

Realm - Activate Your Account

I've been invited to join Realm, now what do I do?

- Click on the link in your invitation email
- Create your password - make it simple so you don't forget!
- You will receive an email verification in your email - click link to verify your email
- Verify your birthday
- Celebrate! You have activated your Realm account!

But your work is not yet finished, keep going!

- In the upper right corner, click on your name
- Click on "My Profile"
- Take a selfie and add your photo (our very own photo directory!)
- Click on "Manage Privacy"
 - ◆ We hope you will choose "Anyone in the church" this provides members of the society with your Name, Address, Phone and Email. They will NOT see any of your personal and/or giving information.
 - ◆ If you would rather, you may choose "Custom Privacy" and choose who can see different parts of your personal information. (Note: Staff always have access your contact information, and certain staff have access to your giving information) Make sure to save your changes.
- Now click on "Edit Profile"
 - ◆ From here you can look at the information that is currently in the system for you and your family members and make any updates that are needed.
- Click on "Giving" in the left column
 - ◆ From here you can see your pledge payments/gifts, current and past pledges, set up automatic giving, make a pledge for the 2020/2021 year, etc.
 - ◆ If you would like to set up automatic giving in Realm, but already have automatic giving set up, please contact Christina. She will need to delete your old automatic giving so that you are not charged twice.
- In the left column, click on "Groups"
 - ◆ From here you can see any groups that you are a leader of or member of, you can also ask to join a group
- In the left column, click on Directory
 - ◆ This is your new Society Directory. Currently, there is mostly just names of people that are in our database. As members activate their accounts, you will begin to see more information. If you have uploaded your photo, your photo will also show here.
 - ◆ Please encourage members to activate their Realm account so that our directory will be more useful for everyone!

- In the left column, click on Events
 - ◆ From here you will be able to see a list of “Your Events” and a list of “All Events”
When you click on “All Events” you will have the ability to filter which events you see.
- In the left column, click on Pathways
 - ◆ From this page, you will be able to see if you are currently in any Pathways.
Pathways are a set of steps. For example: There could be a Pathway to become a Faith Development Teacher. That Pathway could include steps like: Submit Background Check, Background Check Completed, Attending Orientation, Receive Teaching Materials, Assigned a Class. Erika and Margo may create this Pathway and put you into it when you volunteer. This way you can all keep track of where you are in the process.

What if I get stuck and I’m not sure what to do?

- In the upper right corner of your Realm screen is a ?. Click on that ? in order to get help. If you click on the ? it will automatically bring you to the help page that goes with the page you are currently on. However, at anytime, you can click on the ? and search for the topic you need.

What about smartphone apps?

- **Church Life App** - Many of you have already loaded the Church Life App on your phone. We have been using this app for about 5 years now. This App will continue to be useful to see our **Society Calendar**, so please keep the app on your phone and use it for this purpose. The Directory and your personal information on this App are no longer being updated, so please do not use this app for that purpose. If you don't already have this App, you can find it at the App Store by searching ACS Church Life.
- **Realm Connect App** - You will want to search for and download this App onto your phone right away. This App will give you access to your personal information, allow you to set up gifts to the Society, provide you with the most up to date directory, etc. You can find this App at the App Store by searching Realm Connect.