

GIVE AT MY.OLIVE

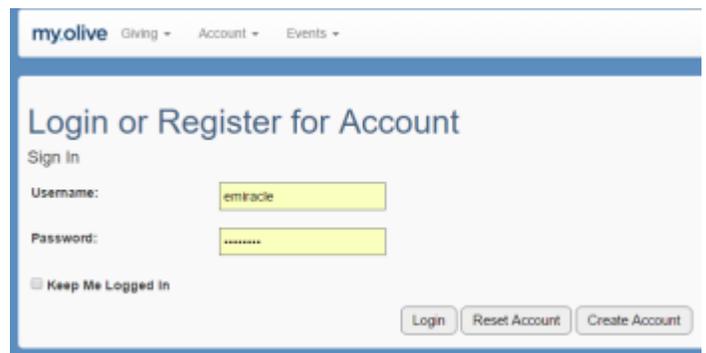
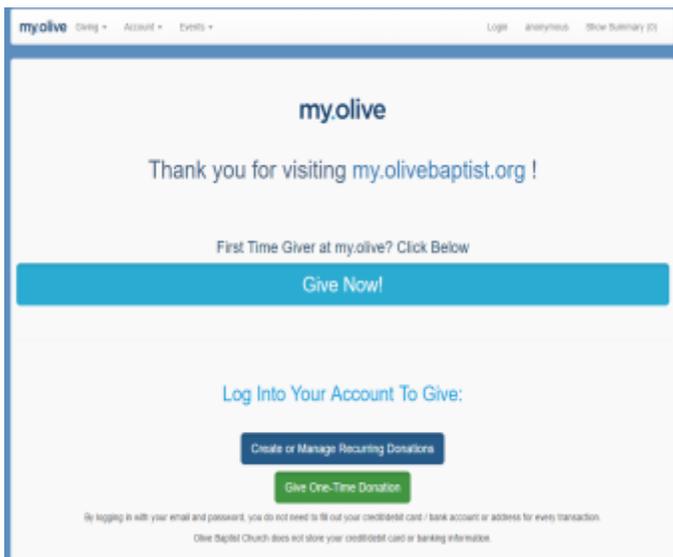


Online Giving Steps

- STEP 1: Either go to www.olivebaptist.org/give and click on the “GIVE AT MY.OLIVE” (green button) or simply type <https://mp.olivebaptist.org/portal/>.

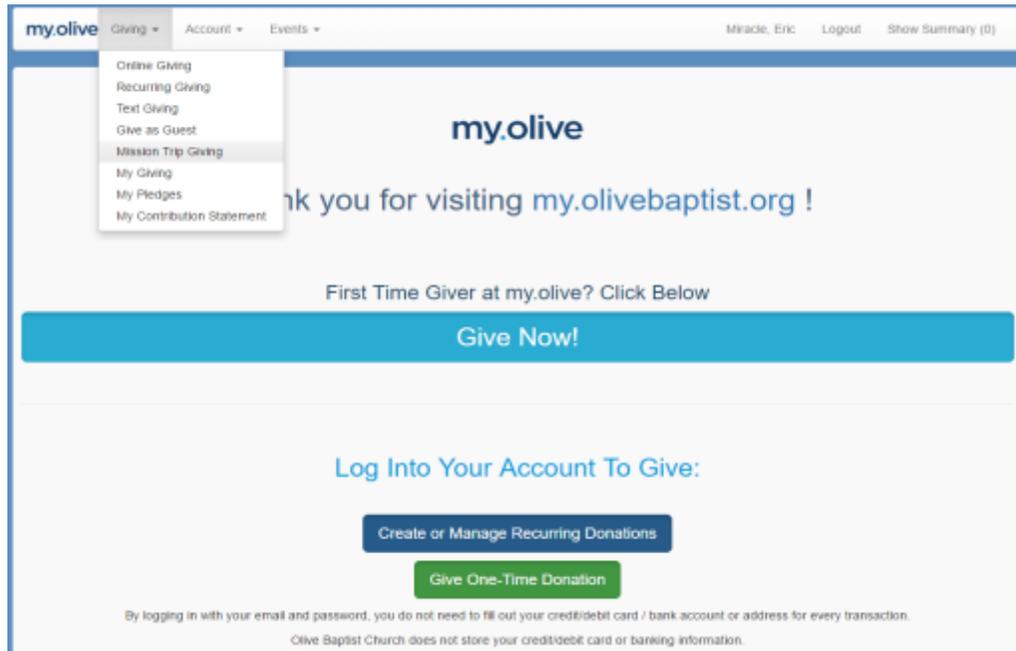


- STEP 2: Click on the “Login” in the top right side. If you haven’t created an account, click on the bottom button labeled “Create Account”. If you’ve already done so type in your username and password and click on “Login” (in the gray box) at the bottom.

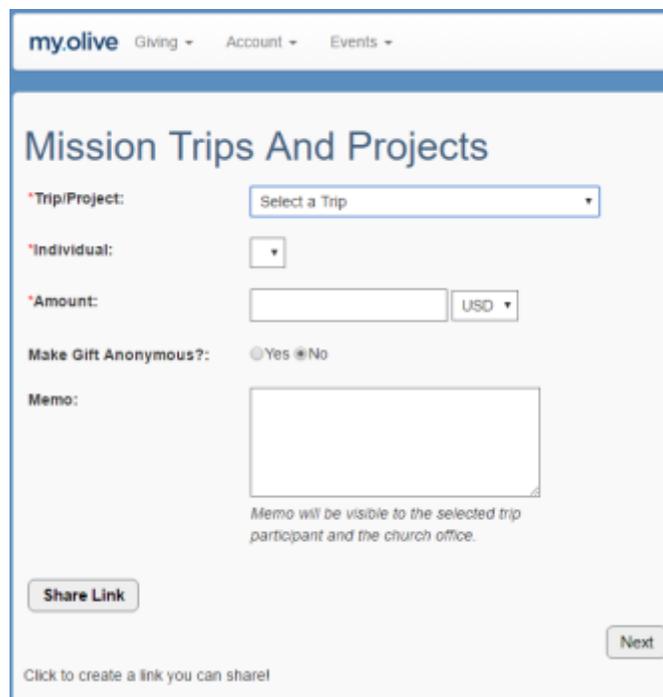


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- STEP 3: Find the “Giving” button on the top left hand side and click on the arrow. Scroll down until you find “Mission Trip Giving” and click on it. DO NOT give specific money to an individual or trip by clicking on “Online Giving” under the “Giving” tab in the diagram below. You CAN give this way if it is simply a donation to missions.



- STEP 4: Click on the arrow to select a trip. Click on an individual to select the individual listed for that trip. Type in the amount you wish to give. Choose if it is an anonymous gift. Fill out the memo box.



The screenshot shows the 'Mission Trips And Projects' form on the my.olive website. The form includes the following fields and options:

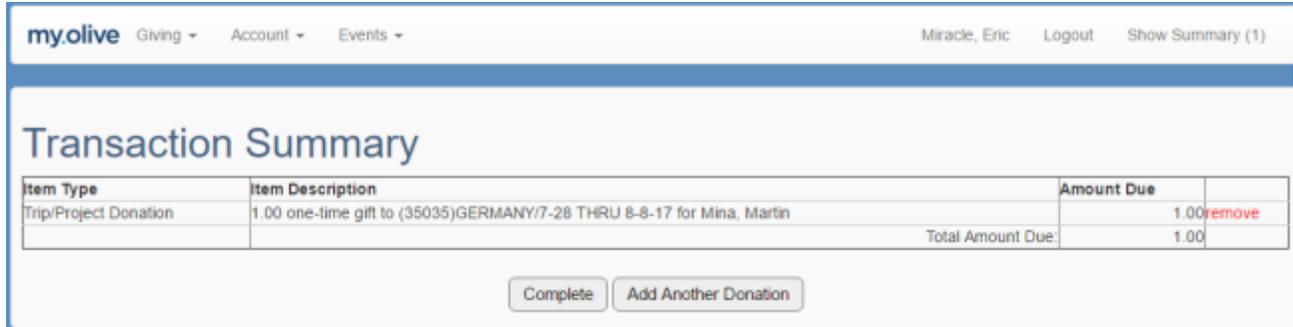
- *Trip/Project:** A dropdown menu with the text 'Select a Trip'.
- *Individual:** A dropdown menu.
- *Amount:** A text input field followed by a currency dropdown menu set to 'USD'.
- Make Gift Anonymous?:** Radio buttons for 'Yes' and 'No'.
- Memo:** A large text area for entering a message.
- Share Link:** A button to generate a shareable link.
- Next:** A button to proceed to the next step.

Below the memo field, there is a note: 'Memo will be visible to the selected trip participant and the church office.'

At the bottom of the form, there is a link: 'Click to create a link you can share!'

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- STEP 5: If you want to share this link for your trip you can click on the “Share Link” in the gray box below. This will give you a link to send in an email to friends and family. Choose the “Next” button.



my.olive Giving ▾ Account ▾ Events ▾ Miracle, Eric Logout Show Summary (1)

Transaction Summary

Item Type	Item Description	Amount Due
Trip/Project Donation	1.00 one-time gift to (35035)GERMANY/7-28 THRU 8-8-17 for Mina, Martin	1.00 remove
Total Amount Due:		1.00

- STEP 6: The Transaction is almost complete. Review your Donation/Gift and Payment. If something is wrong, click on the “remove” in red on the right side. If everything is correct click on the “Complete” button in gray at the bottom. Should you wish to add another donation click on the “Add Another Donation”.
- STEP 7: If you wish to review your giving or pledges click on those individual links under “Giving” at the top back in STEP 3.
- STEP 8: Once you have completed your transactions and/or reviewed please click on the “Logout” button at the top Right hand side of the page.