

How to enter an updated recurring contribution and cancel your old gift through our Spirit of Joy app



11:03	_		. <b>II</b> 奈 ■						
Spirit of Joy Lutheran Church									
	Online Giving								
I want to Give:									
	0.00	USD							
General Fund		•	(±)						
Give Once	Week	dy 👻	<b></b>						
Choose a Paym	ient Sou	urce:	۲						
-			×						
童			×						
Entor a Naw Bay	mont Co								
Enter a New Pay	yment 30	urce							
Help cover the c	ard fee 🕐								

Spirit of Joy Lutheran Church South Lemay Avenue, Fort Collins, CO 80525 pyright © 2023 ChurchTrac Software, Inc.

1.	Open	Online	Giving	from	the	Main	Menu	on c	our
	Spirit	of Joy a	app.						

- Enter the new giving information under "I want to Give:" and choose the "Give Once" or "Repeat" button.
- 3. Choose the payment source you already are using or enter a new one.
- 4. Submit the transaction to begin contribution of the new amount.
- 5. To eliminate the former giving amount, navigate to the right of "Choose a Payment Source" and click on the small "cog wheel." It is circled in pink in the picture to the left.
- 6. A "Recurring Giving" pop up screen will appear, listing both your new and old giving amounts.
- 7. Click on the "X" in the upper right hand box of the gift you no longer want to use.
- 8. A new pop-up will ask you to confirm the deletion.
- 9. Click on that button and it will then be removed.