

Printing Your Giving Statement

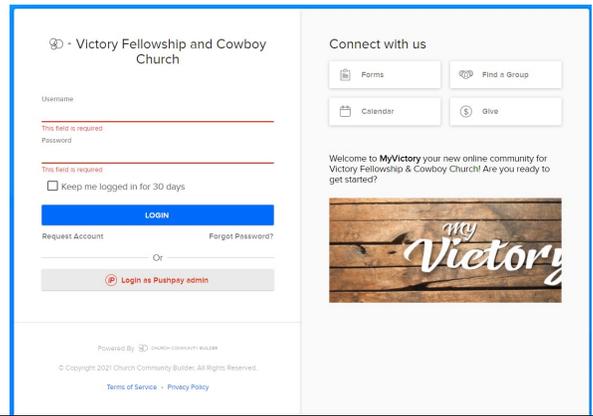
Log In to MyVictory

- There are three ways you can log in to **MyVictory**.
- Go to the church website, www.victorycowboy.com and click on the MyVictory icon in the upper right-hand corner.



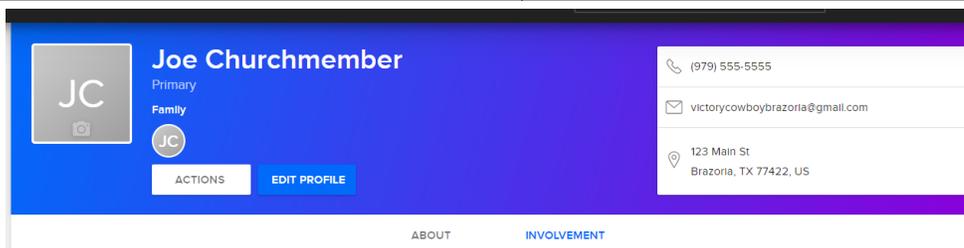
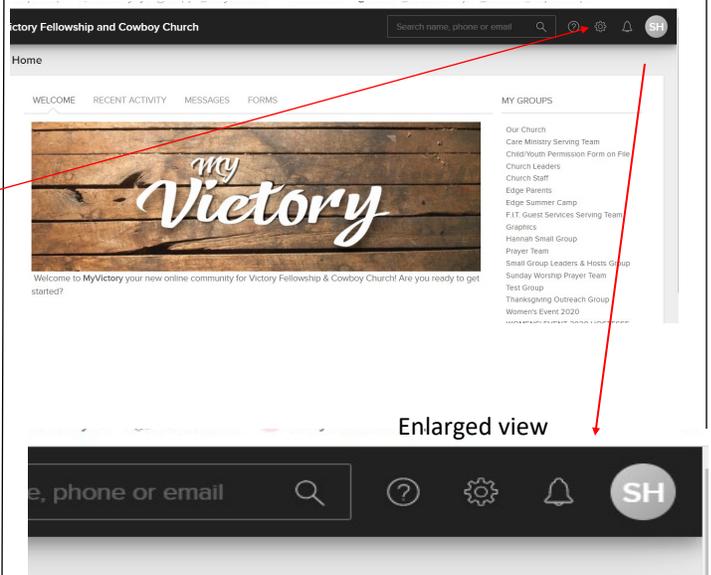
- Go to the following webpage to log in: <https://victorycowboy.ccbchurch.com/goto/login>
- A sample screenshot of the login screen is shown below on the right.
- The **MyVictory App**

- If you don't have an account, click on Request Account on the left side of the login page.
- If you have forgotten your password, click on Forgot Password? on the right side.
- Need assistance? E-mail Sarah Hill at victory@coastal-link.net or call the office at (979) 798-4155



Go to your Profile page

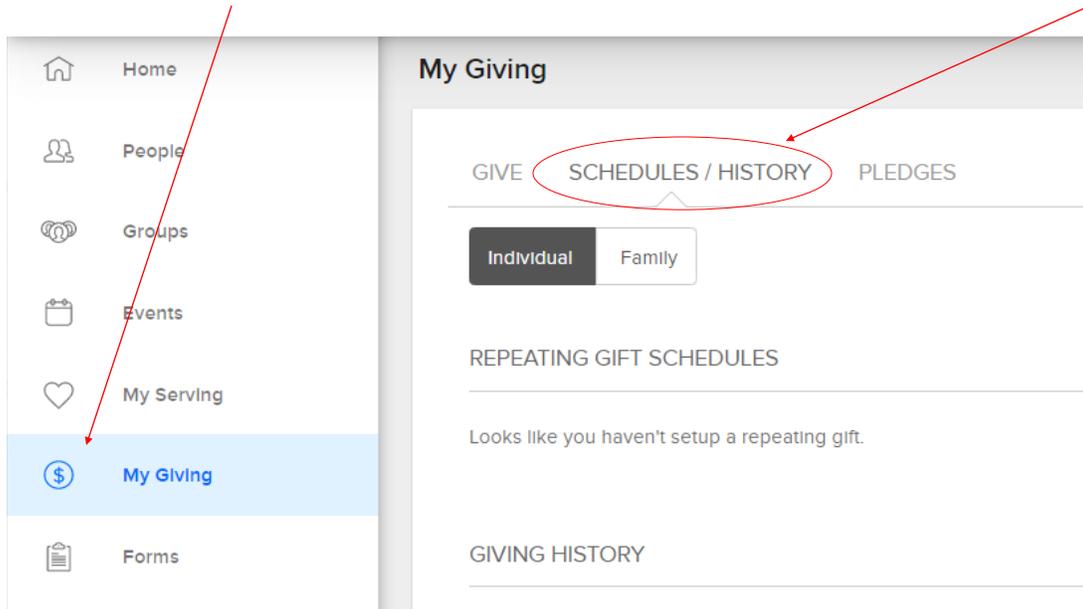
- Once you have logged in you will see this page.
- To go to your profile, click on the circle to the right of the bell icon in the upper right-hand corner.
- Click on the circle with your initial or picture. (Once you have uploaded a picture, it will display here) You simply click on this circle and it will take you to your profile page.



Example of profile

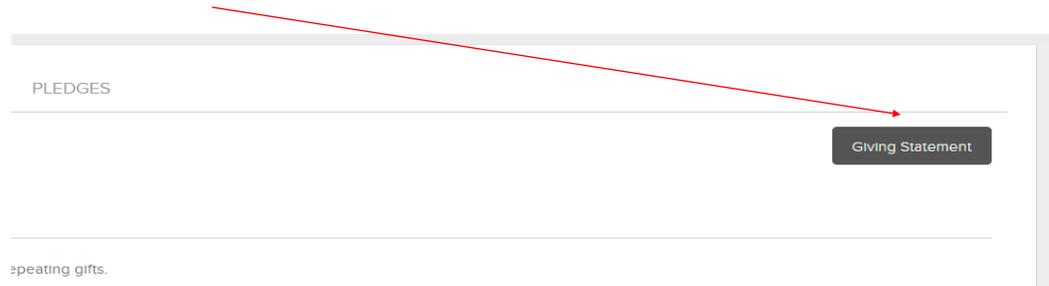
Go to the Giving Page

- Next, click on the grey **Give** option on the left side. Make sure you are under SCHEDULES / HISTORY



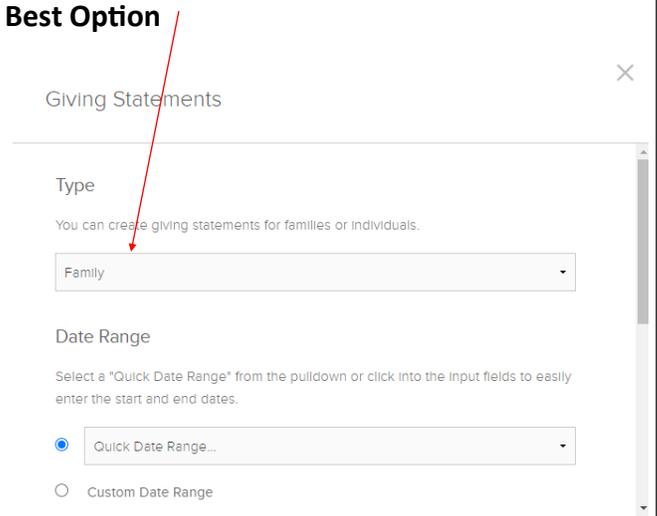
Go to the Giving Statement

Click on the black **Giving Statement** icon on the far right of the giving screen



Specify Giving Statement Type – Defaults to Family—Your Best Option

- Family** - Generates a combined statement for primary contact and spouse and separate statements for any gifts given by Children or Other family members.
- Individual** - Generates one statement for each person in the family that has given during the selected date range. If you select Individual, you will only see giving that is done in your name. You will not be able to view spouse's giving (if applicable). If you want to print an individual statement, this can be modified.



Specify Date Range

- Click on Quick Date Range and select Last Year (or This Year) from the list of options based on what date range you want to see
- Other date selections can be viewed by using the scroll bar on the right.
- You can also specify a Custom Date Range if you prefer. If you select a custom date range that is more than one year, you need to keep in mind that year designations are NOT included on the printout. It is best to print each year separately.

