Welcome to Realm!

INTRODUCTION

Our church has moved to a new kind of church record-keeping solution called Realm®. It primarily serves the administrative needs of our staff, but it also offers some exciting opportunities to support the way you are involved in our church. Not only will this improve work life for our ministry staff, it will make it easier for our church family to connect with each other, keep up with what's going on, and grow as a connected community of believers.

Let's Connect!

You can access Realm through your computer's web browser, or stay connected to our church wherever you go by downloading the free *Realm Connect* app for iPhone and Android devices. Use it to manage your giving, update profile information, and access the online church directory. You can also see upcoming events, view your church groups, and more!

Everyone in our church gets a unique profile. Your profile contains everything you want people in our church to know about you. Your profile also enables you to track your giving, update your contact information, change family details, or replace that outdated family photo.

By keeping your information current, you are helping our staff, group leaders, and our church community. Your Profile includes:
  • Contact Information (e.g. name, address, email, phone)
  • Photo
  • Family Members
  • Personal Information* (e.g. marital status, birthday**, etc.)
  • Connected Social Media accounts

You can decide later what data you want to hide online by setting your privacy preferences.
**Please enter your full birthday. The year and your age will not be displayed on your church directory profile.*

Review your giving history or make new pledges online or on your mobile phone. Simply sign in to look over your year-to-date giving, check pledge progress, or print a contribution statement. It's always available and kept secure in an easy-to-use online environment.

Privacy: See page 5

Let's Get Started!

STEP 1. Sign Up & Verify your EMAIL

Your first email from Realm will have the subject "First Presbyterian Church: Join our online community!" It will come from notifications@onrealmmail.org.

1. Click on the link in the email, which takes you to a Register page on the Realm website (see Figure 1).
2. Set up your password. It must be at least 8 characters, and a mix of uppercase and lowercase letters, numbers, and symbols. Make sure you save a copy of your password.
3. Type the same password again in the Confirm Password box.
4. Click inside checkbox for I'm not a robot reCAPTCHA.
5. Click on the Register button.

When you have successfully completed the registration, you will see a message stating "Please check your email" to activate your account.

The second email from Realm will have the subject "Email Verification"**.** Click on the link, which will take you to a sign-in page.

• Sign in using the email address and password you set up during registration.

• Once logged in, you will be asked to verify your account by providing either your phone number or other information such as your full name, address, birthday, or preferred phone. Click on the **Verify Me** button.

• You should now be logged into your new Realm account.

• If you have any questions or run into any issues creating or accessing your account, please contact Rebecca Yan at RebeccaYan@fpcmarietta.org.

STEP 2. Update your PROFILE INFORMATION
Each member at FPC gets a unique profile. Your profile contains information you want people at our church to know about you. Your profile also enables you to track your giving, update your contact information, change family details, or replace that outdated family photo.

We encourage all members to update their online profile. By keeping your information current, you are making it easier for our church family to connect with each other.
Please verify that your information is correct!

The following sections provide step-by-step directions on how to update and manage information in your profile.

Update your Family Members
1. Log into Realm if you are not already logged in.
2. In the top right section of your screen (see Figure 1) you will find:
    a. A search field to look for other member profiles
    b. Your initials in an icon, and your name to access your account profile, privacy settings, etc.
    c. A help feature (question mark icon)
3. To access your profile, click on your name in the upper-right corner of your screen and select **My Profile**.
4. To edit family members who are listed on your profile click on the family member's name then click on the **Edit Profile** button. Click on the **Save** button when you are finished.
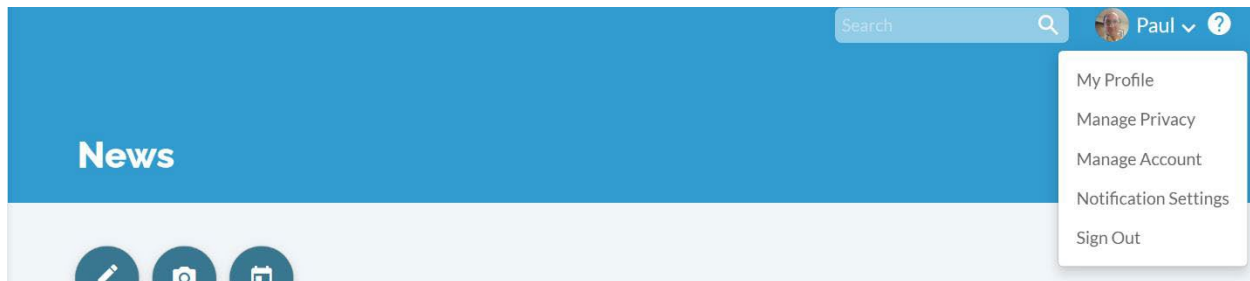

Figure 1. Click on your name to access the drop-down menu that includes the link to your profile.

Update your Contact and Personal Information
1. On your My Profile screen, click on **Edit Profile** to update your Contact Information and Personal Information
2. Click on the **Contact Information** tab to update your name, address, phone number and email address.
3. Click on the **Personal Information** tab to update your date of birth, select your gender, update your marital status, and indicate any allergies that you may have. *(Please enter your full birthday. The year and your age will not be displayed on your public profile.)* You can also specify the skills you have for ministry and choose areas of interest for further church involvement.
4. Click on the **Save** button when you are done.

Please do not be afraid to include all your information. You can decide later what data you want to hide online by setting your privacy preferences.

Add or Change your Photo
1. To add or change a photo on your My Profile screen, click on the circular icon to the left of your name in the center of your screen. NOTE: You can insert a photo of yourself plus a family photo. *Please use a photo that allows us to clearly see your face – a headshot, or a family photo up close.*
2. You will be prompted to browse for the image on your computer or electronic device. Accepted image formats include GIF, BMP, PNG, and JPG.
3. Once your image is selected, you will have the ability to crop, reposition and resize your photo.
4. Click **Save**. You might need to refresh your My Profile screen (click on the circular arrow in the upper left corner of your screen) to see the image.

STEP 3. Check out the Realm MENU
You will see the menu items listed below on the left-hand side of your screen. If you do not see these menu items, click on **Community** on the left side of your screen. Keep in mind that not all Groups and Serving Teams have not been set up at this time.
• **News** – See the upcoming events and latest news
• **Communications**–See the latest activity from your group leaders. At this time, only leaders have the ability to send communications to group members.
• **Events**–Stay tuned! This tab is a work in progress.
• **Giving**–Check your giving history.
• **Groups** – See the groups you are part of. Please send updates and corrections to BeccaYan@fpcmarietta.org
• **Directory**–View a listing of all members in the church directory with the contact information they choose to share with anyone in the church. Scroll through the names or use the search feature. Only members who have created a Realm account and set up their profile are currently listed in the directory, so encourage your friends to sign up for Realm!
• **Check-in** – Stay tuned! This tab is a work in progress.

STEP 4. Set your Privacy Settings
Your information is your information.
1. You have complete control over who can see your contact and personal information outside of necessary church staff. Authorized staff will always have access to your profile 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. You and certain authorized staff may update your profile information.
4. For safety reasons, sharing contact and personal information for children under 18 is limited. Parents determine whether to display their child's name in the church directory.
5. Children under 13 may not participate and will not be able to sign in.

What People May See
By default, the viewing of your contact and personal information is limited to staff members.
If you choose to, however, you can make your information visible to the entire church.
But if you prefer to be more private, you can customize how people see specific information.

Information Categories
        • Contact Information: Name, Address, Phones, and Email.
        • Personal Information: Marital Status, Family Position, Member Status, but you also have the
        option of sharing your birthday, gender, allergy information, and skills with people in your church.

Privacy Setting Options
        • Everyone: Like a church directory listing, everyone in our church will be able to see whatever
        profile information you mark as visible to everyone.
        • My Groups + Group Leaders + Church Staff: This setting means information will only be shared
        with the people you are involved with at church. This is the default setting. (Note: FPC groups are
        not activated yet in Realm, but if you choose this setting, your information selected will be visible to
        your group leaders and participants once Groups are activated.)
        • Group Leaders + Church Staff—You would use this setting if you wanted to keep some profile

information hidden from anyone who is not a group leader or on staff. (Note: FPC groups are not activated yet in Realm, but if you choose this setting, your information selected will be visible to your group leaders once Groups are activated.)

• Church Staff Only—This setting effectively removes you from the church directory. Your information will only be available to authorized church staff.

• Custom Privacy—Choose different privacy levels for specific contact fields and personal information. You can do this in two places: when you edit your profile information or when you manage your privacy settings.***

Family Privacy

A family member with a primary position such as "Head" or "Spouse" can change privacy settings for other members of the family and opt family members into the church directory. Birthdays are required for children (as a means to prohibit access), but you control who can see the birth date.