STEP-BY-STEP:

GUIDE TO ONLINE
GIVING FOR PARISHES

HELPING NEW DONORS GET STARTED

As the main point of contact for your parishes, it's important for you to be familiar with the new site and what a 'new donor' will see and experience when setting up their donation. This PGS website step-by-step guide will walk you through the key stages of the process.

For more technical questions from donors, our contact details can be found at the end.
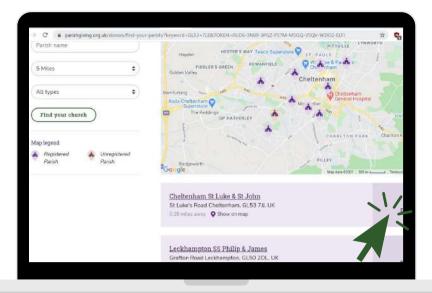
1. Parish search

To begin a donation, the donor needs to find the correct page for their parish on the PGS website.

Ideally, you will have provided them with the QR code or URL for your parish's page (read more about this in the guide 'how to update your parish landing page'). Scanning the QR code or typing the URL into their web browser will take the donor straight to the correct parish landing page, where they can begin their donation with just one click.

Without a QR code or URL, the donor can simply use the 'find your parish' search tool, by typing in the name of their church, parish, the location, postcode, or the PGS Parish Code if they know it.

This takes you to a list and map of all the churches in the vicinity. Every Church of England church can be found using this search tool, whether or not they are registered to receive donations via PGS. The key shows whether the church is registered with PGS for donations, or not.
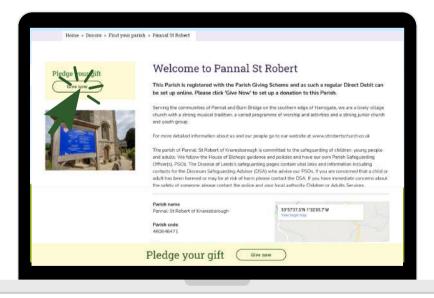
Alongside each church that's listed in the results page, you'll see either a 'Donate' or 'Register your interest' button. Every parish that is registered with PGS will have a 'Donate' button.

A 'register your interest' button appears if PGS donations are not managed directly by that individual church. (When a donor clicks 'register your interest', we'll capture their details and pass this back to the diocese, so that they can be guided towards the appropriate parish.)

Clicking on 'Donate', will take you to the specific 'parish landing page', where visitors will see multiple, clear places to 'Give now' and set up their new donation.
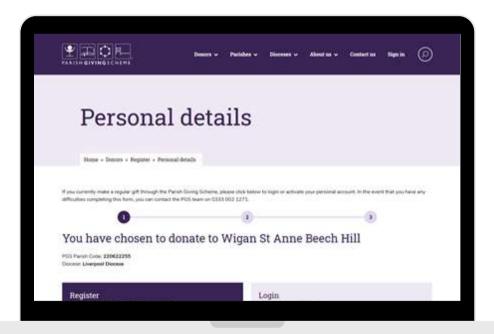
If your parish manages the donations for multiple churches, it is very helpful for donors to see this clearly on your parish landing page.

A sentence that names all the churches in the parish will reassure visitors to your page that they are in the right place to make their donation.
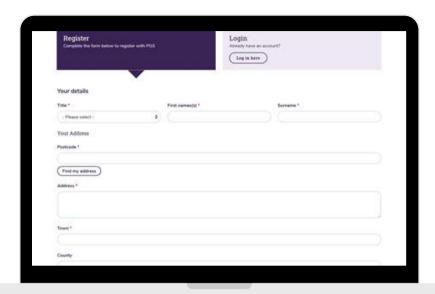
You will find instructions for how to add this message in the guide 'how to update your parish landing page', under section 3 'A message to your potential donors'.
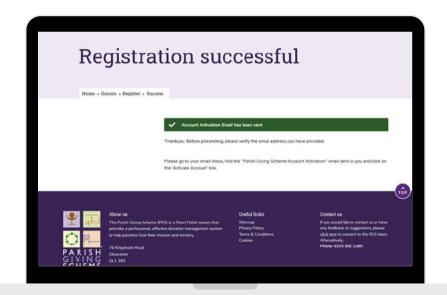
2. Registering as a new donor

A new donor will need to register by entering their personal details, including full name, address etc.

Register
Complete the form below to register with PGS

Login
Already have an account?

[Log in here]

Your details

Title *
- Please select -

First names(s) *

Surname *

Your Address

Postcode *

[Find my address]

Address *

Town *

County

Registration successful

Home > Donors > Register > Success

✓ **Account Activation Email has been sent**

Thankyou. Before proceeding, please verify the email address you have provided.

Please go to your email inbox, find the "Parish Giving Scheme Account Activation" email sent to you and click on the 'Activate Account' link.

About us
The Parish Giving Scheme (PGS) is a Direct Debit system that provides a professional, effective donation management system to help parishes fund their mission and ministry.

76 Kingsholm Road
Gloucester
GL1 3BD

Useful links
Sitemap
Privacy Policy
Terms & Conditions
Cookies

Contact us
If you would like to contact us or have any feedback or suggestions, please click here to connect to the PGS team. Alternatively,
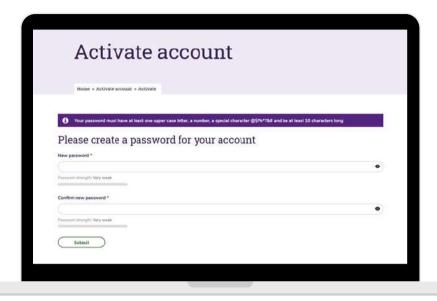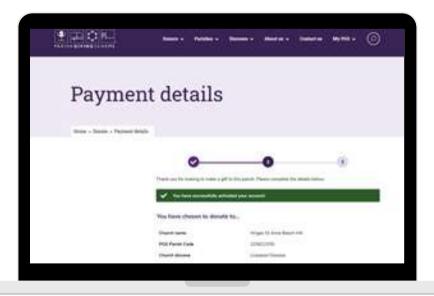Phone: 0333 002 1260

PARISH
GIVING
SCHEME

3. Account activation

Once registration is complete, users will need to create a password so that they can log in again to manage their regular giving online in future.
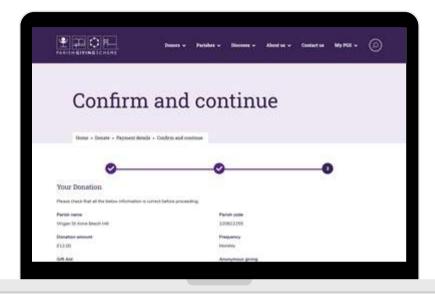

4. Payment details

Donors will then enter their bank account details, just like setting up any other Direct Debit instruction.
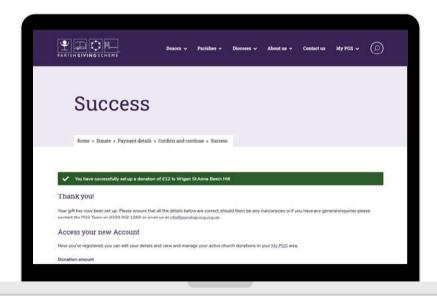
They will then have the opportunity to review the information, confirm and continue.

5. Donation complete!

Once the donation has been set up, donors will see a really clear confirmation screen so they know the process is complete and was succesful.

We hope you find this guide helpful when supporting new donors within your parish to set up regular giving online.

If you have any technical questions about using the website, please contact the PGS support team:
Email: info@parishgiving.org.uk
Tel: 0333 002 1260

If you have any feedback about this guide or how it could be improved, please contact the PGS communications team:
Email: PGSComms@targetgroup.co.uk

Thank you.