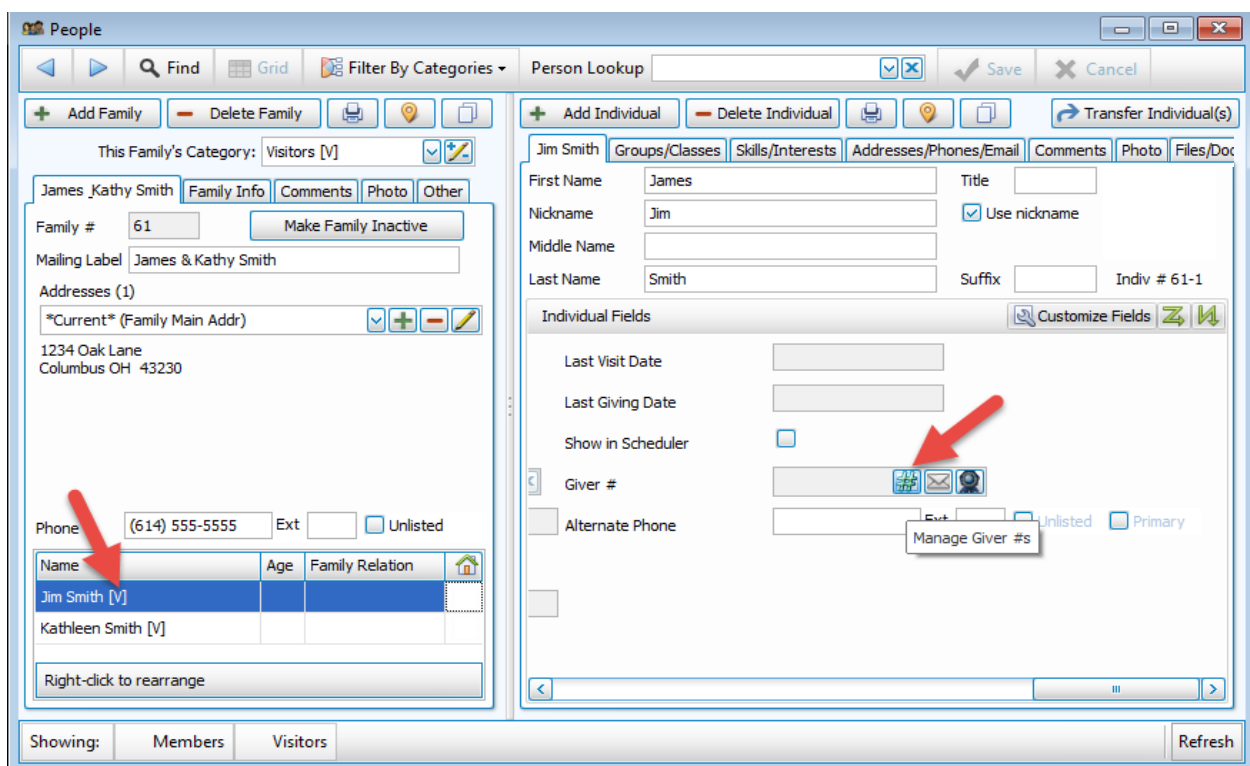


After adding a new family in Membership, you may wish to assign a Giver #. This may be done either in Membership or Donations. Gives with Family should be used if spouses would like their giving to appear together on a Donation Statement.

NOTE: Giver # field may be renamed to Envelope #.

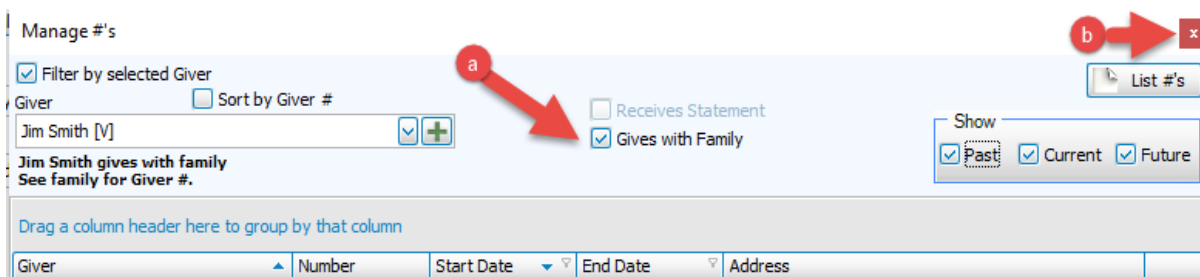
IN MEMBERSHIP (the example uses Jim and Kathleen Smith)

To assign a Giver # through Membership>People, go to the person with the *Directory Report Order of Primary*. Scroll over to the Giver # field and click on the # to open the *Manage #s* screen.

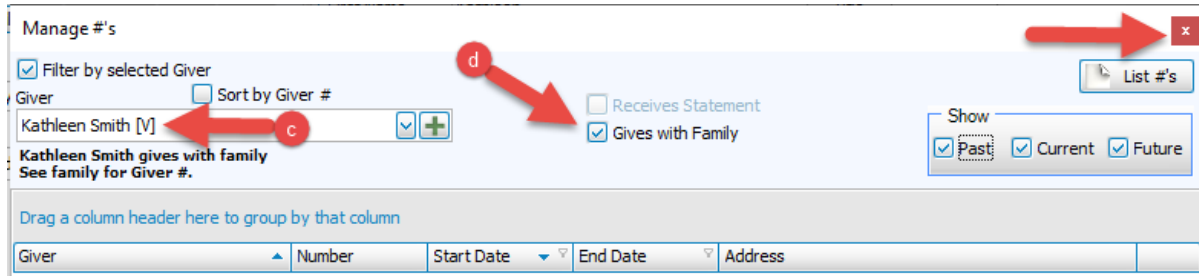


Checking *Gives with Family* on BOTH spouses will combine the giving (and Giver #) on the Donation Statement. The Donation Statement will display the Mailing Label when *Gives with Family* is checked for both spouses (the Primary and Secondary persons).

- On the *Manage #s* screen for one of the spouses, click on *Gives with Family*.
- Close the *Manage #s* screen



- c. Choose the other spouse on the *People* screen, at the *Giver #* field, click on # (the giver's name appears under *Giver* on *Manage #'s*).
- d. Click *Gives with Family* and close the screen.



Manage #'s

Filter by selected Giver

Giver: Kathleen Smith [V] Sort by Giver #

Receives Statement

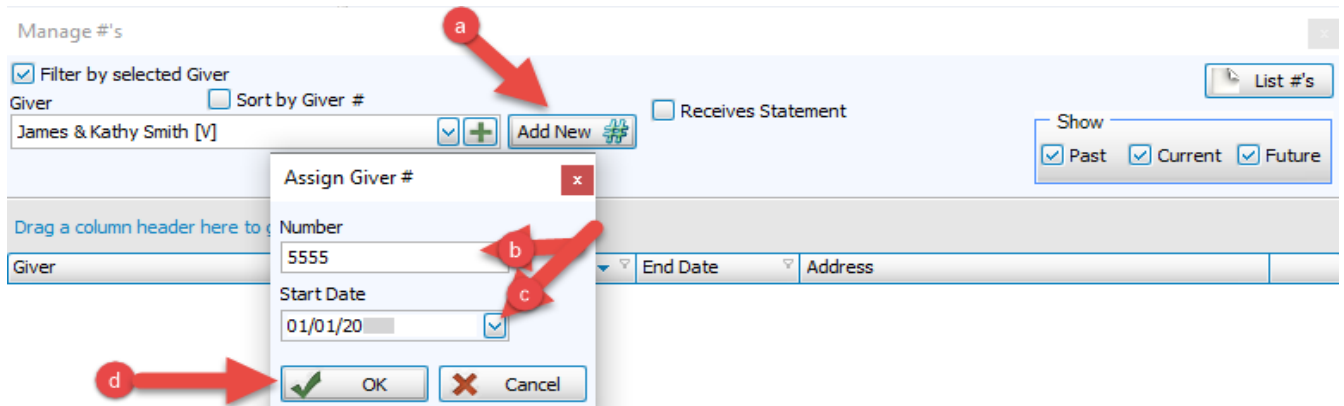
Gives with Family

Show: Past Current Future

Drag a column header here to group by that column

Giver	Number	Start Date	End Date	Address
Kathleen Smith [V]				

2. On either spouse in *People*, at the *Giver #* field, click on #
 - a. Click *Add New #*
 - b. Enter the giving *Number*
 - c. Choose the *Start Date* for the Giving #
 - d. Click *OK*



Manage #'s

Filter by selected Giver

Giver: James & Kathy Smith [V] Sort by Giver #

Receives Statement

Show: Past Current Future

Drag a column header here to group by that column

Giver	Number	Start Date	End Date	Address
James & Kathy Smith [V]				

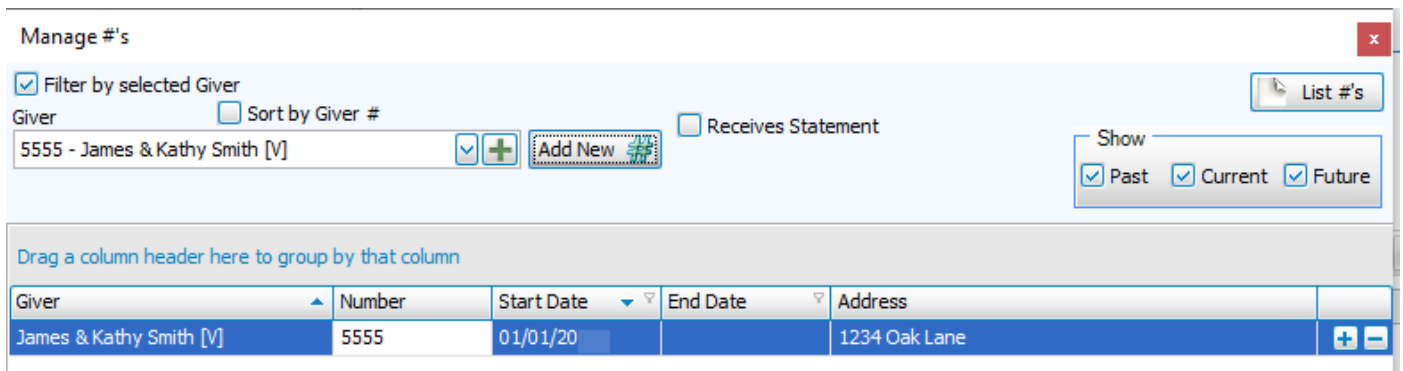
Assign Giver #

Number: 5555

Start Date: 01/01/20

OK Cancel

The *Manage #'s* screen displays the Givers as they appear in the Mailing Label (in *People*), the Number and the Start Date of the giving number.



Manage #'s

Filter by selected Giver

Giver: 5555 - James & Kathy Smith [V] Sort by Giver #

Receives Statement

Show: Past Current Future

Drag a column header here to group by that column

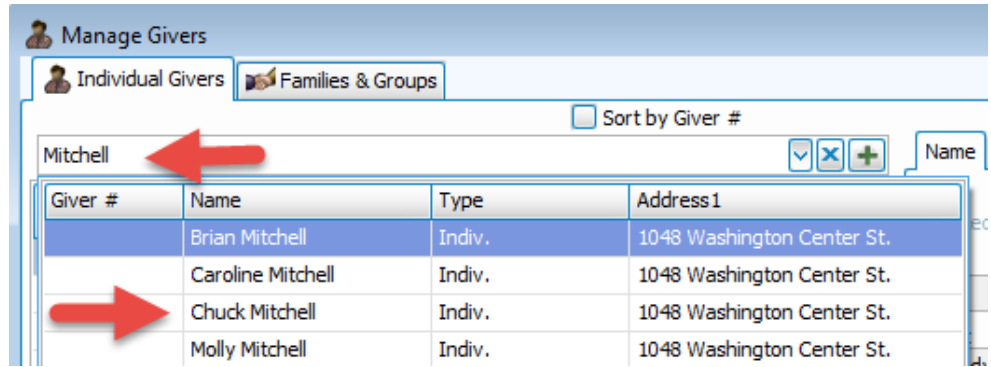
Giver	Number	Start Date	End Date	Address
James & Kathy Smith [V]	5555	01/01/20		1234 Oak Lane

PLEASE NOTE: Adding a *Giver #* to an Individual is a similar process. There is NO need to choose *Gives with Family*. Go directly to *Add New #* on the *Manage #'s* screen.

IN DONATIONS (the example uses Chuck and Molly Mitchell)

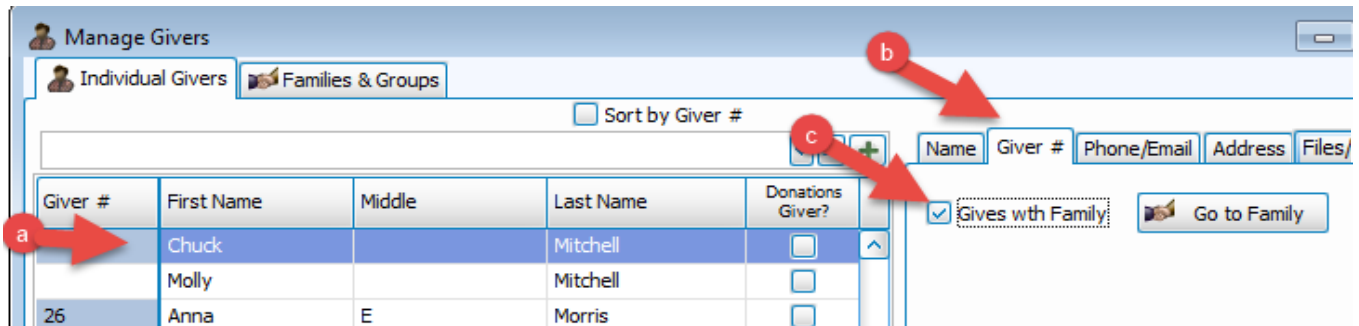
To assign a Giver # through Donations (after the persons have been added through Membership), go to *Donations>Manage Givers*.

Enter the name in *Type to Search* then Highlight the person you are looking for.

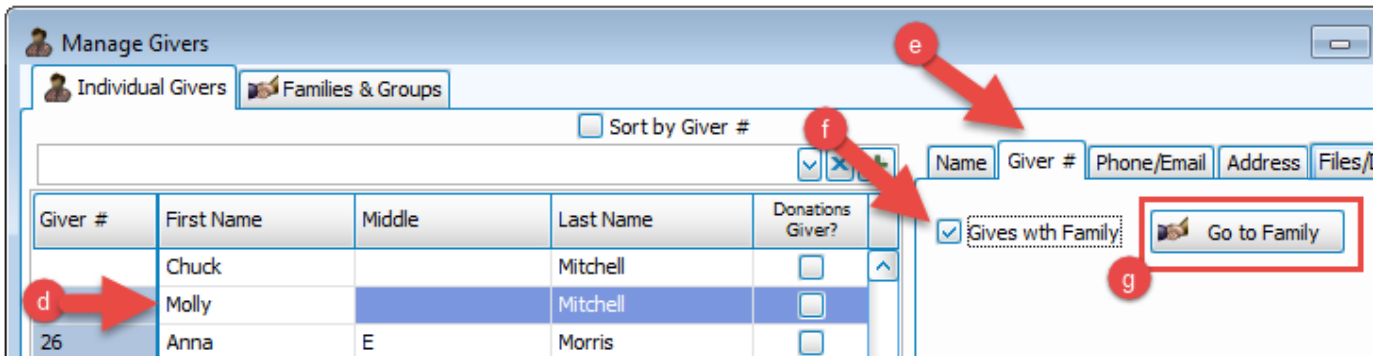


Marking each spouse *Gives with Family* will combine the giving (and Giver #) on the Donations Statement.

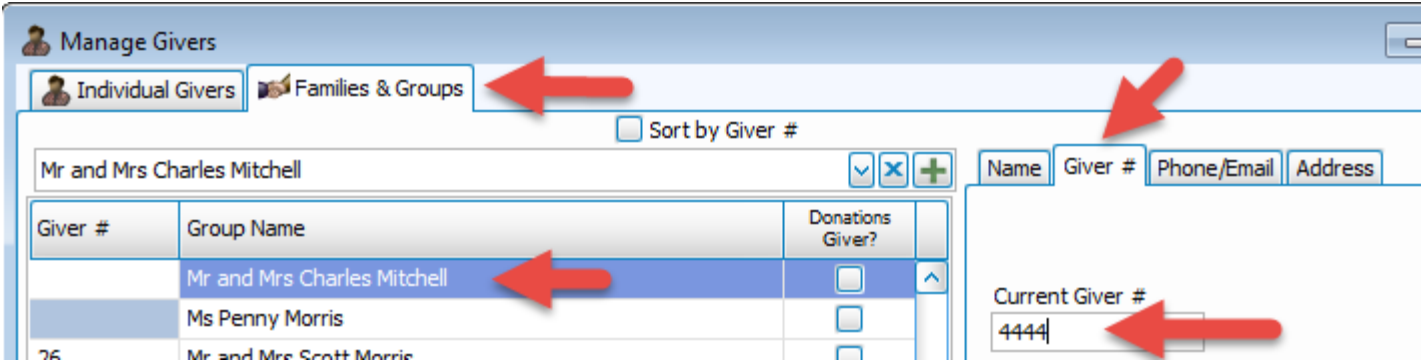
- a. Find the one of the spouses
- b. Click on *Giver #* tab
- c. Click on *Gives with Family*



- d. Find the other spouse
- e. Click on *Giver #* tab
- f. Click on *Gives with Family*
- g. Then on either spouse click on *Go to Family*



At the *Families & Groups* tab>*Giver #* tab, enter the *Giver #*.



Mr and Mrs Charles Mitchell

Giver #	Group Name	Donations Giver?
	Mr and Mrs Charles Mitchell	<input type="checkbox"/>
	Ms Penny Morris	<input type="checkbox"/>
26	Mr and Mrs Scott Morris	<input type="checkbox"/>

Current Giver #
4444

Please Note: The Gives with Family does not need to be checked if the Individual gives alone.