

INSTRUCTIONS FOR TRACKING GIFTS

1. Go to advancinghope.org
2. Under the “Gifts at Work” tab, click on “Track Gifts” or Click the “Online Gift Tracking” icon on the right hand side of the page.

STEP 2

The Advance
Advancing hope in Christ's name

The Advance is part of the General Board of Global Ministries.

Advance SEARCH

About The Advance **Gifts at Work** Projects Missionaries How to Give Resources

- Stories
- Gift Accountability
- Track Gifts**
- Share
- Financial Reports

Christmas **Gifts for Everyone**

Emmanuel—God with us—means Christmas 365 days a year.
Click to read the holiday message from Uruguay. Chris Heckert

WELCOME TO THE ADVANCE!

The Advance is an accountable, designated-giving arm of The United Methodist Church that ensures **100 percent** of each gift reaches its intended mission or ministry. **You decide** which program or ministry to support through The Advance.
▶ Learn more ...

Give now to
The Advance of your choice

100% of each gift reaches The Advance mission or ministry of your choice

▶ **Online Gift Tracking**
Verify the receipt and allocation of gifts by individual, church, district, or conference.

Projects Quick Search: Submit Query

The Advance: Alternative Gift Ideas

Alternative Giving through The Advance is really two gifts in one: a gift to the people it helps and to the person it honors. One hundred percent of your gift reaches its intended project. Visit a listing of projects for alternative giving.

3. To see ALL gifts given to ONE Advance project, type in the Advance number OR the name of the Advance Project. Do not fill anything else in. Click on the “Submit” button.

OR

4. To see ALL gifts given by ONE District or ONE Annual Conference to ALL Advance projects, type in the District or Annual Conference Number, OR choose the District or Annual Conference from the Drop-down list. Do not fill anything else in.

Click on the “Submit” button.

OR

5. To see ALL gifts given by ONE District or ONE Annual Conference to ONE Advance project, type in the Advance number OR the name of the Advance Project AND the District or Annual Conference Number OR choose the District or Annual Conference from the Drop-down list.

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About the Advance | Gifts at Work | **Projects** | Missionaries | How to Give | Resources

Gift Tracking

Fill in just one entry box for broad results **OR** fill in several boxes to narrow your search.

Church Number: [Find Your Local Church](#)

Project Number: Project Name:

District Number: District Name:

Conference Number: Conference Name:

Submit your search now or further refine your results below:

STEP 3 points to the Church Number field.

STEP 4 points to the District Name and Conference Name dropdown menus.

6. To see ALL gifts given by ONE Local Church to ALL Advance projects, type the Church Number and the “Submit” button.

If you do not know the Church Number, click on the “Find Your Local Church” link.

7. A new window will open. Type the Name of the City AND Click on the State in the Drop-down menu OR type the Zip Code.

8. Click on the “Search” Button.

9. The name of the Church will appear below. Click on the Church name, and the window will close, and the Church Number will then appear in the box. Then click the Submit button. To see gifts from One Local Church to One Advance Project, type the Advance number or name before clicking on the Submit button.

The screenshot shows the 'The Advance' website interface. At the top, there is a navigation menu with 'About the Advance', 'Gifts at Work', 'Missionaries', 'How to Give', and 'Resources'. Below this is a 'Gift Tracking' section with a search instruction: 'Fill in just one entry box for broad results OR fill in several boxes to narrow your search.' A 'Church Number' input field contains '62810' and a 'Find Your Local Church' button is next to it. A red box labeled 'STEP 6' points to the 'Find Your Local Church' button.

A new window titled 'Advance Gifts Search - Select a Church' is open. It has a navigation menu with 'About the Advance', 'Gifts at Work', 'Projects', 'Missionaries', 'How to Give', and 'Resources'. The 'City' input field contains 'Middlebury' and the 'State / Province' dropdown menu is set to 'Indiana'. A red box labeled 'STEP 7' points to the 'City' input field. A red box labeled 'STEP 8' points to the 'Search' button at the bottom right of the window.

The search results show a table with columns 'Name' and 'Address'. The first result is 'Middlebury First' with the address '301 S Main Box 347, Middlebury, IN 46540'. A red box labeled 'STEP 9' points to the 'Middlebury First' link.

OPTIONAL CUSTOMIZING:

After you click on the Submit button, a report should appear of the gifts.

10. If you want to sort the report in a certain way, you can tailor it to your needs by using the “Customize Your Gift Search Report” options. The report will automatically sort by Gift Date. However, you can sort it from largest to smallest gift by clicking on the “Sort by:” drop-down menu and choosing “Amount.” On the same menu, there are several other options for ways to sort the report, like “Church Name” or “Conference Name”.

11. If you choose “Church Name”, the report will automatically be sorted alphabetically. If you choose “Amount”, the report will automatically be sorted from largest to smallest. To reverse the descending order, click on “Order” drop-down menu and choose the “Ascending” option.

12. To view the gifts for a specific year, month, or date, click on the “Specify Date by Year:” “Month”, or “Day” drop-down menus.

13. To view more than the first 50 results, click on the “Number of Results” Drop-down menu and choose “First 100 and Totals” or “All and Totals”. Remember that by choosing “All and Totals”, the report may take longer to appear.

