REALM USER GUIDE

REALM ON-LINE COMMUNITY
Join our own on-line community! Our church utilizes the Realm system for communications, notifications, and data sharing. You can get to Realm through www.onrealm.org.

YOUR LOGIN and PASSWORD
If you are a **NEW USER** to the system and have never obtained a username and password:
Notify office@friends-ucc.org. You will receive an invitation to join our on-line community to your personal email inbox. Follow the instructions given to you in that email.

If you are an existing user, but have **MISPLACED / FORGOTTEN** your login and/or password:
Notify office@friends-ucc.org. You will receive an email to your personal email inbox in order to reset your Realm account. Follow the instructions given to you in that email.

YOUR PROFILE and SETTINGS
PROFILE = Click your name at top Right Corner.
From here, you can Manage PROFILE, Manage PRIVACY, Manage ACCOUNT, NOTIFICATIONS, set EMAIL SETTINGS, and SIGN OUT.

MY PROFILE
From here, you can edit your profile information and picture.
Note: We strongly encourage all of our users to maintain current Profile info and picture. As new and existing users login, it is helpful to put a name and face together, as part of our on-going hospitality effort.
To add or change your profile picture, Click your name at top right corner of screen.
Select MY PROFILE.
Click on the Picture Circle.
Select NEW PROFILE PHOTO.
Scroll through your computer files and choose a photo by double clicking on it.
Click SAVE button.

MANAGE PRIVACY
This is an important step because it identifies how your contact and personal information (not your 'giving' information) will be viewed by others. You can do a "custom" setting and set different privacy settings for each group you are a part of.

Your information is your information.
1. You have complete control over who can see your contact and personal information.
2. Contact information is never public or searchable on the Internet. Any information you elect to make visible to your church family is always protected behind a login.
3. Authorized staff will always have access to your profile information.

4. You and certain authorized staff may update your profile information.
5. For safety reasons, sharing contact and personal information for children under 18 is limited. Parents determine whether or not to display their child's name in the church directory.
6. Children under 13 may not participate and will not be able to sign in.

MANAGE ACCOUNT
Click your name at top Right Corner of screen.
From Drop Down menu, Select MANAGE ACCOUNT header
From here (ACCOUNT header), you can manage your PASSWORD if needed. Click SAVE.

GIVING COMMUNITY > GIVING
Your own personal giving history is here. You have the ability to print your own giving statement from this screen.
You can't see anyone else's giving and they can't see yours!

DIRECTORY
Friends Church directory of members and active participants.

REALM CONNECT APP FOR MOBILE DEVICES

After you have obtained a username and password, you can download the Realm Connect app for your phone or mobile device.

SEARCH FOR APP
From the GOOGLE play store or APPLE app store, search using the terms: **Realm Connect**.
The app button will be blue with a white diamond star pattern in the center. Download the app.

LOGIN
The first time you open the app on your phone, it will ask for your username and password. Subsequent visits to the app will not require you to re-enter your username and password (if you don't logout.)

NEWS FEED
The first thing you will see when you login is the News feed. There are church news feed items and there could also be news feed items from the group(s) of which you are a participant.

OTHER FEATURES
To get to the other features of the app, click the three lines at the top left corner of screen (for Android) or click the more information button (for iPhone).
From the menu you can: Chat, Browse Events, See your Giving, Browse Groups, Change Profile, and Click Settings.