


Canceling an Active Gift

An active gift is a gift that you are currently contributing to. You can cancel an active gift at any time. The cancellation stops future processing of payments for the gift. A historical record of all prior gifts is retained in the system for reporting purposes.

1. Display the My Active Online Giving window (Figure 12).

2. Click  (Edit) for the gift you want to suspend.

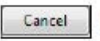
3. Click .

A message is displayed requesting that you to confirm the cancellation.

4. Do one of the following:

- Click  to cancel the gift.

The gift is permanently removed from the Online Giving system.

- Click  to exit without cancelling the gift.

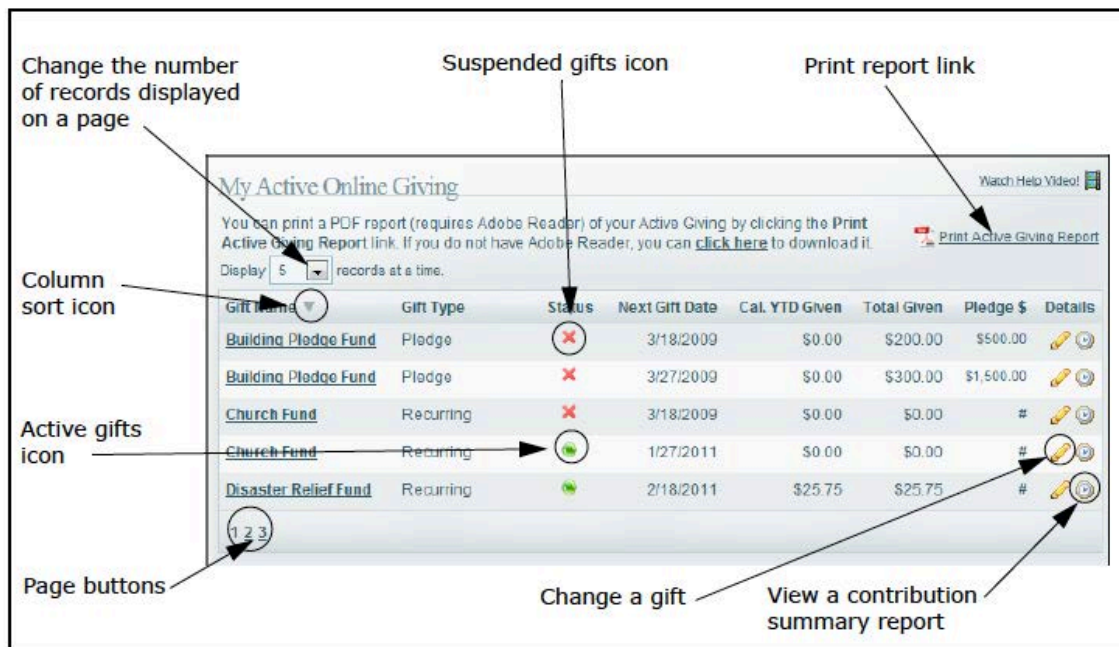


Figure 12. My Active Online Giving Window

More information on how to manage your Online Giving account can be found in the [User Guide](#) under “Managing Your Accounts” (page 10) or type the following in your browser: www.stmaryslg.org/og_user-guide