

# Online Missions Giving Instructions

1. Go to [my.fellowshipnwa.org](http://my.fellowshipnwa.org)
2. Either sign in under your parent's log-in, or have them create a new account by clicking "Request an Account".

myFellowship 2.0 Fellowship NORTHWEST ARKANSAS

Login

Username:   
(Full Email Address)

Password:

Sign In

Retrieve Password

Help

Are you new to myFellowship? Request a new account now to have access to your personalized version of our website, myFellowship. Once your account is established, you will be able to do the following...

- Give Online and see your family's giving reports.
- Signup for community group and view information regarding your group.
- Register for Camps and Classes
- Going on a Missions trip? View your mission balances.
- and much more!

Request an Account

Printable Help Page (PDF)

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3. Once you have either signed in or created your new account, you will see the myfellowship homepage.
4. Click on the "Missions" button at the top.

myFellowship 2.0 Fellowship NORTHWEST ARKANSAS

Sign Out | Rebekah

Home | myFamily | Giving Management | myGroups | Group Signup | myRegistrations | Registrations | Volunteers | **Missions** | Staff | Give Now

myFellowship Home

Tell us what you think!

Welcome to myFellowship 2.0, your online resource to Fellowship Bible Church. We value your feedback. There is a link above that says [Tell us what you think!](#), use it and tell us what you like and/or dislike, or if there is something you would like to see us add.

Brief overview of myFellowship's features.

- **Update your information** - Have you changed your address or phone number, increased the size of your family? Make changes by selecting [myFamily](#)
- **Giving** - From the Giving Management menu you can: send a one time gift, setup or change automated recurring giving, or see your giving history.
- **Community/Cell Groups** - Are you in a community group or cell group? You can see your group roster under the myGroups menu. Group leaders can add, edit and remove members from here too!
- **Existing Registration** - Click on [myRegistrations](#) to see current camp, class, Adventure Land, Kids Time or other registrations for your family, as well as any related forms, releases or to make payment.
- **AdventureLand** - Edit your AdventureLand payment information from [myRegistrations](#).
- **New Registration** - Sign up for [Camps](#), [Classes](#), [Adventureland](#), [Special Events](#), and [Womens Ministry](#) under the Registrations menu.
- **Volunteer Screening** - All volunteers who work with children under the age of 18 are required to have a background check, complete your screening form on the [Volunteer](#) menu.
- **Children of Grace Key Tag** - All children under 4th grade are required to be checked in, prior to drop off. A key tag makes this process easier. Register for your [Children of Grace Key Tag](#) under the Registrations menu.

Online Giving VOLUNTEER SCREENING FORM CHILDREN OF GRACE Key Tag REQUEST

5. This will bring up everyone in your family that is currently going on a mission trip.
6. Click "View" by your name.

The screenshot shows the myFellowship 2.0 interface. At the top right, it says "Fellowship NORTHWEST ARKANSAS" and "Sign Out | Rebekah". A navigation bar includes links for Home, myFamily, Giving Management, myGroups, Group Signup, myRegistrations, Registrations, Volunteers, Missions, Staff, and Give Now. Below this is a "Mission Information" section with a "Tell us what you think!" link. The main content area is titled "Current Mission Trips" and contains a table with the following data:

Individual Name	Mission Name	Amt Due	Amt Paid	Balance
<a href="#">View</a> GREER, REBEKAH	FSM MISSION TO GUATEMALA 2010	\$1,150.00	\$0.00	\$1,150.00 Pay

At the bottom of the page, there are links for "Change Password | Change Username | Contact Us" and a footer with "Home | myFamily | Giving Management | myGroups | Group Signup | myRegistrations | Registrations | Volunteers | Missions | Staff" and "2009 Fellowship Bible Church of NWA | 479.659.8884 | www.FellowshipNWA.org".

7. This will open a new window that you can customize the paragraph wording by pressing "Personalize" (see next page for details). It also has the link that you will be able to send to your supporters so they can give directly to your fund (just copy and paste it into your support letter/email). The thermometer to the right is for your personal account goal. *Note: if you reach your goal, instead of staying at 100%, it will switch to the "group's goal" to show there is still a need for this trip.*
8. **\*\*\*NEW THIS YEAR\*\*\*:** In that bottom row of buttons are several new options! You can send your support letter through email through your myfellowship account! You can send an email to your supporters (financial or prayer partners)! You can click the Donor Information button and see all of your supporters so far, and print labels for your thank you notes! If you click the Missions Check List button, it will show you what paperwork, etc you need to turn in to the church. If the list is blank, then you need to turn it in still; if it has "YES" beside each item, then you are good to go!

The screenshot shows a window titled "FSM MISSION TO GUATEMALA 2010 - GREER, REBEKAH". It includes a "TEST INFO..." section. A "Personalize" button is circled in red. To the right, there is a thermometer showing a progress of 0% towards a goal of \$1,150.00. The text next to the thermometer reads: "Amt Due: \$1,150.00", "Amt Paid: \$0.00", and "Balance: \$1,150.00". Below the thermometer, a "Direct Link to your giving page" is circled in red, with the URL: <http://myMission.FellowshipNWA.org/modMissionInfo.asp?memberid=445808>. At the bottom, there are several buttons: "Email to Donors", "Email to Prayer Partners", "Send Support Email", "Missions Check List", "Donor Information", and "Close".

9. This is where you need to personalize your mission paragraph. This can also be your support letter through email, if you wish! Just click the Send Support Email button... You now also have the capability to change font, size, color, add links, and add pictures! We would love for everyone to customize their paragraph at least a little.

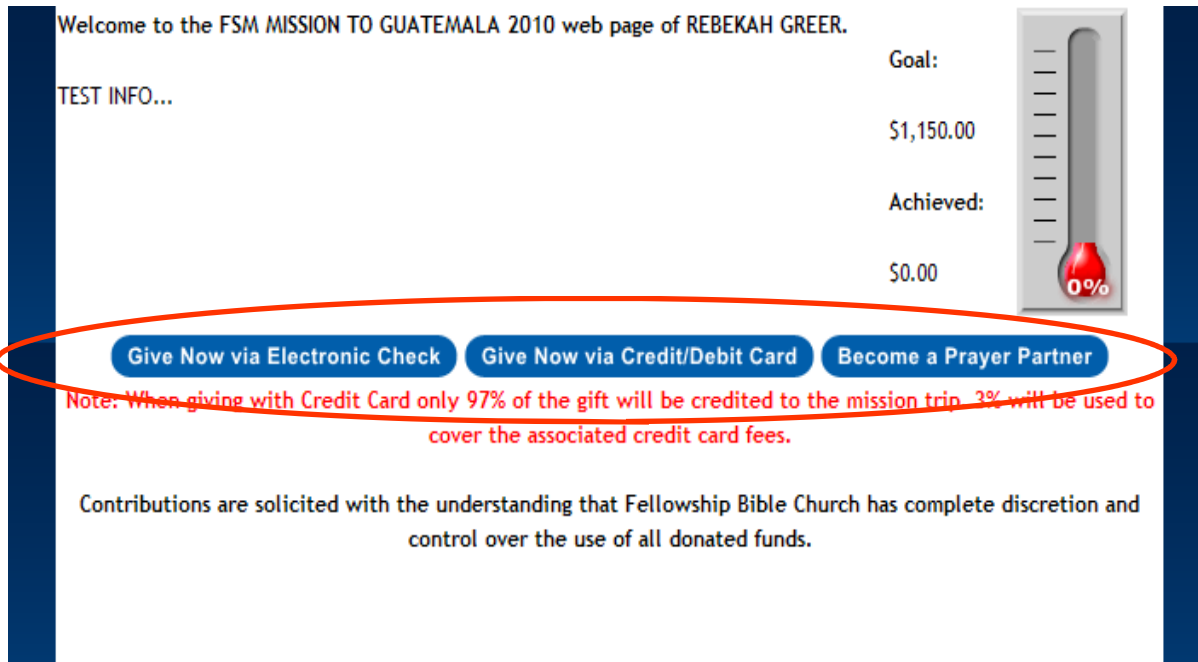
The screenshot shows a web interface titled "FSM MISSION TO GUATEMALA 2010 - GREER, REBEKAH". At the top, there are dropdown menus for "[Style]", "[Font]", and "[Size]". Below these is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, link, unlink, insert image, and undo. The main text area contains "TEST INFO...". Below the text area is a "View Source" checkbox and a blue "Continue" button. At the bottom, there is a "Direct Link to your giving page" with the URL <http://myMission.FellowshipNWA.org/modMissionInfo.asp?memberid=445808>. A row of buttons includes "Send Support Email" (circled in red), "Missions Check List", "Mission Home", and "Close".

10. Once you click the Send Support Email button, this screen will pop up. You can format it however you would like. Doing this will save you postage, and lots of time! Plus, your supporters will probably give online, which is faster turnaround for you (and us)! *(the "Email From" field auto-fills with your myfellowship login email...but you can change it to whatever email address you would like to get replies to)*

The screenshot shows a form titled "Send Mission Support - Email". It has fields for "Email To\*" (with a note "Separate addresses with ;"), "Email From\*", "Email Subject\*", and "Email Message\*". The "Email Message\*" field has a rich text editor toolbar and contains the text "TEST INFO...<http://myMission.FellowshipNWA.org/modMissionInfo.asp?memberid=445808>". Below the text area is a "View Source" checkbox and a blue "Send Email" button. At the bottom, there is a "Direct Link to your giving page" with the URL <http://myMission.FellowshipNWA.org/modMissionInfo.asp?memberid=445808> and buttons for "Mission Home" and "Close".

11. If you click on your Direct Link at the bottom of that screen, your personal webpage will open exactly like your supporters will see it.

12. Your supporters can give through a Direct Debit from their checking account, through their Credit/Debit cards, or they can become a Prayer Partner only. *Please note that if they use a Credit/Debit card, only 97% of their gift will be applied to your trip. The other 3% will cover the associated credit card fees.*



Welcome to the FSM MISSION TO GUATEMALA 2010 web page of REBEKAH GREER.

TEST INFO...

Goal: \$1,150.00

Achieved: \$0.00

0%

[Give Now via Electronic Check](#) [Give Now via Credit/Debit Card](#) [Become a Prayer Partner](#)

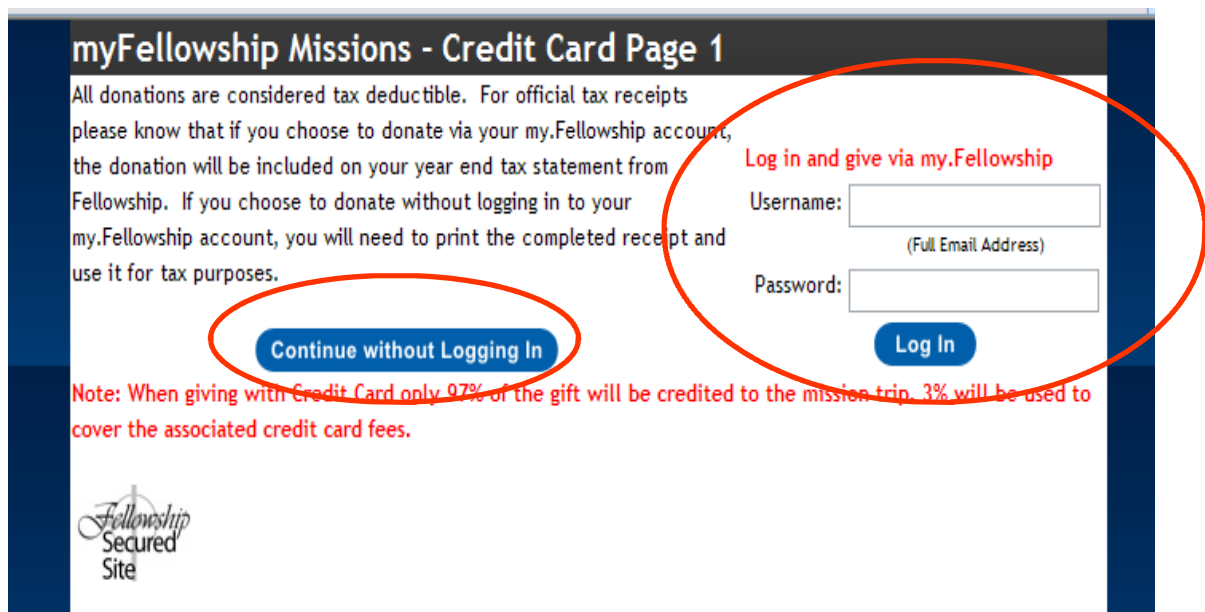
Note: When giving with Credit Card only 97% of the gift will be credited to the mission trip. 3% will be used to cover the associated credit card fees.

Contributions are solicited with the understanding that Fellowship Bible Church has complete discretion and control over the use of all donated funds.

13. If they choose to give, this is the screen they will see.

14. If they are fellow "Fellowshippers", they can sign in through *their* myfellowship account and it will automatically be posted to their giving records.

15. If they are not "Fellowshippers", they can click "Continue without logging in".



myFellowship Missions - Credit Card Page 1

All donations are considered tax deductible. For official tax receipts please know that if you choose to donate via your my.Fellowship account, the donation will be included on your year end tax statement from Fellowship. If you choose to donate without logging in to your my.Fellowship account, you will need to print the completed receipt and use it for tax purposes.

[Continue without Logging In](#)

[Log in and give via my.Fellowship](#)

Username:   
(Full Email Address)

Password:

[Log In](#)

Note: When giving with Credit Card only 97% of the gift will be credited to the mission trip. 3% will be used to cover the associated credit card fees.

Fellowship Secured Site

16. If they chose to give monetarily, this is what they will see. They will need to enter their information; they can also be anonymous if they'd like to be.

17. If they did not sign in through their myfellowship account, once they give and the process is complete, they will have the opportunity to print a tax receipt on the spot. This will be the only time they can do that.

myFellowship Missions - Credit Card Page 1

Select Type      Enter Information      Confirm Information      Finished

Please enter the payment information below.

First Name on Card:\*

Last Name on Card:\*

Address:\*

City, State, Zip:\*

Email Address:\*

Card Type:\*

Card Number:\*

Expiration Date:\*

Security Code:\*

Gift Amount:\* \$   (Payoff Amount \$1,150.00, including 3% fee: \$1,185.57)

Make this gift anonymous:  The individual you are giving to will not see who this gift is from.

I wish to be a prayer partner:

Note:

[Continue](#)

Note: When giving with Credit Card only 97% of the gift will be credited to the mission trip. 3% will be used to cover the associated credit card fees.

Fellowship Secured Site

18. If they choose to become a "Prayer Partner" only, this is the screen they will see. They will still be added to your contribution statement, so you will be able to send them a thank you as well.

myFellowship Missions - Prayer Partner - Page 1

Select Type      Enter Information      Confirm Information      Finished

Please enter your contact information below.

First Name:\*

Last Name:\*

Address:\*

City, State, Zip:\*

Email Address:\*

I wish to be a prayer partner:

[Back](#) [Continue](#)

Fellowship Secured Site