

GET CONNECTED

Realm Instructions

We encourage everyone to create an account with our new Realm software system. You can create an account through the Realm website (<https://onrealm.org/>) and the Realm Connect app.

The benefits of using Realm are:

- Church directory at your fingertips
- Your giving information (both YTD and historical) always available to you
- Calendar of events
- Ability to sign up for events online

First Time Setup

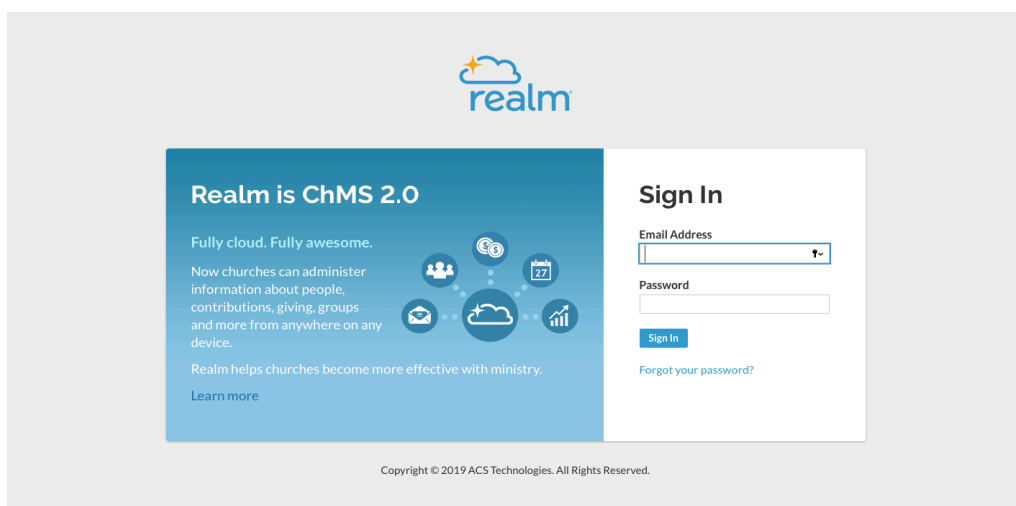
You should have received an email like the one below from Realm inviting you to set up an account. If you have not received such an email, please check your spam or junk folder. Additionally, the email invitations will expire 72 hours after being sent. If you need a new email invitation, please contact Laurie Brown to send you a new one.

Realm is our church management software. Please click on the invite and create your profile.

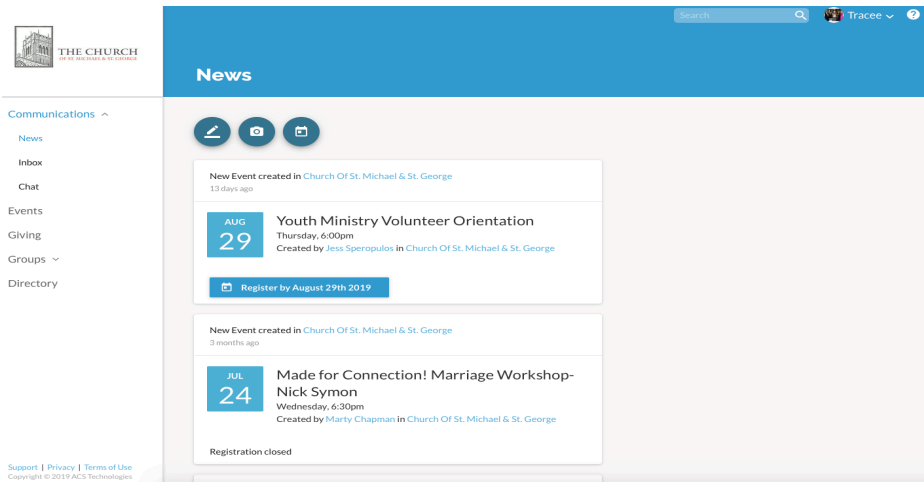
After creating your profile. Please go to the Directory, find your profile, click on Manage Privacy and opt in to share your information (phone, email, address) with everyone.

Next download the “Realm Connect” app. This app will provide easy access to your profile, the directory, your giving information and more!

Click on the “Create Realm Account” link. You will then create a password. It must be at least eight characters and have a mix of upper and lower-case letters and numbers or symbols. If your password is acceptable, you’ll see a small green check to the right of what you typed. If not, you’ll see a red marker. When you have your password set, click on the blue “Create Realm Account”.



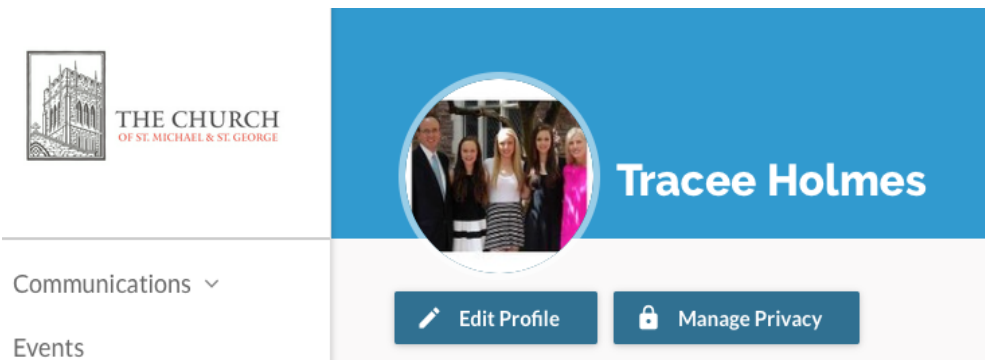
Once logged in, you will be directed to the “News” page which looks like this:



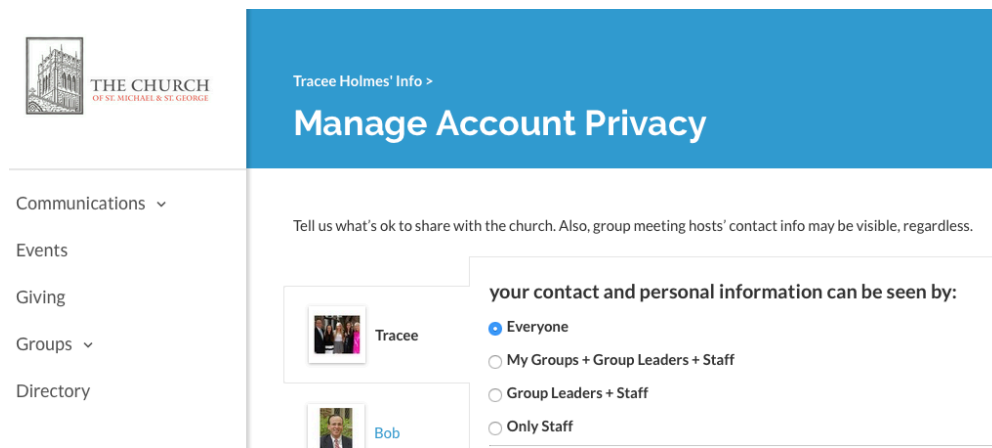
Click on your profile in the top right hand corner:



Next click the blue Manage Privacy button



Then select “Everyone”. This is an important step*



The screenshot shows a web interface for 'THE CHURCH OF ST. MICHAEL & ST. GEORGE'. The user is logged in as 'Tracee Holmes' and is viewing the 'Manage Account Privacy' page. A navigation menu on the left includes 'Communications', 'Events', 'Giving', 'Groups', and 'Directory'. The main content area has a blue header with the title 'Manage Account Privacy'. Below the header, there is a message: 'Tell us what's ok to share with the church. Also, group meeting hosts' contact info may be visible, regardless.' The interface shows two user profiles: 'Tracee' and 'Bob'. For 'Tracee', the privacy setting is set to 'Everyone', which is indicated by a blue radio button. Other options include 'My Groups + Group Leaders + Staff', 'Group Leaders + Staff', and 'Only Staff', all of which are unselected.

*Note that only Realm users who have updated their Privacy to “**Everyone in Our Church**” will have their contact information shown in the Directory. For this reason, it is important that you have your privacy settings set in this way.

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Download the Realm App

To make life even easier, you can download the Realm app and have all the information with you wherever you go!

Go to the App Store.

Search for Realm Connect by ACS Technologies. The icon looks like this:



Select "Get" to download it to your phone.