

# Updating Recurring Gifts in Tithe.ly



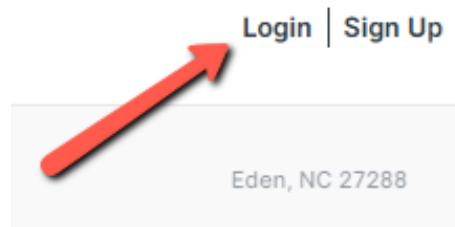
1. Go to [northspraychristianchurch.com/giving](https://northspraychristianchurch.com/giving)
2. Select the General Fund.

## General Fund

Select this option for regular offerings and special offerings (e.g., Compassion, etc.). You can give a one-time gift



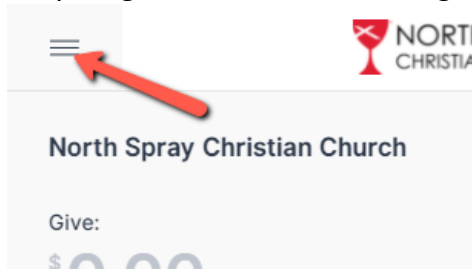
3. On the next page, select "Login" and enter your credentials.



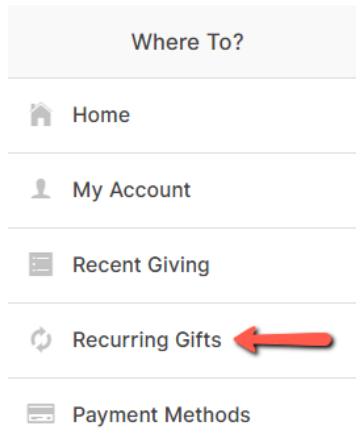
4. Fill out the requested information for your gift. Be sure to select the "Recurring Giving" option. Select "Give" when finished. **Be sure to enter your church envelope number to receive credit for tax purposes.**

A screenshot of the Tithe.ly giving interface. At the top, there is a hamburger menu icon, the church logo, and the name "NORTH SPRAY CHRISTIAN CHURCH". Below this, the church name "North Spray Christian Church" and address "Eden, NC 27288" are displayed. The main form area shows a "Give:" section with a large input field containing "\$ 250.00". To the right of the amount is a dropdown menu labeled "To:" with "General Fund" selected. Below the amount and dropdown are two rows of options: "Recurring Giving" (checked), "Every Month" (dropdown), and "1st" (dropdown). A note below these options states: "Note: Multi-line Gift is disabled when recurring giving is on." At the bottom of the form, there are two buttons: "Card" (with a green checkmark) and "Bank". A large green button at the very bottom says "Give \$250.00" with a lock icon on the right.

5. After you have submitted your gift, click on the hamburger button in the top left corner.



6. Click "Recurring Gifts"



7. Click the trash can on the right side of the screen beside the old recurring giving amount. You should be able to tell which one is old by the Start Date. Your new gift will have a newer date listed.



If you have any questions about online giving at North Spray, please contact:

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