



## **WHAT IS REALM ?**

Realm is an online ministry tool designed for real time connection. It helps our church connect with one another. Realm allows you to manage your personal information and who is allowed to see it, control your giving, and keep in touch with the church groups that matter to you.

## **WHAT ABOUT MY PRIVACY ?**

Your privacy is one our greatest concerns and priority. Realm is only made up of people in your church, it's not like a social network that's open to everyone. Realm keeps your data safe and gives you control over what information is shared and who can see it.

## **WHO HAS ACCESS TO MY GIVING RECORDS ?**

Realm keeps your giving records secure. Your giving records are kept completely confidential and can only be seen by you, your spouse if married, and the church's business administrator.

## **LET'S GET CONNECTED . . .**

### **Step 1: Check Your Email and Activate Your Realm Profile**

If you have an email address on file with the church, you should have received an email message from us inviting you to "join" Realm. Open the email and follow the instructions to create your password. Then watch for a verification email, and follow the instructions in that email to activate your Realm profile.

If you do not receive an email invitation and know that you have a valid email address on file with the church, please check your spam/junk folder. If the email invitation is not there, or if you haven't given the church an email address, please contact the church office during business hours.

### **Step 2: Check Your Contact Information and Privacy Settings**

After you have activated your profile and logged in, click the "v" arrow next to your name in the upper right corner of your profile screen. Elect "My Profile" to check the information about you and your privacy settings. Click on "Edit Profile" to change your contact information.

To see your privacy settings, click on "Manage Privacy". We urge everyone over 18 to choose "Everyone in our church" so we can better connect, but only if you are comfortable with allowing other Realm users in the church to be able to see your email and home address, phone number, birthday (month & day, not year), marital status, and the names of members of your household. If you prefer to keep certain information private, you can choose one of the other options.

*Parents: Privacy settings of children under 18 is set to “Only the Church Staff”, and we recommend this setting not to be changed.*

### **Step 3: Change Your Email Settings**

Click on the “v” arrow next to your name in the upper right corner of your profile screen. Select “Manage Privacy”. Click on the “v” arrow next to your name and Select “Email Settings”. Select “News posts only” or “All posts and replies”.

### **Step 4: Upload a Photo of Yourself**

In a church as large as ours, connecting a name with a face helps us get to know each other. Please add a headshot that shows your face clearly. Please be respectful with the picture that you choose. To upload a photo from your computer, click on the circle containing your initials. Then add the photo.

### **Step 5: Explore Realm**

Click on the arrow “v” symbol by your name if your profile isn’t being displayed. Once your profile is displayed, click on the choices in the left column on the screen to see news, your giving history, ministry groups that you belong to or may want to join, the church directory, and more !

Another way to explore and learn more about what you can do with Realm is click on the area of interest shown on the left column: “Giving” for example. Then in the upper right-hand column click on the “?” symbol and Realm will bring up its library of information on that topic. See something of interest, just click on the highlighted link.

### **Step 6: If You Use a Mobile Device, Get Realm’s “Connect” App**

After you have activated your profile, you can use Realm on your mobile device (i.e., smart phone or tablet). To download the app from the Apple Store or the Goggle Play Store, search for “Connect – Our Church Community” from ACS Technologies. Then add the “Connect” app to your mobile device. For more information see “Connect App” section on Realm page on the church’s webpage.

### **E-GIVING (online giving)**

You can easily give to the church via your Realm profile or the Connect app. Payment methods available are: bank draft, credit / debit card, or by text. For more information see the Realm page on the church’s website for instructional videos and more on Giving. *If giving by credit / debit card, please consider selecting “Contribute an extra \$\_\_\_\_\_ (amount calculated by Realm) to help offset processing costs” so 100% of your gift will go to the church (i.e., you are willing to pay the credit card’s processing fee).*

### **Additional Realm Education & Help**

See the Realm page on the church’s webpage for instructional videos and more.

Within Realm, Click the “?” symbol in the upper right-hand corner. Then click “Congregants”. Then select the topic of interest.