



A Ministry of Community Lutheran Church, Sterling VA

Community Lutheran Church Portal Instructions

Rely on these instructions to make online payments for the use of the Dreamscapes Performing Arts Center. Payments include security deposits, rental fees, and/or any other fees applicable to venue rental/usage.

Link:

<https://clcva.churchcenter.com/giving>

Instructions:

1. Click on the above link or enter the URL into a browser
2. Enter payment amount
3. Click on the down arrow on the right side of the Fund box; scroll down and select "Dreamscapes"
4. Under Frequency, select "One"
5. Check the box labeled "Add a Memo"
6. In the Memo field, enter your group's name and description of payment (for example: deposit, facility use, lighting tech)
7. Click "Continue to Give" button
8. When prompted, enter your phone number (or elect the email option at the bottom) to receive a security code via text messaging
9. Once code is received, enter the code and click "Next"
10. Proceed to the payment screen to enter your payment method
11. To finalize payment, click on "Give \$XX"
12. Payment will generate an automatic email receipt which should be retained

For assistance, contact the DPAC Venue Coordinator:

adminassist@communitylutheran.org or 703.430.6006, ext. 2.