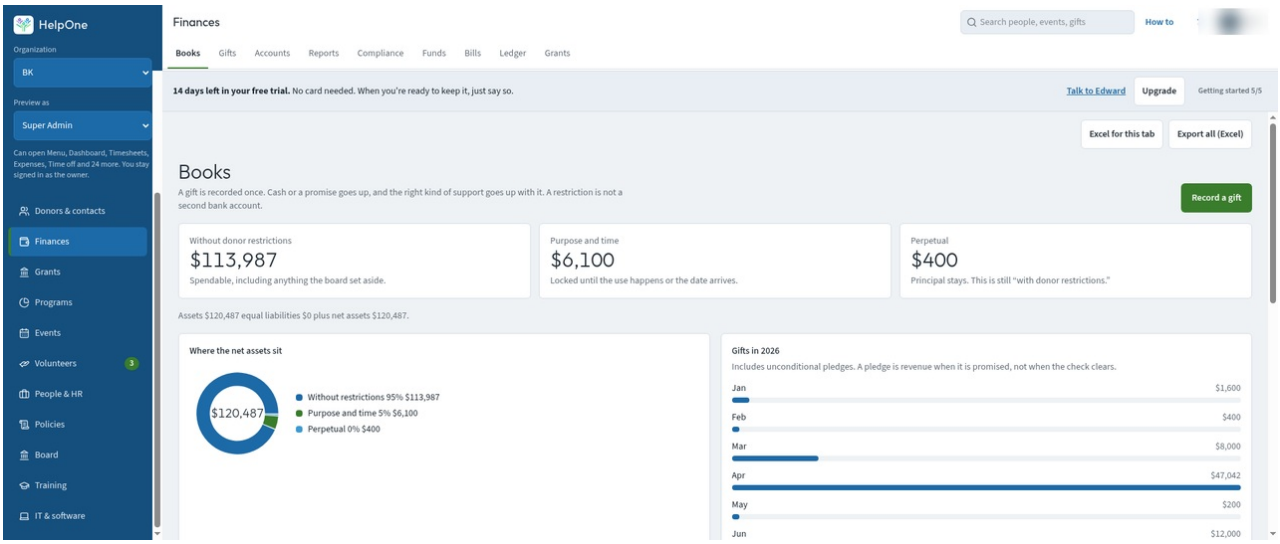
How to record a pledge

Last Modified on 10/16/2026 7:03 am EDT

A pledge is a promise to give later.

Record a pledge

1. Go to Finances > Books.
2. Click Record a gift and record it as a pledge.
3. Save.



When the money arrives

1. Go to Finances > Gifts and choose the Pledges filter.
2. Find the pledge and click Money arrived.
3. If it won't be paid, click Write off pledge.

Event pledges also show on the Events > Fundraising tab.