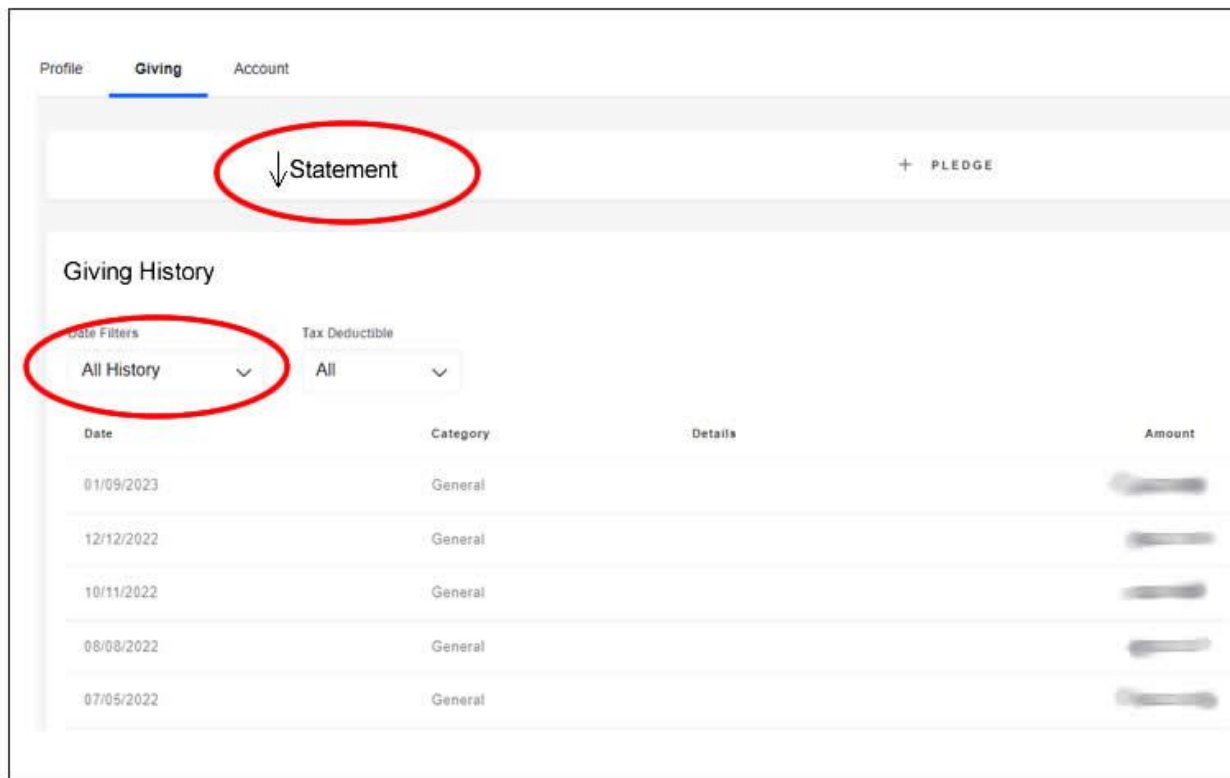


HOW TO PRINT OUT YOUR GIVINGS

How Can I Print Out My Givings? You can see all of your givings on your Phone APP, but you cannot print them out from there. You must go to Shelby-Next online. You can click on the link above (and then save it as a “bookmark” if you want to go directly there in the future). Or you can return to this page and click on the Shelby-Next Link.

When you arrive on that page and log-in, you will be taken to a “Welcome Page” where you will select a box that says “My Info”. On the list on the left hand side of that page (or a tab at the top), you will then select “My Giving” or “Giving”.

The following screen will appear:



Click on the down arrow for “Statement” shown above to download/print your document. You will get a pop-up screen so you can select a data range to print.

Once you have selected your Date Filters, you will want have the choice to Download PDF (bottom left) or Email the statement to you.

The screenshot shows a dialog box titled "GET STATEMENT" with a close button (X) in the top right corner. The dialog is divided into two columns of radio button options. The left column is titled "Date Filters" and includes four options: "Last Calendar Year" (selected with a blue radio button), "Last Quarter", "Year To Date", and "Date Range". The right column is titled "Tax Deductible" and includes three options: "All" (selected with a blue radio button), "Yes", and "No". At the bottom of the dialog, there are two buttons: "Download PDF" on the left and "Email Statement" on the right.

If you choose Download PDF, the document will be downloaded to your computer – you can save it and print it from there. If you choose Email Statement, you will receive the following pop-up screen:

The screenshot shows a dialog box titled "GET STATEMENT" with a close button (X) in the top right corner. The main content area contains the text: "For families with grouped giving, emails will be sent to the Primary family member and spouse." At the bottom of the dialog, there are two buttons: "Back" on the left and "Send Email(S)" on the right.

If you choose Send Email, a PDF document will be sent to your email. You can then open it and print it from your email or save it to your computer.