# **Quick Guide**

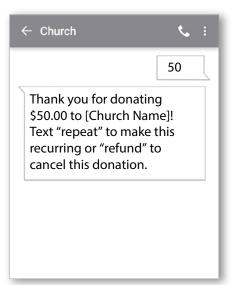
## 1. Get Started

Enter your 10-digit GivePlus Text number and the amount you wish donate, then press send.



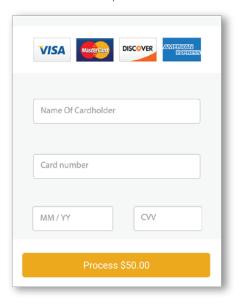
## 3. Give

After registration is complete, you will receive a verification text as well as a receipt via email.



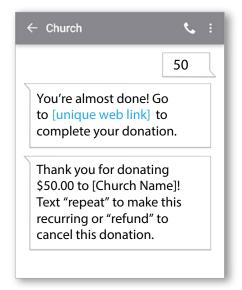
# 2. Register

You will receive a registration link. Click the link and enter your contact and payment information. Tap "Process."



## 4. Repeat

For future giving, simply send a text with the amount you wish to give, and it will process automatically.





# **GivePlus Keywords**

Note that keywords are not case sensitive

**Assist** - Sends instructions to the donor via text.

Response: To donate via text, send the dollar amount you wish to give, including a dollar sign. For example: \$50. Text edit to update your profile or halt to permanently disable text giving.

**Edit** - Allows donors to edit their name, payment method, address and email. Once the edit keyword is sent, the will receive link.

Response: To manage your profile, go to (link).

**Halt** - Allows donors to permanently disable Give by Text. At this time, they cannot re-enroll once they've opted out.

Response: Text to give to (Church Name) for this phone has been permanently disabled.

**Refund** - Donors can send this message to refund or cancel a donation they've submitted and we will direct them to call the church.

Response: To request a refund of your donation, please call (Church Name) at (Church Phone #).

**Funds** - Donors can send this message to receive a list of the Church's Give by Text Funds.

Text '(contribution amount) fund name' or text '(contribution amount) fund code' to donate to a specific fund.

# **Confirmations and Responses**

### **Registration Link**

Sent via text the first time a donation is made. Thank you! Please visit (link) to register.

# **Error Messages**

### **Unable to Recognize Amount**

We could not determine the amount you wish to give. Please ensure you're using \$xx or \$xx.xx as the format. For example: \$50.00. Text assist for help.

#### **Failed Transaction**

Your \$(amount) donation to (Church Name) has failed. Please contact your card issuer for assistance.

### **Registration Link Expired**

This registration link has expired, please send the dollar amount you wish to give, including a dollar sign to start over.

### **Donation Confirm**

Sent via text each time a donation is made Thank you for your \$(amount) donation. Text refund to cancel this donation, edit to update your profile, halt to permanently disable text giving

#### **Unrecognizable Message**

We're sorry, we didn't understand your request. Text assist if you need help.

#### Misc. Errors

I'm sorry, we are unable to process your donation. Please call (Church Name) at Church Phone #) for assistance.

### **Registration Link Issue**

I'm sorry, we were unable to process your request. Please send the dollar amount you wish to give, including a dollar sign to try again.

