# How to record a pledge

Last Modified on 08/15/2026 10:19 pm EDT

A pledge is a commitment to give in the future. Tracking pledges helps your development team manage outstanding commitments.

## Steps

1. From a contact record or the **Pledges** section, click **Add Pledge**.
2. Enter:
    - Pledged amount
    - Expected payment schedule or due date(s)
    - Related campaign
    - Any notes (e.g., "payable in two installments")
3. Save the pledge.

## Later payments

As payments are received, record them as donations and link them to the original pledge (if your process supports that). This keeps the outstanding balance accurate.

Pledges are especially useful for major gifts, multi-year commitments, and campaign reporting that includes both cash and pledges.