

# REALM BASICS

## NEW PARTICIPANT GUIDE

HELPING YOU TO JOIN

### THE SANCTUARY@STWCC COMMUNITY

ON REALM CHURCH MANAGEMENT SYSTEM

HOW TO NAVIGATE YOUR HOME PAGE:

❖ YOUR INVITATION

❖ YOUR PROFILE

❖ MANAGE YOUR PRIVACY

❖ HELP

❖ NAVIGATION BAR

❖ GOING MOBILE



**YOU ARE INVITED!!!** Please join and here is how...

The Data team has sent out invitations for you to join our new Church Management System (ChMS). This beautifully designed program will have all the up-to-date information about what is happening at the church. Here is what your invitation looks like. Click on the link to get started.

----- Forwarded message -----  
From: **The Sanctuary @ STWCC** <[notifications@onrealmmail.org](mailto:notifications@onrealmmail.org)>  
Date: Thu, Dec 26, 2019, 3:07 PM  
Subject: The Sanctuary @ STWCC: Reminder to join our online community!  
To: <[accts.cull@gmail.com](mailto:accts.cull@gmail.com)>

Sign In



### The Sanctuary @ STWCC: Reminder to join our online community!

Hi STWCC,

We wanted to remind you to create an account and take part in our online church community where we can connect with each other outside our Sunday gatherings.

Create an account: <https://onrealm.org/STWCC29/account/Register?user=accts.cull%40gmail.com>

Sincerely,  
The Sanctuary @ STWCC

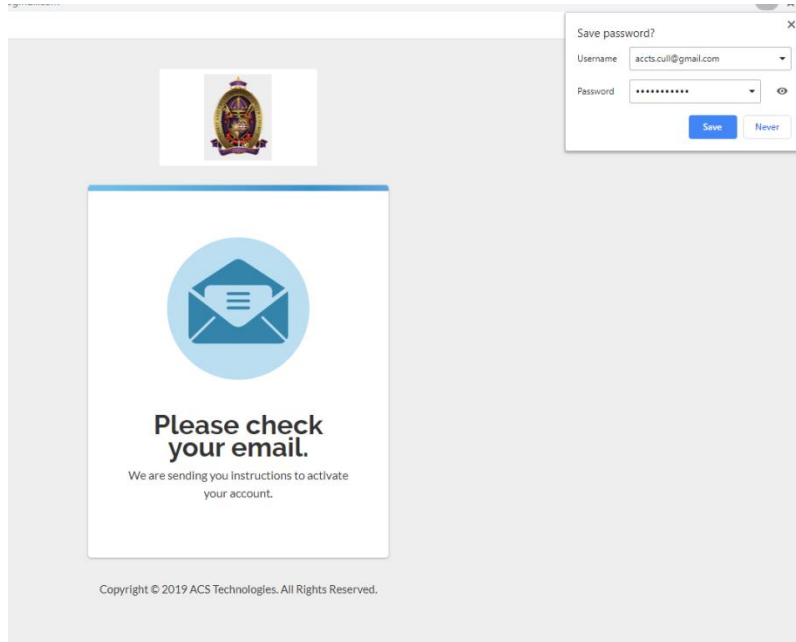
This message was sent to [accts.cull@gmail.com](mailto:accts.cull@gmail.com) by ACS Technologies on behalf of this organization.

Once you click on the link above, you will have to set your password.

The screenshot shows a registration page with the following elements:

- Header:** A crest logo at the top center.
- Title:** "Register" in a large, bold font.
- Intro:** "Sign-up is easy, and it's free! Get started by completing the fields below."
- Form Fields:**
  - Email Address:** A text box containing "accts.cull@gmail.com".
  - Create Password:** A text box with a red border and a warning triangle icon. A tooltip on the right explains the requirements: "Your password must have: At least 8 characters, A mix of uppercase/lowercase letters, numbers and symbols." Below this, it lists things to avoid: "Repeating characters, Sequences (abc, cba, 123, or 321), Any part of your email address." A "Why?" link is also present.
  - Confirm Password:** An empty text box.
- Security:** A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "Privacy Terms" link.
- Disclaimer:** "By clicking the register button below, you agree to the Software Services Agreement and you are 13 years of age or older."
- Buttons:** A blue "Register" button.
- Footer:** "Already have an account with The Sanctuary @ STWCC? [Sign In](#)"

Now, make a choice to save the password (if it is an option for you). Check your email to continue.



From: The Sanctuary @ STWCC <notifications@onrealmmail.org>  
Date: Thu, Dec 26, 2019, 3:15 PM  
Subject: The Sanctuary @ STWCC: Email Verification  
To: <accts.cull@gmail.com>

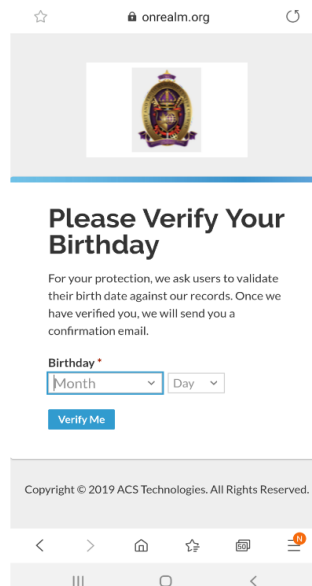
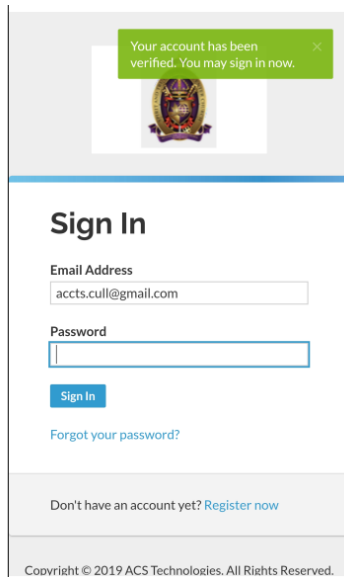
Sign In



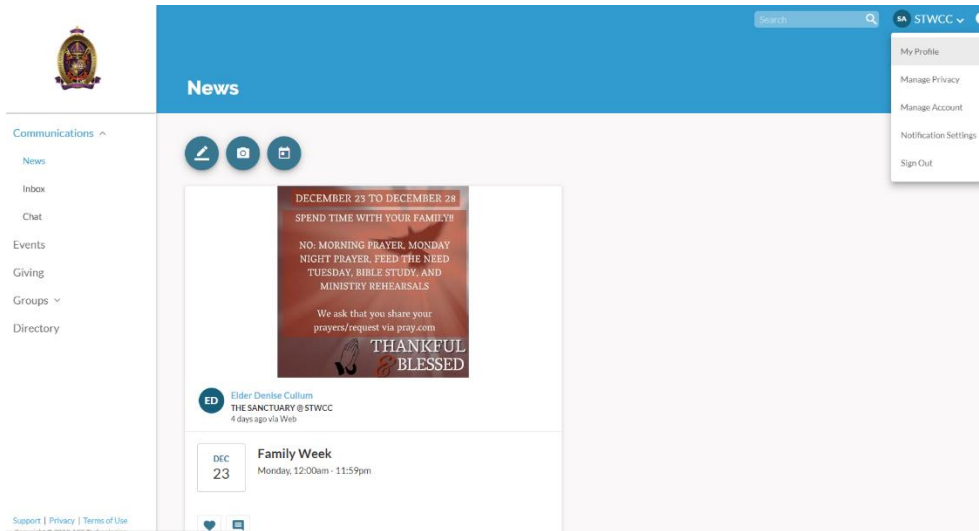
### The Sanctuary @ STWCC: Email Verification

Hi,  
Thank you for joining our online church community!  
Before you can sign in, please verify your email to complete your registration.  
Verify your email: <https://onrealm.org/STWCC29/account/validate?user=accts.cull%40gmail.com&token=0cK0eum6skmkqBT>  
Sincerely,  
The Sanctuary @ STWCC

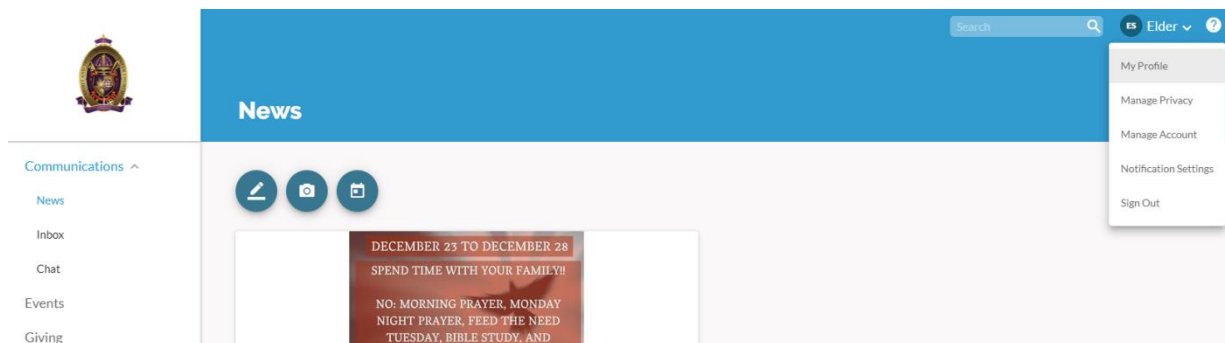
This message was sent to [accts.cull@gmail.com](mailto:accts.cull@gmail.com) by ACS Technologies on behalf of this organization.



Here we are, at your home screen. Yes, you have successfully logged in!



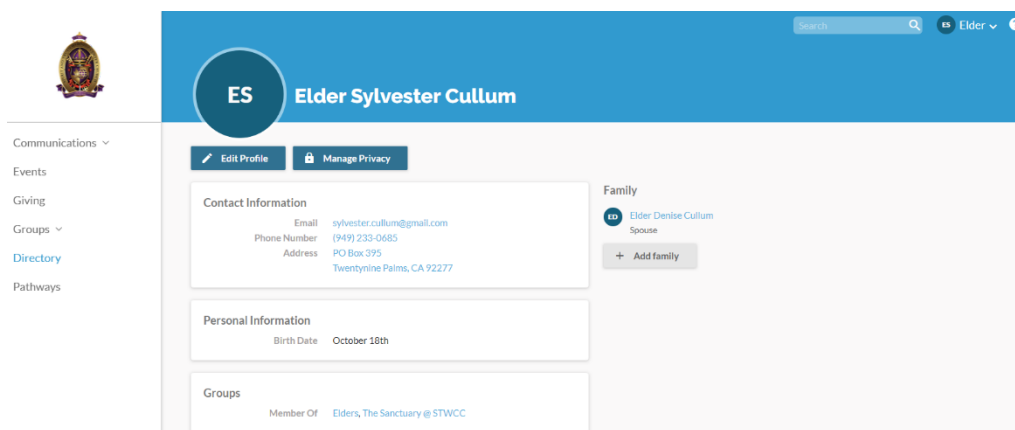
Let's explore a little!



**PROFILE:** Information about you. Click on the arrow down next to your name and select “My Profile”.

**MY PROFILE:** Here you can update your information via “Edit Profile”, control what other congregants can see via “Manage Privacy” and see the groups that you belong to. You may also add family members to your profile.

Select Edit Profile and update your information.



Next, select Manage Privacy to select the information you will make available to all participants and your groups. Staff will always have access to your information.

Elder Sylvester Cullum's Info >

## Manage Account Privacy

Tell us what's ok to share with the church. Also, group meeting hosts' contact info may be visible, regardless.

**Your contact and personal information can be seen by staff and:**

- Anyone in the church
- People in my groups
- Group leaders
- Church staff only
- Custom Privacy  
Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to staff.

**Save** or **Cancel**

### SAVE AND THEN SELECT "CUSTOM PRIVACY"

As you can see by the graphic below, Elder Sylvester has shared some items with Group Leaders only, Group Leaders and Members, Staff only. Due to him being a leader, it is important that your organizational email is shared with everyone so congregants are able to reach out and touch you if needed. Of course, your Personal Information is only shared with the staff.

## Manage Account Privacy

All Search... Sylvester

**Denise**

- Church staff only
- Custom Privacy  
Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to staff.

Home Address  
[Redacted]  
Group leaders

Alternate Address  
[Redacted]  
Staff only

Home Phone  
[Redacted]  
Group leaders and members

Mobile Phone  
[Redacted]  
Group leaders and members

Office Phone  
[Redacted]  
Staff only

Primary Email Address  
[Redacted]  
Staff only

Alternate Email Address  
drsyvester@stwcconline.org  
Anyone

Personal Information  
Staff only

**realm**  
HELP CENTER

**< Congregants**

- Find People
- View the Directory
- Background Checks
- Manage Your Profile D...

Search Help >

## Group Newsfeed

### About the Newsfeed

The Newsfeed is content created by people in your groups. You can think of this like a bulletin board where people pin things up for everyone in your group to see.



text

- Text Messaging for Group C...
- Manually Enable Texts for ...
- Change Someone's Texting M...
- Share Texting in a Newsfee...
- Text Messaging
- Give and Make Payments
- Give Via Text Message**
- Change Your Text Subscrip...

**realm**  
HELP CENTER

**< Congregants**

- Find People
- View the Directory
- Background Checks
- Manage Your Profile D... ▾
- Manage Your Family's ... ▾
- Your Privacy ▾
- Change Your Password
- Change Your Email Adre...
- Delete Your Account
- Give and Make Payment...**

  - Give from Your Profile
  - Give as a Guest
  - Scan Your Credit Card u...
  - Give Via Text Message**
  - Edit a Scheduled Gift

Search Help >

## Give Via Text Message

Give any amount to your church using your smart phone.

1. Text your church's keyword and amount to **73256** on your smart phone.
2. Once the text is sent, you will receive a confirmation message.
3. Click the link in the confirmation message to access the payment form.
4. Complete the payment form and verify the amount and fund.
5. When finished, click **Give**.
6. You will receive a receipt by text and email.
7. Your payment information is saved for future gifts.

**i** **Future Gifts via Text**

For future gifts via text message, submit your church's keyword again to 73256 to generate another payment form link.

### Related concepts

- [Give and Make Payments](#)
- [Track and Print Your Giving](#)



## Congregants

Find People

View the Directory

Background Checks

Manage Your Profile D... ^

Add Your Photo

Update Your Photo

Delete Your Photo

Update Contact Informat...

Update Personal Informa...

Update Social Media Inf...

Manage Your Family's ... ^

Your Privacy ^

Change Your Password

Change Your Email Addre...

## Add Your Photo

Ideally, the image you choose to upload should be 172 x 172 pixels. If the image is larger, you should zoom out until it fits in the dashed-line center square. Otherwise remainder. If the image is smaller, it will not be automatically enlarged to fit the space. You can zoom in, but might lose resolution. Most photo or graphics programs c an image.

1. Log into the site.
2. Click your name, and select **My Profile**.
3. Point to the image to the left of your name and click it.
4. Browse to the image you want to use and select it.
5. Adjust the image size using the slider.
6. Click **Save**. You might need to refresh the page to see your changes.

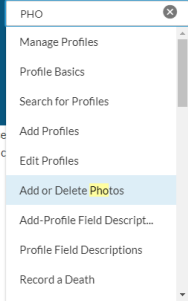
### Photo Quality

Once you add a photo, Realm makes a copy of it at its new size and works with that copy from then on. Suppose, for example, you use a photo file you have saved on your computer and add it to your Realm profile. Realm immediately saves your updates as a new, smaller version of the file. If you return to your profile photo to make changes, you'll only have Realm's new version to work with. So the quality won't be as good as your original. For best results, when editing your profile picture, delete Realm's photo and use your original again.

### Related concepts

[Manage Your Profile Details](#)

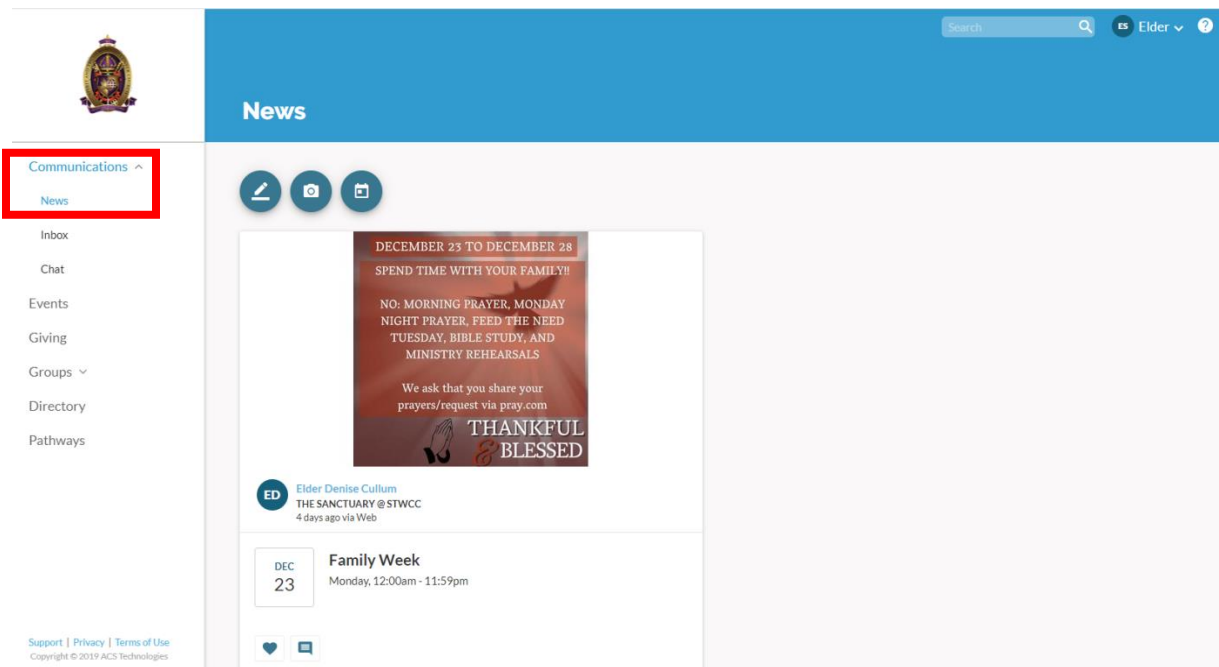
[Manage Your Family's Information](#)



Now, let's explore the Navigations on the left-side of the screen.

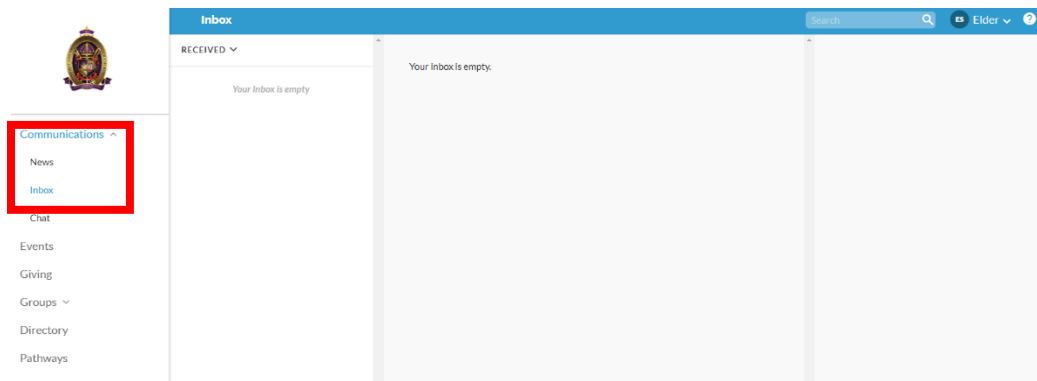
**"COMMUNICATION>NEWS".** Again this is your home page when you log in.

The events listed on this page is not by date order, but input order. Here you will see the latest event or input. For date order events, Click on "EVENTS"

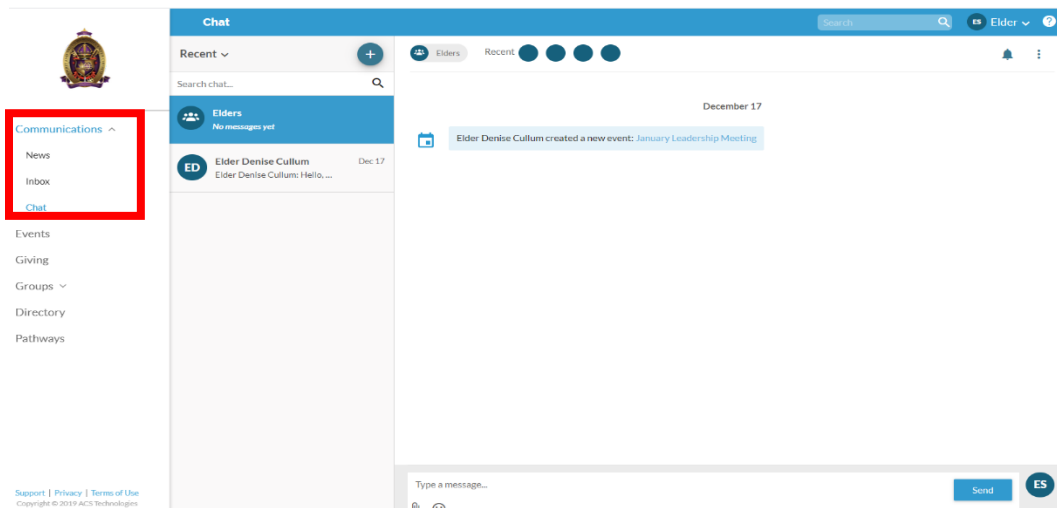




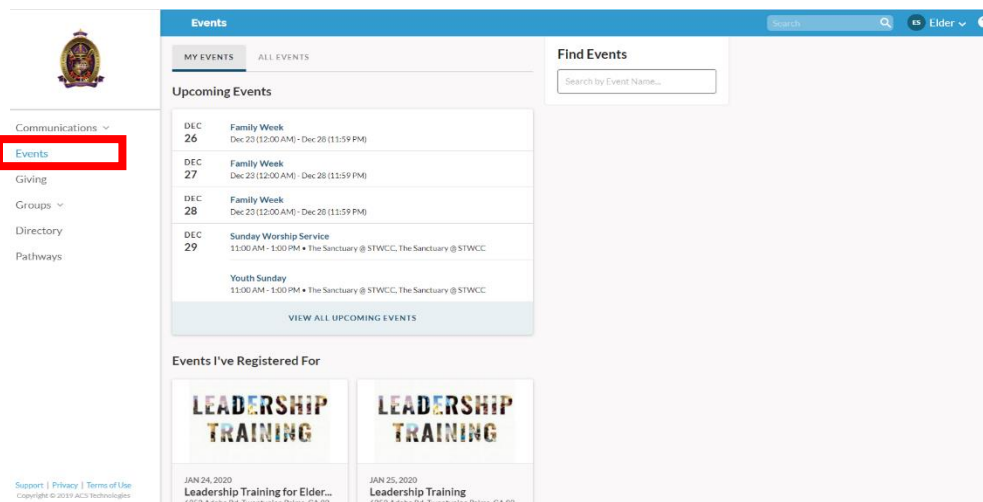
**COMMUNICATION>INBOX – Messages sent to you. You can reply to these messages from Individuals or groups.**



**COMMUNICATION>CHAT: Chat messages to you. You can reply to these messages**



**EVENTS: Chronological listing of dates/events. Also, listing of events that you have registered for.**



**GIVING:** A record of your giving. You may also give via this page. This information is shared with your spouse. The blue arrow next to the amount indicates that funds were given to more than one category.

The screenshot shows the 'Giving' page. On the left sidebar, 'Giving' is highlighted with a red box. The main content area displays a table of gifts:

| Gift Date  | Gift Type/Ref#  | Fund                      | Amount |
|------------|-----------------|---------------------------|--------|
| 12/22/2019 | Text : Visa *** | Tithe                     | \$1.1  |
| 12/16/2019 | Text : Visa *** | Tithe Processing Costs    | ↕      |
| 12/04/2019 | Text : Visa *** | Offering Processing Costs | ↕ \$   |
| 12/04/2019 | Text : Visa *** | Offering Processing Costs | ↕ \$   |

Summary: TOTAL AMOUNT: 4, TOTAL GIFTS: 4

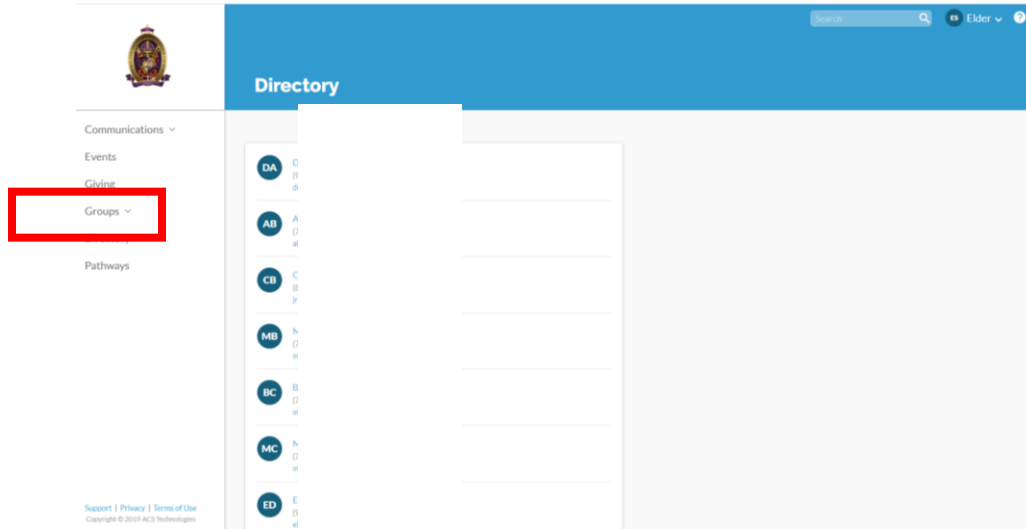
**GROUPS:** Here you will see events associated with your group. Every Member is in “The Sanctuary@STWCC” group. Again the News feed is the latest posting and not in Chronological order.

The screenshot shows the group page for 'The Sanctuary @ STWCC'. The left sidebar has 'The Sanctuary @ STWCC' highlighted with a red box. The main content area shows a news feed post:

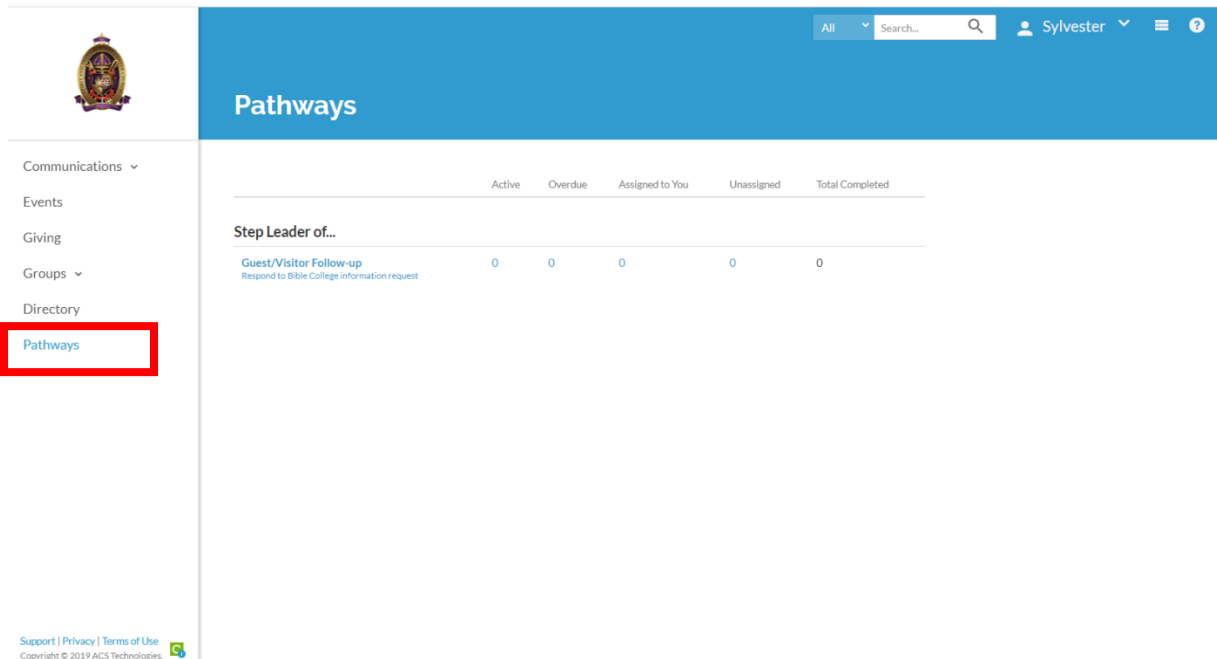
**Family Week**  
Monday, 12:00am - 11:59pm

The post includes a graphic with the following text:
   
DECEMBER 23 TO DECEMBER 28
   
SPEND TIME WITH YOUR FAMILIES!
   
NO MORNING PRAYER, MONDAY NIGHT PRAYER, FEED THE NEED TUESDAY, BIBLE STUDY, AND MINISTRY REHEARSALS
   
We ask that you share your prayers/request via pray.com
   
THANKFUL & BLESSED

**DIRECTORY:** Here you see a listing of all members who did not define their privacy settings. Your information can be seen in the group, “The Sanctuary@STWCC” under participants. Always allow your groups to see your information. This makes for easier communication via the system. Remember, to change this, click on the down button located next to your name and “Manage Privacy”.

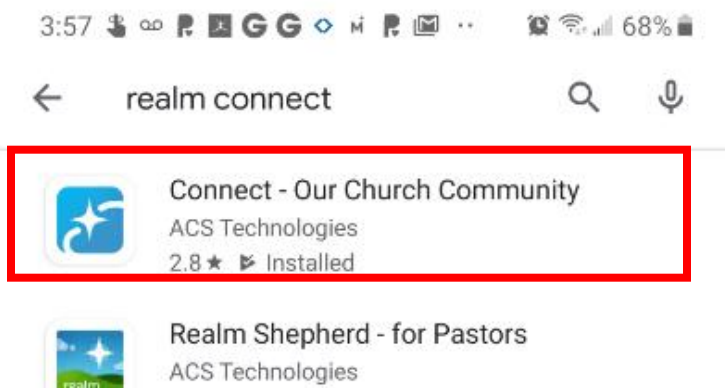


**PATHWAYS:** This section are events, classes, tasks/processes that require steps and action from various people. If you are a part of a process, you will see that information here.



Ready to take this show on the road? Mobile Road, that is. Here is how.....

Go to your app store and search for "realm.connect".



After the app is installed on your phone, log in and your home page will look like this:

**YOU ARE CONNECTED!**

Questions? Please contact Deacon Jean @ on chat (in your realm app) or [deaconjean@stwcconline.org](mailto:deaconjean@stwcconline.org)

