

# TOCMC Online Giving Guide

## Getting Started:

**Go to URL <http://www.timeofcelebration.org>**

- Would you like to give without setting up a donor account?  
Click "Quick Give"
- First Time Donor? Click "First Time" and setup your Donor Profile
- Already a registered donor? Simply enter your Email and Password
- Forget your password? Click "Forgot Password"

## Setting up your Donor Profile:

- Enter your email address and password
- Password must be at least 8 characters and must contain a combination of letters and numbers
- Remember these login credentials! You will need them to access your Donor Profile

## One Time Gift- Cards:

- Login by entering your email address and password
- Select which fund you would like to donate to from the drop down list
- Enter your donation amount
- Add your card information and billing details
- Click "Submit" to process your donation

## **One-Time Gift- eChecks (when applicable):**

- Login by entering your email address and password
- Select to “Use Check” located at the top right of your screen or select ACH/eCheck from the drop down menu
- Select which fund you would like to donate to from the drop down list
- Enter your donation amount
- Add your bank account information
- Click “Authorize” to submit donation

## **Automatic Recurring Donations- Cards:**

- Login by entering your email address and password
- Select “Scheduled Giving” on the left hand navigation
- Select which fund you would like to donate to from the drop down list
- Enter your donation amount
- Select the frequency, number of installment and start date
- Add your card information and billing details
- Click “Activate Schedule” to start your recurring donation schedule

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