

Welcome! This document will give you step-by-step instructions for using our updated online giving portal through ShelbyNext. To get started visit: www.groveave.com/GIVE and Click "Give to Grove" or "Give To WOV"

** Update scheduled for September 6th. If you already give online, you will not need to change anything. Your stored information will remain the same.*

HAVE AN ACCOUNT? Sign In using your email address and password

ONE-TIME DONATION?

- Click the FUND drop down, choose fund type
- Enter amount, Click Submit
- Choose CREDIT CARD or BANK ACCOUNT
- Enter your card / bank and billing information
- Click SUBMIT
- A receipt of confirmation will be emailed

RECURRING GIFTS?

- Click the FUND drop down, choose fund type
- Enter amount, Click Submit
- Click the box next to recurring gift
- Choose frequency and start date
- Choose CREDIT CARD or BANK ACCOUNT
- Enter your card / bank and billing information
- Click SUBMIT
- A receipt of confirmation will be emailed

GIVING TO MULTIPLE FUNDS? (NEW FEATURE)

- Click the FUND drop down, choose fund type
- Enter amount for first fund
- Click on +Add Donation, choose fund (or multiples)
- Enter amount, Click Submit
- Choose CREDIT CARD or BANK ACCOUNT
- Enter your card / bank and billing information
- Click SUBMIT
- A receipt of confirmation will be emailed

NEW ACCOUNT?

- Click "Give to Grove" or "Give To WOV"
- Click REGISTER FOR AN ACCOUNT
- Enter the information requested
- Click REGISTER, a confirmation email will be sent

FORGOT PASSWORD?

- From the Sign In, click FORGOT PASSWORD
- A temporary password will be sent to the email address on file
- Sign In using the temporary password, follow the prompt to create a new password