



WHO CAN SEE MY PERSONAL INFORMATION ?

Your giving records are only viewable by yourself, your spouse, and the Business Administrator (so he can make corrections if needed).

Your personal information is viewable by those of which you select in the “Manage Privacy” section of your profile. This can be limited to “Church staff only” or opened up to “Anyone in the church” (i.e., anyone a member of Porter Memorial Baptist Church who has activated their Realm account).

DO I HAVE TO CALL THE CHURCH OFFICE TO CHANGE MY PERSONAL INFORMATION, or CAN I DO THAT MYSELF ?

Unlike the church’s old church management software, you No Longer have to call the church office to have your personal information changed (name, phone #, address, etc.). You can, and is encouraged, to make any of those changes on your own.

Login Realm. Click the “V” symbol by your name. Click “My Profile” in the drop-down box. Click “Edit Profile” and make the changes you want to make. Click the “Contact Information” or “Personal Information” at the top depending upon what information needs to be updated. Remember to click the “Save” button at the bottom of the page (otherwise your changes will not take affect). It is as simple as that.

HOW DO I CHANGE THE PRIVACY SETTINGS SO OTHERS CAN SEE MY CONTACT INFORMATION (and Connect with Me) ?

Porter takes protecting your information very seriously. That is why until you change your “privacy settings” the only ones who will be able to see your contact information is “Church staff only”.

To better connect with others within the church we recommend, if you are comfortable doing so, to at least allow your group leaders (Life Group teacher for example) be able to see your profile information. So, you can connect with others in your group (Life Group for example) select that “People in my groups” so those in the groups you are a member can view your contact information. The table below explains the allowed selections in Realm.

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

How do I change my privacy settings ?

Login Realm. Click the “V” symbol by your name. Click “Manage Privacy” in the drop-down box. Select the “radio button” for whom you want to allow to view your contact and personal information (they will not be able to view your giving records). Remember to click the “Save” button at the bottom of the page (otherwise your changes will not take affect). It is as simple as that.

Manage Account Privacy	
Realm Selections (radio buttons)	Explanation (who can view my contact & personal information)
Anyone in the church	Anyone who is a member of Porter or Porter Life Group who has activated their Realm account.
People in my groups	Church Staff, Group Leaders, and anyone in groups I am a member (Life Group class for example).
Group Leaders	Group Leaders for groups you are a member, and church staff.
Church Staff only	Church staff only.
Custom Privacy	Allows you to individually select one of the settings above for each particular contact & personal information (phone # for example). For example: You can “People in my groups” (your Life Group class members for example) for your phone # and email address, but select “Church Staff only” for your address.