows you to edit previously set up recurring giving, but to initiate a recurring donation you must follow the steps above. You can also adjust your schedule to fit your needs at any time.

The screenshot shows the top navigation bar with the Living Word Lutheran Church logo on the left and a user profile icon 'JW' on the right. Below the navigation bar are three tabs: 'GIVE NOW', 'SCHEDULED' (which is highlighted with a green underline), and 'HISTORY'. In the center of the page, there is a circular icon with a clock and a refresh symbol, and the text 'No gifts or payments currently scheduled' below it.

C. Finally you can see your giving history. This will include any giving you do physically, as ShelbyNEXT is an integrated system that works with the church to track giving and give members access to their contribution information at any time (please allow up to 7 days for physical deposits to be reflected in the History).

The screenshot shows the 'HISTORY' tab selected, with 'GIVE NOW' and 'SCHEDULED' tabs visible but not selected. Below the navigation bar, the text 'Displaying all giving history' is shown. A table displays the giving history with the following data:

Date ↓	Fund	Payment Method	Amount
05/06/2019	Operating Budget	VISA [redacted] ✓	\$1.00

At the bottom of the table, a summary row shows 'Total giving to date' with an amount of '\$ 1.00'.

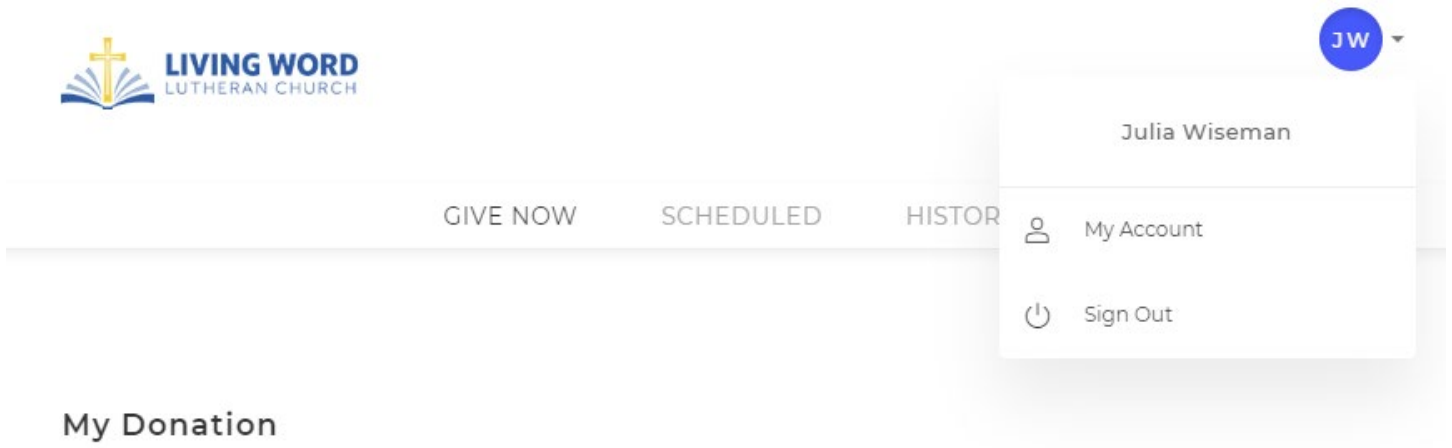


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How to Give Using ShelbyNEXT

Update/Change ShelbyNEXT – Giving

If you need to change personal information (which bank account the giving draws from, update addresses, etc, click on the two letter circle and the following screen will appear:



Select My Account to make changes:

My Account

Personal Info

Personal Info: Includes your Name and Address. Remember to click “SAVE”

Payment Methods: Set your default, set up multiple sources, delete old accounts here. Click on the Pencil Icon to change, the Trashbin icon to delete.

Account Info: Email address, phone number, and password can be found on this tab.

Payment Methods

Account Info

Please contact Julia Wiseman, juliawiseman@livingwordkaty.org if you have any questions or concerns.