

Christ The Rock Community Church

GIVING ONLINE

To get started in creating an account in MyCTR.ccbchurch.com, you will receive an activation email, click on the Activate Login green button to get to the login page.

Enter the Username which is the email address that the activation code was sent to. (note that after you have created your account, you can change your username to be something other than your email address)

Enter a Password and Confirm Password. Click on Submit

Christ The Rock Community Church

Calendar Find a Group Forms Give Online

Set Password

Enter and confirm your new password in the fields to the left. Once your password is set, you will be able to log in with your username ctrmapping@gmail.com.

Username
Enter your email address

Password
Enter a password of your choice
Must have both letters & numbers and be at least six characters

Confirm Password
Enter your password again

Submit **Click Submit**

Go to Login page

Sign Up | Mobile login

This will take you to the Login Screen

Christ The Rock Community Church • Login

Christ The Rock Community Church

Username
Enter your email address

Password
Enter your password

Keep me logged in for 30 days

LOGIN **Click LOGIN**

Create account Forgot password?

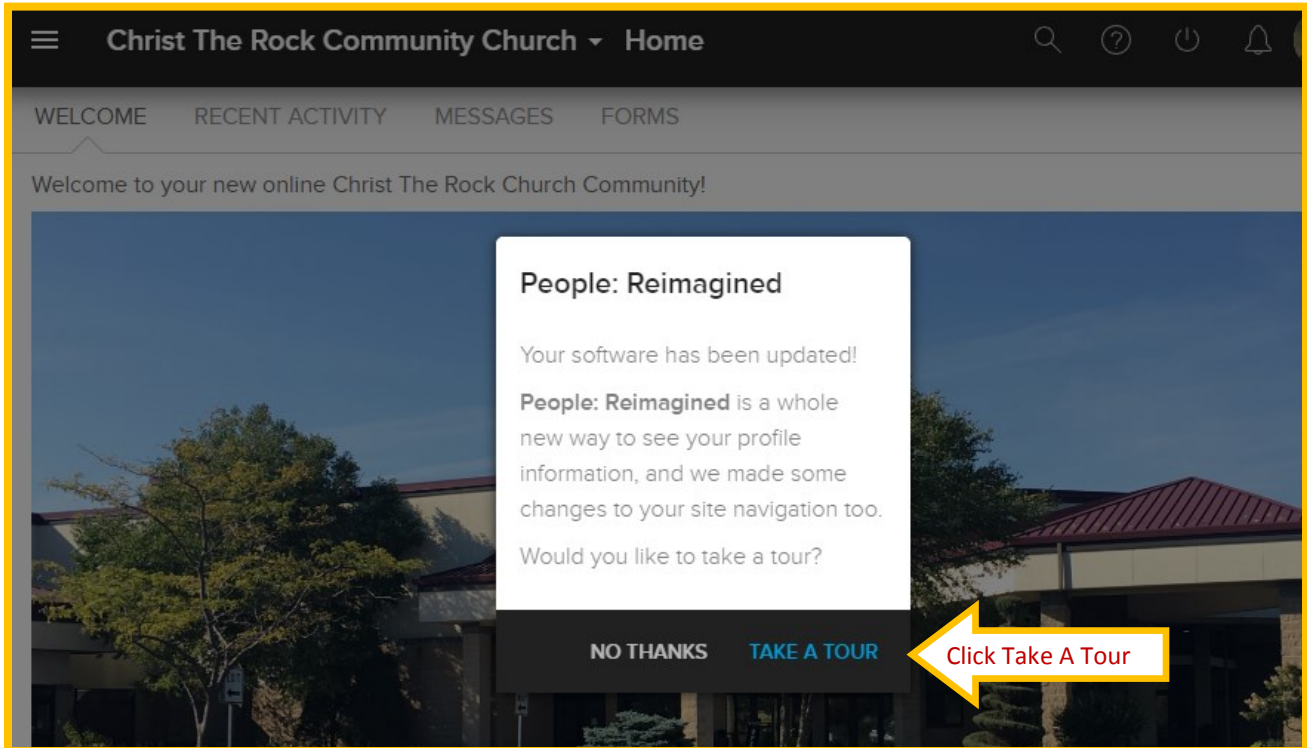
Welcome to Christ The Rock Community Church

If you do not yet have a login and would like to participate in this community, you can sign up by clicking 'Sign Up' under the login box to the left. An email will be sent with a link to activate your login shortly.

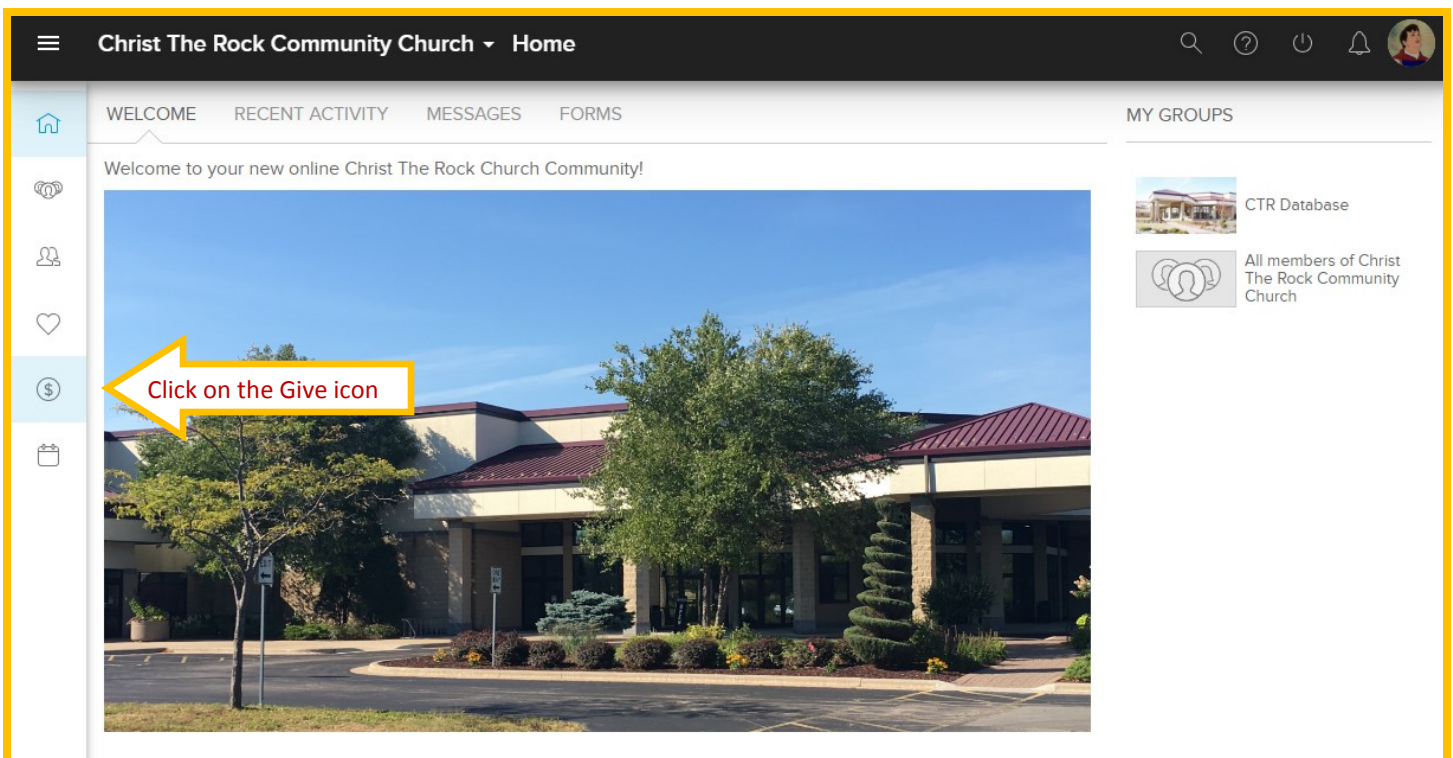
Once you log in, make sure you update your profile. This will begin to personalize the recommendations and opportunities presented to you. Participation in the online community is optional, but we encourage you to do so. Take a look at recent activity, find an interesting group to join or look for an opportunity to serve.

We hope you enjoy your online community!

Once you are logged in, you will have an opportunity to take a tour of the site. This 4 minute video gives you an overview of features available to you. If you prefer to take the tour at another time, simply enter the link below in our web browser <https://player.vimeo.com/video/15908005>



From the Home page, click on the **Give** button on the left menu bar



From here click on the Give tab on the top menu bar and fill in the boxes.

For a **One time gift**:

The screenshot shows the 'Give' page for Christ The Rock Community Church. The top navigation bar includes 'GIVE', 'STORY', and 'PLEDGES'. The 'GIVE' tab is highlighted. Below the navigation, there are radio buttons for 'One time gift' (selected) and 'Repeating gift'. The 'Gift Amount' section features a dropdown menu for 'General Offerings', a text input field containing '\$10.00', and a 'Giving Amount' label. Below this is an 'Add another' link. At the bottom, there are 'Cancel' and 'Continue' buttons. Annotations with yellow arrows point to the 'GIVE' tab, the 'One time gift' radio button, the fund dropdown, the '\$10.00' input, the 'Giving Amount' label, and the 'Continue' button.

For a **Repeating gift**:

The screenshot shows the 'Give' page for Christ The Rock Community Church, specifically the 'SCHEDULES / HISTORY' section. The 'Repeating gift' radio button is selected. The 'Gift Amount' section is identical to the one-time gift page, with 'General Offerings' selected in the dropdown and '\$100.00' entered in the 'Giving Amount' field. The 'Schedule Details' section includes a dropdown for frequency (set to 'Monthly') and a 'Starting Date' field (set to '10/05/2018'). The 'Continue Until' section has two options: 'I stop this repeating gift' (unselected) and '1 gifts have been made' (selected). A note explains that the top option repeats the gift until manually ended, while the bottom option sets a specific number of gifts. At the bottom, there are 'Cancel' and 'Continue' buttons. Annotations with yellow arrows point to the 'Repeating gift' radio button, the fund dropdown, the '\$100.00' input, the 'Giving Amount' label, the frequency dropdown, the 'Starting Date' field, the 'Continue Until' options, and the 'Continue' button.

To split your gift between two funds, click on the **Add another** option.

The screenshot shows a donation form with two rows of fund selection. The first row is for 'General Offerings' with a giving amount of '\$10.00'. The second row is for 'General Missions' with a giving amount of '\$10.00'. To the right of the second row is an 'Add another' link. Below the rows are 'Cancel' and 'Continue' buttons. A yellow callout box with an arrow points to the 'Add another' link, containing the text: 'To split your gift between two funds, click Add another'. Another yellow callout box with an arrow points to the 'Continue' button, containing the text: 'Click to Continue'.

Note on Fund Options:

If the fund that you want to give to is not on the drop down list, choose the **Other** fund option and continue with processing your donation.

When you have confirmed your gift, send an email to Kathy at khansen@christtherock.org and let her know how the donation should be allocated.

On the next page you will enter your payment information

First choose your **Payment Type**.

There are two options when giving online. To maximize your gift, we recommend that you give through your Checking Account (also known as ACH or e-check). Your contribution will be securely deducted from your checking or savings account. The other option is to give by credit or debit card (VISA, MasterCard or Discover). When giving by credit or debit card 2.5%-4% of your donation goes to cover processing fees. To maximize your donation consider adding a % to your gift to help offset the processing fees.

The screenshot shows the 'Payment Information' section of the donation page. At the top, it says 'Give' and 'Christ The Rock Community Church' with a user profile for 'Prince Charming'. Below this, a summary table shows 'General Offerings' for '\$10.00' and a 'Total: \$10.00'. Under 'Payment Information', there is a 'Payment Type' dropdown menu with three options: 'Checking Account', 'Debit/Credit Card', and 'Credit Card'. The 'Checking Account' option is currently selected and highlighted in blue. A yellow callout box with an arrow points to the dropdown menu, containing the text: 'Choose Checking Account or Debit/ Credit Card from the drop down list'.

To give from your **Checking Account:**

The screenshot shows a payment form for a checking account. At the top, there is a 'PAY TO THE ORDER OF' field and a dollar sign followed by an empty input field. Below this are three MICR lines: '234567890', '234567890', and '234'. Underneath these are labels for 'Routing Number', 'Account Number', and 'Check Number'. The form contains four input fields: 'Routing Number' (123456789), 'Account Number' (1234567890), 'Confirm Routing Number' (123456789), and 'Confirm Account Number' (1234567890). There are two checkboxes: one checked for 'Save payment information for future use.' and another checked for an authorization statement: 'I authorize Christ The Rock Community Church to debit my account for the amount indicated above. I understand that I can cancel any future automatic payments myself by going to the Financial tab in my profile.' At the bottom right, there are 'Back' and 'Continue' buttons. Yellow callout boxes with arrows point to various elements: 'Enter your Routing Number' points to the first routing number field; 'Enter your Account Number' points to the first account number field; 'Enter your Routing Number again' points to the confirm routing number field; 'Enter your Account Number again' points to the confirm account number field; 'Check the boxes desired' points to the authorization checkbox; and 'Click Continue' points to the 'Continue' button.

To give by **Debit/Credit Card:**

The screenshot shows a payment form for a debit or credit card. It includes a 'Card Number' field with the value '123456789012345'. Below this are two dropdown menus for 'Month' (set to 'October (10)') and 'Year' (set to '2018'). To the right is a 'Security Code' field with the value '123'. There is a checked checkbox for 'Save payment information for future use.' At the bottom right, there are 'Back' and 'Continue' buttons. Yellow callout boxes with arrows point to: 'Enter your card number' pointing to the card number field; 'Use drop down to choose the card expiration month' pointing to the month dropdown; 'Use drop down to choose the card expiration Year' pointing to the year dropdown; 'Enter card Security Code located on the back' pointing to the security code field; and 'Check box to save payment information' pointing to the save information checkbox. A 'Click Continue' callout points to the 'Continue' button.

The screenshot shows a 'Confirm Gift Info' box. It contains the following text: 'Amount: \$10.00', 'From: Prince Charming', 'W6254 US Hwy 10 114', 'Menasha, WI 54952', and 'Account ending in 1234'. At the bottom of the box, there are two buttons: 'CANCEL' and 'CONFIRM'. A yellow callout box with an arrow points to the 'CONFIRM' button with the text 'Click Confirm to process your donation'.

After your donation is confirmed you will receive a confirmation email. It may take 3-5 business days for your online donation to appear in your giving history.

If you have any questions about setting up your online giving or your giving information, you can contact the church office (920-730-8383) and ask for a member of the accounting department:

Kathy Hansen, Bookkeeper - 920-840-6818 khansen@christtherock.org

Gloria Fochs, Operations Director - 920-840-6801 gfochs@christtherock.org

Debbie Sorenson, Assist. Bookkeeper - 840-6810 dsorenson@christtherock.org

**Thank you for being a supporter of Christ The Rock and the ministries here.
Your generosity is making a difference in the lives of others.**