

TBC Together and Online Giving

What is *TBC Together* and who can use it?

TBC TOGETHER is a feature of our ACS computer system that has maintained our database for many years. *TBC TOGETHER* allows all members and regular attendees of Trinity to:

- view and manage their own data
- search and print the church directory
- view church leadership and activities information
- verify contribution information - to include setting up and managing online giving.

More features will be added in the future, depending on demand.



Also available – the Church Life app for mobile devices!

With ACS Church Life, you have instant access to the Trinity database and giving capability anytime, anywhere, from your mobile phone.

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A User's Guide

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The only requirement for using *TBC TOGETHER* is that you must already be in Trinity's database, with a current email address on file. If you are not certain whether you're in the database with a current email address, or if *TBC TOGETHER* doesn't recognize you, just send an email from the address you wish to have on file to cheri@trinitymadison.com and we will ensure that you are properly entered!

Logging into *TBC TOGETHER*

We invite you to join *TBC TOGETHER* by going to the Member Login page accessed on the Trinity home page. Go to www.trinitymadison.com and click on the *TBC TOGETHER* button on the right under the Tribute and Menu links

Please click on the "Need a login? Click here" button. Enter your email address and name as they appear in our church database records.



Member Login Page

Sign In

E-mail Address or User Name:

Password:

Remember my Username **Sign In**

Forgot your password or user name ?

Need a login? [Click here](#)

In the Account Sign Up screen, enter your first name, last name, and email address. The suffix field is optional. When you have entered the information, click the "Find Me" button. Note: Your first name, last name, and email address **MUST** match our database or you will not be given an account. If you do not have an email address on file, please email this information to cheri@trinitymadison.com and we will respond as soon as possible.

comprehensive onsite assessments by independent auditors on a regular basis. While PCI Level 1 standards were developed specifically for payment card processors, Vanco has taken the extraordinary step of implementing strict PCI standards across all of its payment solutions. In addition, Vanco undergoes an annual SSAE 16 audit. Vanco is dedicated to protecting the personal information and privacy of its 25,000+ clients and their customers. Security and confidentiality are central to every decision.

Managing your personal data

Once you have logged in, you may view your personal data and edit it as you wish. You can even upload a photo! Photos must be in .jpg format and, although your dog may be the cutest thing on the planet, we kindly request the photo be of you or your family so that a name can be placed with a face when looking at the Directory. If you edit any of your data, your edits will be registered in the database the next time the database is updated, which may be as long as a day or so.

Should you need assistance, click on the "More Info" link in the upper right corner of the page, and *TBC TOGETHER* documentation will open in a separate window. If you need further assistance, click on the "Report a Problem" link and you will be able to write a message to the System Administrator. We will try to help as soon as possible!

Following is a brief description of how you may use the features and tabs presented to you.



Home

- My Overview (Your dashboard, with access to main features of your records)
- My Profile (Personal contact information and photos)
- My Account (Option to change your email and password)
 - to select what other members see on the directory, click on "Personal Preferences" under this heading and then click on "Directory Preferences".

Directories

- Ability to search and print directories

Groups

- My Groups (lists classes and small groups you are assigned to)
- Activities (church leadership information)
- Classes (Sunday School information and class rosters)
- Small Groups (lists available small groups to join)

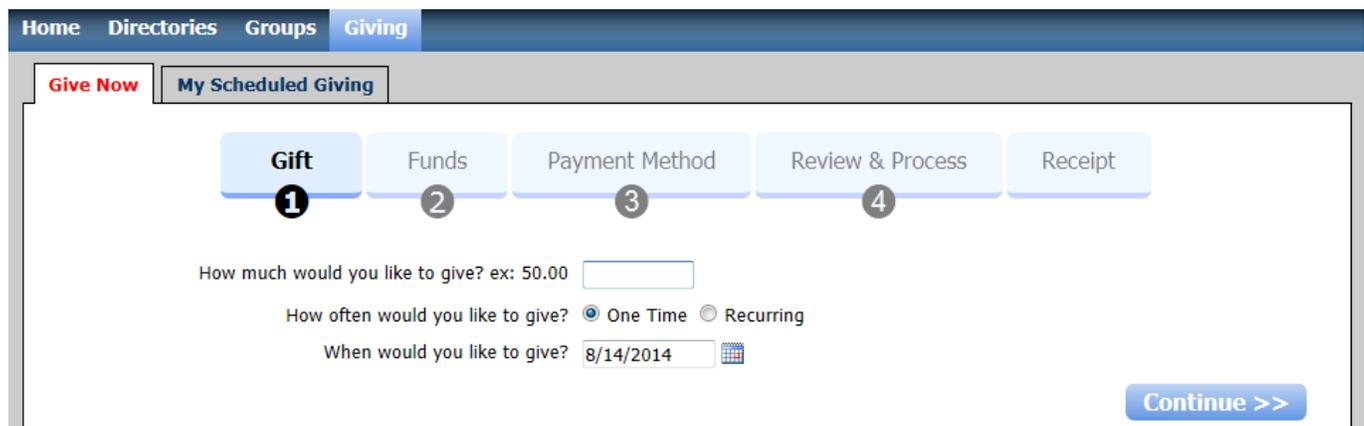
Giving

- Give Now (set up a one-time or recurring transaction)
- My Scheduled Giving (displays date and amount of next scheduled contribution.)
Also, you can reassign payment methods, and edit or deactivate contributions.
- My Giving History (See your YTD giving history)

Note that any requested changes to your personal data will not take effect until they have been accepted into the main database. This may take a day or two. Off-line giving (i.e. checks and cash gifts) will be posted approximately once a week (usually Tuesdays.)

Online Giving

The Giving tab lets you set up, monitor, and manage your giving to Trinity.



The screenshot shows a web interface for online giving. At the top, there is a navigation bar with tabs for Home, Directories, Groups, and Giving. The Giving tab is active. Below the navigation bar, there are two sub-tabs: Give Now (highlighted in red) and My Scheduled Giving. The main content area features a five-step process flow: 1. Gift, 2. Funds, 3. Payment Method, 4. Review & Process, and Receipt. The 'Gift' step is currently selected. Below the process flow, there are input fields for: 'How much would you like to give? ex: 50.00' with a text box; 'How often would you like to give?' with radio buttons for 'One Time' (selected) and 'Recurring'; and 'When would you like to give?' with a date field showing '8/14/2014' and a calendar icon. A blue 'Continue >>' button is located at the bottom right of the form.

This screen lets you specify either a one-time gift, or set up a recurring contribution. The continuation screens let you specify the payment method (credit card, debit card, or bank account direct transfer), as well as selecting the fund(s) to which your contribution should go. If you wish, you may distribute a single gift among multiple funds.

The online giving process is made up of five steps:

- **Step 1** - Enter the gift amount and how often you want to give. You may select a recurrence pattern, from the options described in table below.
- **Step 2** - Select the funds you want to give to, from the list provided. You may divide a single or recurring give amount among multiple funds. This list will change throughout the year depending on time of year and events.
- **Step 3** - Select a payment method. Supported methods include credit cards, debit cards, or direct transfers from your bank account.
- **Step 4** - Review and process your contribution. Once a single gift is processed, it may not be cancelled. However, a recurring gift may be adjusted at any time.
- **Step 5** - View and print your receipt

You must perform each step to complete the online giving process.

Recurring gifts

You may specify a gift to be given on a recurring schedule. Optional recurrence patterns:

Weekly - Select this option to give the gift every week on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.

Every 2 Weeks - Select this option to give the gift every two weeks on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.

Monthly - Select this option to give the gift every month on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.

Every 3 Months - Select this option to give the gift every three months on the same day. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments.

Twice a Month - Select this option to give the gift twice a month on two dates you specify. Enter a Start Date for your gift, then select and enter an End Date or Number of Payments. The default 1st Payment and 2nd Payment dates are the 1st and the 16th. The gift is transacted on the first available date; if you enter the 5th and the 25th for the dates but it is the 10th, then the gift will not be transacted until the 25th.

If you set up recurring giving to occur on the 28th, 29th, 30th, or 31st of the month, the following rules apply:

Date When Transaction Occurs

28th On the 28th day of the month

29th On the 29th day of the month, unless February or a leap year

30th On the 30th of the month unless it is February.

31st On the 31st of the month, or the last day of the month if it does not have 31 days.

If you set up recurring giving to stop on a day that falls within the scheduled frequency, the donation is still transacted. For example, if a recurring gift is set to end on the 30th of the month, the gift is made on the 30th even though it is the final day of the scheduled frequency.

Designating funds

When entering funds, keep these things in mind:

- You can apply the entirety of the gift to one fund or divide the gift up among several different funds.
- Your total gift amount displays below the funds as \$<amount> of \$<amount> Remaining. As you enter amounts for funds, the total amount available decreases. For example, I start off with \$20.00 of \$20.00 remaining. I enter \$5.00 in the Daylife Fund. My new available gift now reads \$15.00 of \$20.00 Remaining.
- You can enter an Optional Description for each fund you give to. For example, if I give \$100.00 to the Designated Fund, I can enter the Optional Description, “For Angel Tree gifts.”
- You cannot proceed to the next step in the online giving process if the total of your funds is less than or more than your total gift amount you entered earlier. If you need to increase your gift amount, click Back and make the necessary changes.

Once you are satisfied with your funds, click Continue to select your payment method.

After you have set up a gift, you may print out a receipt using the Print button on the screen. You will also receive an email acknowledgement of your gift.

Future instances of a recurring gift may be changed or deleted at any time, using the My Schedule Giving tab under the main Giving tab. Click on the pencil icon under “Actions” to modify the gift.

Contributions received and posted after Monday will be entered into TBC Together the following Tuesday. (Example: ACH gift received on Wednesday, May 7 will be entered on Tuesday, May 13.)

For any questions or concerns, please email: cheri@trinitymadison.com



Stay connected on the go with the ACS Church Life™ App



With ACS Church Life, you have instant access to the Trinity database and giving capability anytime, anywhere, from your mobile phone.

Need directions to someone's house? Instantly pull up driving directions and a map. Use a number frequently? Quickly add contacts to your phone. Want to give to the upcoming mission trip? Give online!

This easy to use app is **free** and available to all current *TBC Together* users. Simply use the same username (or email) and password that you use for *TBC Together*. If you are prompted for a "Site ID" when setting up the application, please enter 092361.

Key Features

- Look up phone numbers, addresses, and emails for members in the Trinity *TBC Together* database
 - Easily add contact information to your phone's contact list
- Send a text or call a contact while viewing their information from within Church Life
 - Pull up directions and a map for any address in the database.
 - Secure, Online Giving

Download Church Life now! .

iPhone, iPad & iPod Touch

Android

Windows Phone

search "Church Life" in your phone's App Store

Other Mobile Devices

Enter www.churchlife.mobi* from any mobile browser.

**Limited features apply to this version of Church Life*



PRICING

Straightforward, flat-rate pricing with no surprises

Vanco Services believes in offering churches a simple pricing structure. We offer flat-rate processing without any confusing statements and hidden fees.

What do we mean by "flat-rate" pricing?

Flat-rate pricing basically means that you get what you see—no hidden fees. Many companies entice prospective clients by carefully advertising rates with phrases like "As low as" or "Starting at." Unfavorable contract terms and additional fees are typically located in the fine print. With Vanco you get one rate, regardless of what type of card is used—no surcharges for "MID-QUALIFIED" and "NON-QUALIFIED" cards. And, because we are confident in the quality of our service, we don't lock you in to a lengthy contract. We only ask that you give us a 30-day notice and we don't charge a cancellation fee.



Summary of standard fees

Contact Vanco Services for a complete list of fees.

EFT (checking & savings)

e.service® Electronic Funds Transfer

Start up	\$0
Per daily deposit ¹	\$0.25
Per transaction	\$0.25
Per new authorization ²	\$0.50

Credit & Debit Cards

e.service® Merchant Services

Registration (per church)	\$50.00
Per transaction	2.75% ³ + \$0.45
Per new authorization ⁴	\$0.50
Visa Fixed Acquirer Network Fee ("FANF")	Variable ⁵

¹ "Daily deposit" is defined as the transaction to credit Company's depository account for the settlement of all Customer debit transactions on a single business day.

² This is a one-time fee per bank account. It is not charged per transaction.

³ 2.75% includes all card brands except American Express, which is 3.50%

⁴ This is a one-time fee per card. It is not charged per transaction and not charged if the transaction is processed utilizing a card reader.

⁵ This monthly fee, which is assessed by Visa, is based on the monthly gross dollar amount of Visa transactions processed under your federal taxpayer identification number. For parishes this fee typically ranges between \$5.00 and \$15.00. Contact Vanco Services for complete pricing.

Discover the Vanco difference!

- ✓ No minimum fee
- ✓ No administrative fee
- ✓ No monthly service fee
- ✓ No PCI assessment fee
- ✓ No non-compliant surcharge
- ✓ No account maintenance fee
- ✓ No network access fee
- ✓ No convenience fee
- ✓ No cancellation fee

Revised 11/12



PCI Level 1 Compliant

Specialists in electronic giving solutions

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