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

12.26.19

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>
Date: Thu, Dec 26, 2019, 3:07 PM
Subject: The Sanctuary @ STWCC: Reminder to join our online community!
To: <accts.cull@gmail.com>

Sign In

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

Hi STWCC,

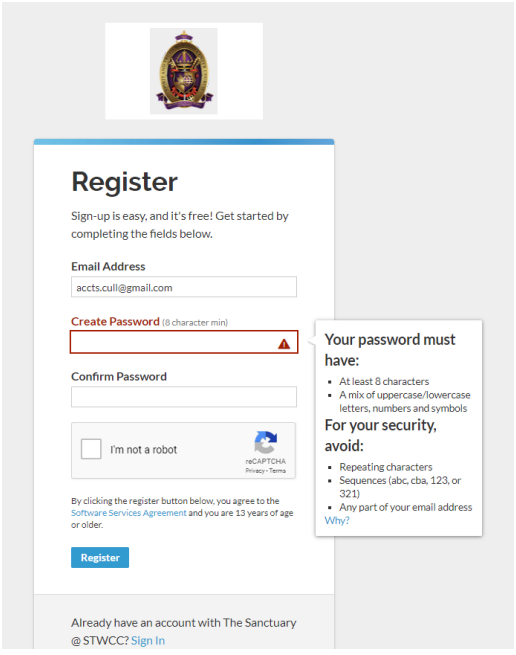
We wanted to remind you to create an account and take part in our online church community where we can connect with each other outside our Sunday gatherings.

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

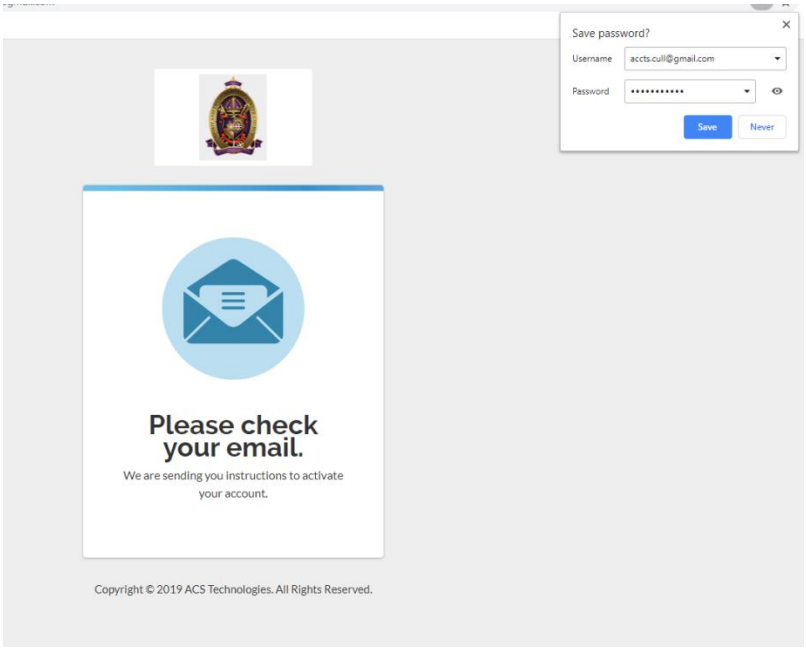
Sincerely,
The Sanctuary @ STWCC

This message was sent to accts.cull@gmail.com by ACS Technologies on behalf of this organization.

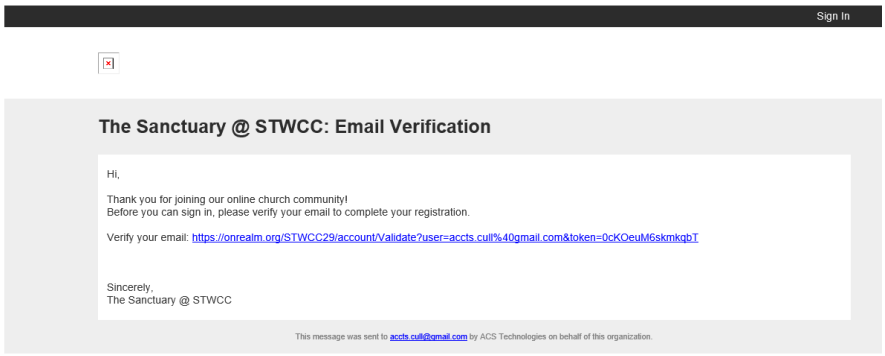
Once you click on the link above, you will have to set your password.

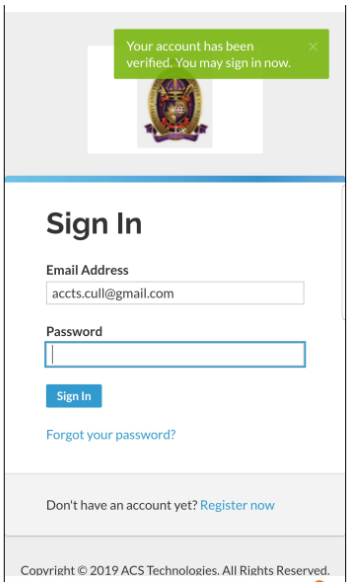


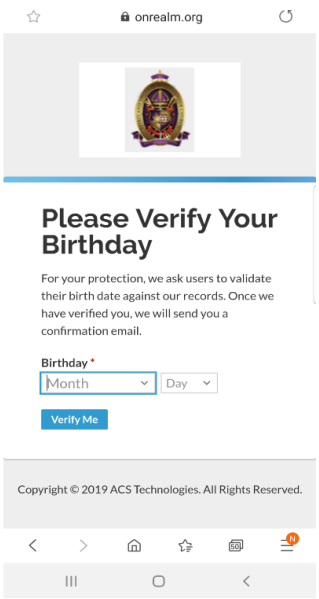
Now, make a choice to save the password (if it is an option for you). Check your email to continue.



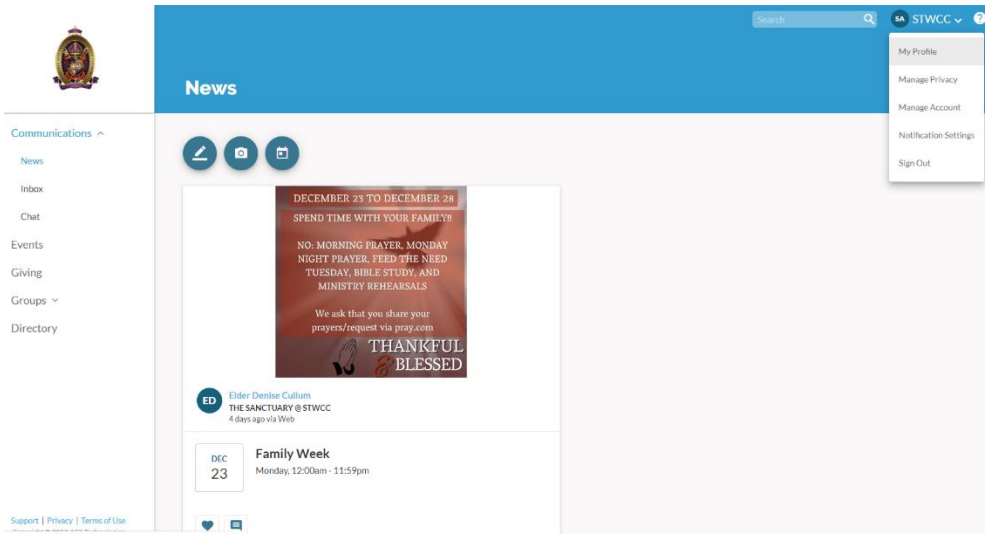
From: **The Sanctuary @ STWCC** <notifications@onrealmmail.org>
Date: Thu, Dec 26, 2019, 3:15 PM
Subject: The Sanctuary @ STWCC: Email Verification
To: <accts.cull@gmail.com>



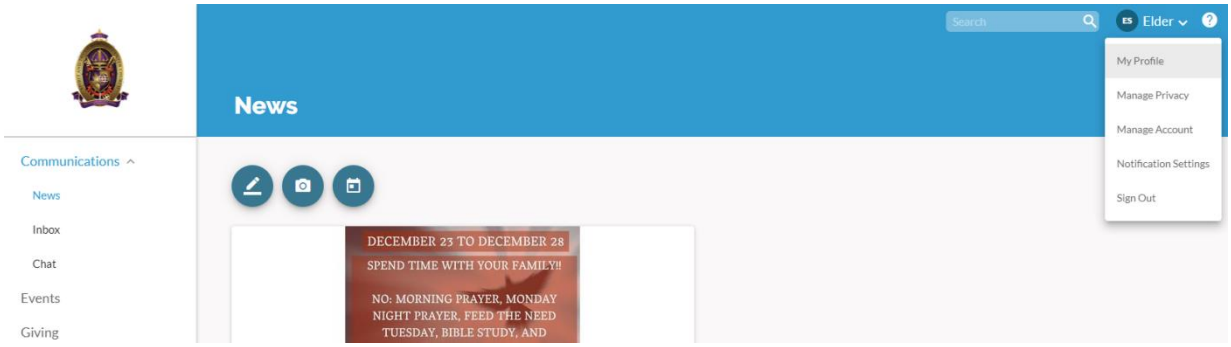




Here we are, at your home screen. Yes, you have successfully logged in!



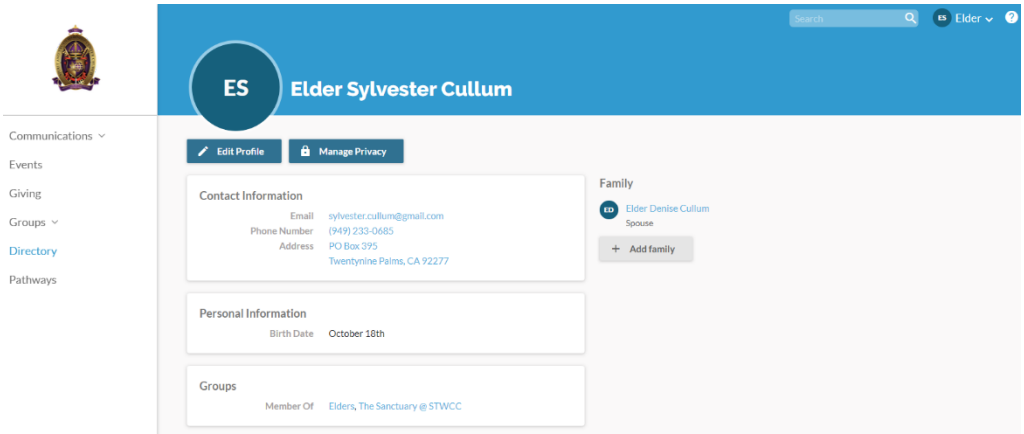
Let's explore a little!



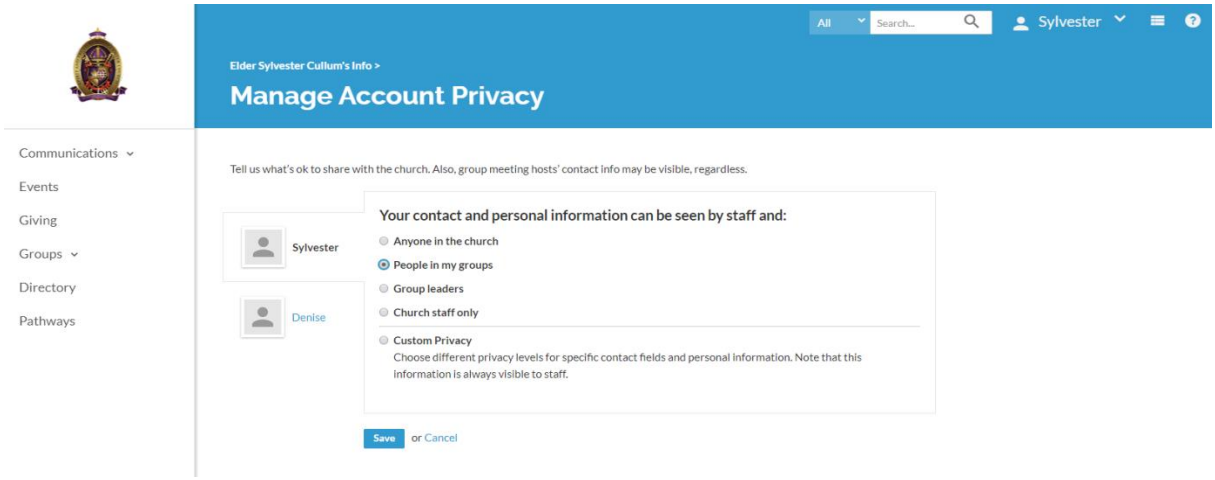
PROFILE: Information about you. Click on the arrow down next to your name and select "My Profile".

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.

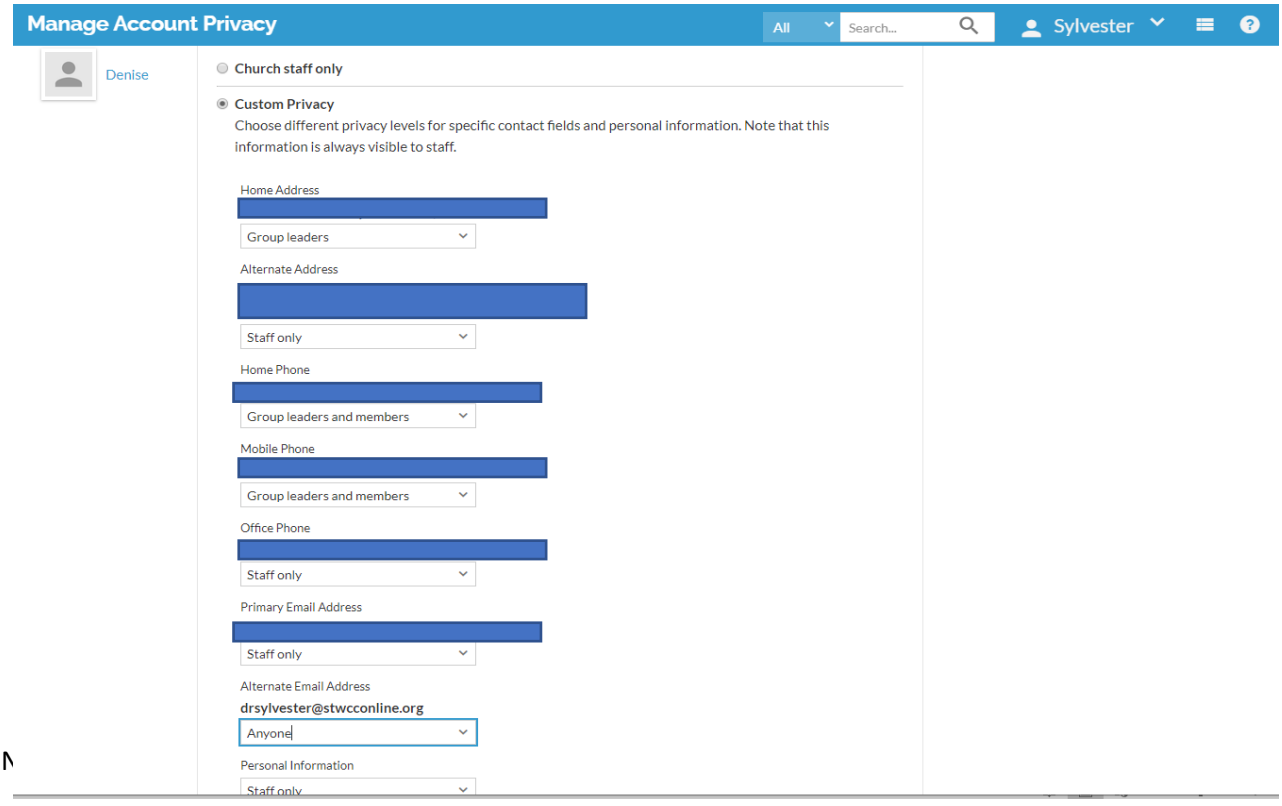


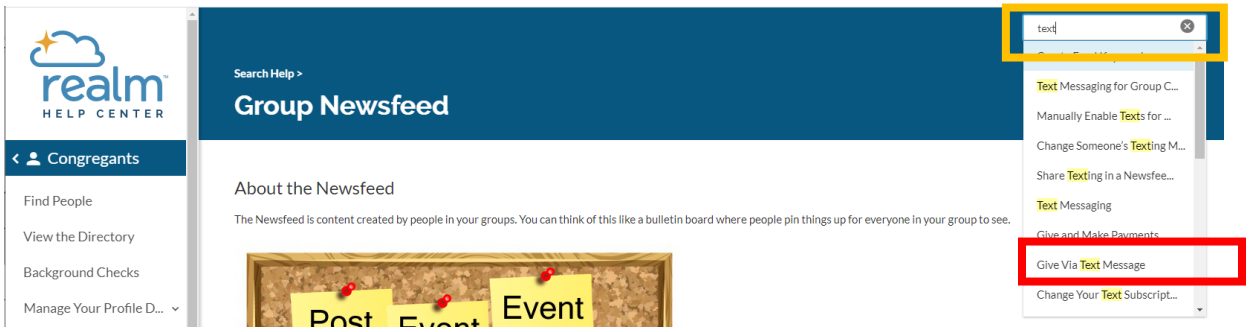
Next, select Manage Privacy to select the information you will make available to all participants and your groups. Staff will always have access to your information.



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.





realm
HELP CENTER

Search Help >

Give Via Text Message

- Congregants
- Find People
- View the Directory
- Background Checks
- Manage Your Profile D...
- Manage Your Family's ...
- Your Privacy
- Change Your Password
- Change Your Email Addre...
- 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

Give any amount to your church using your smart phone.

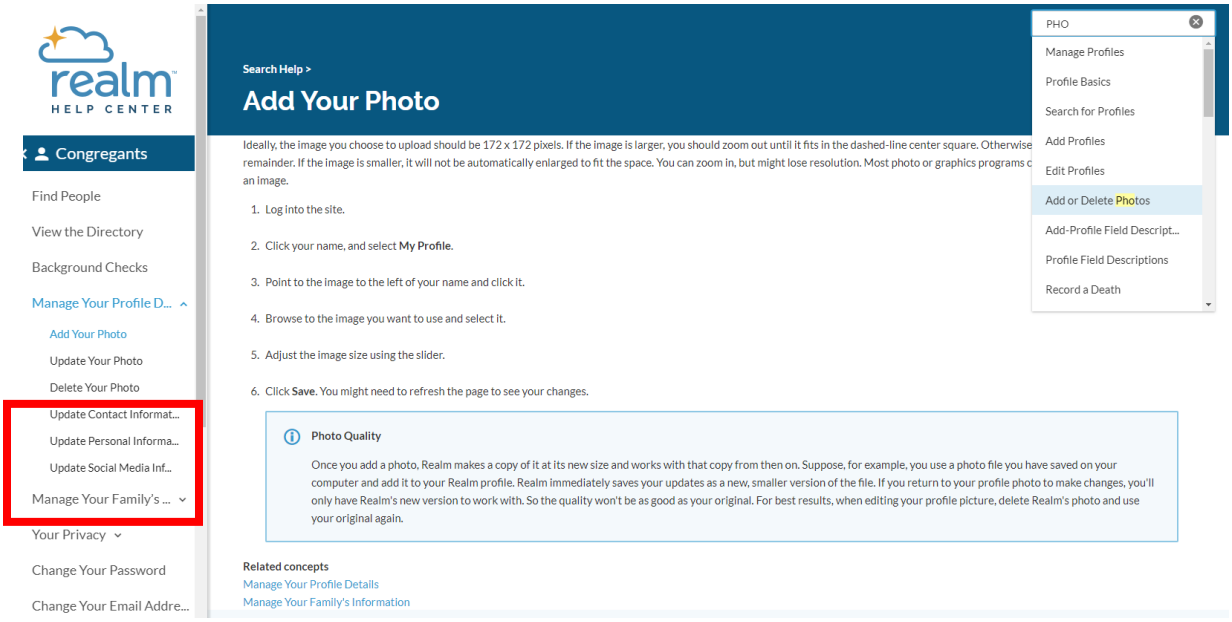
1. Text your church's keyword and amount to **73256** on your smart phone.
2. Once the text is sent, you will receive a confirmation message.
3. Click the link in the confirmation message to access the payment form.
4. Complete the payment form and verify the amount and fund.
5. When finished, click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

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

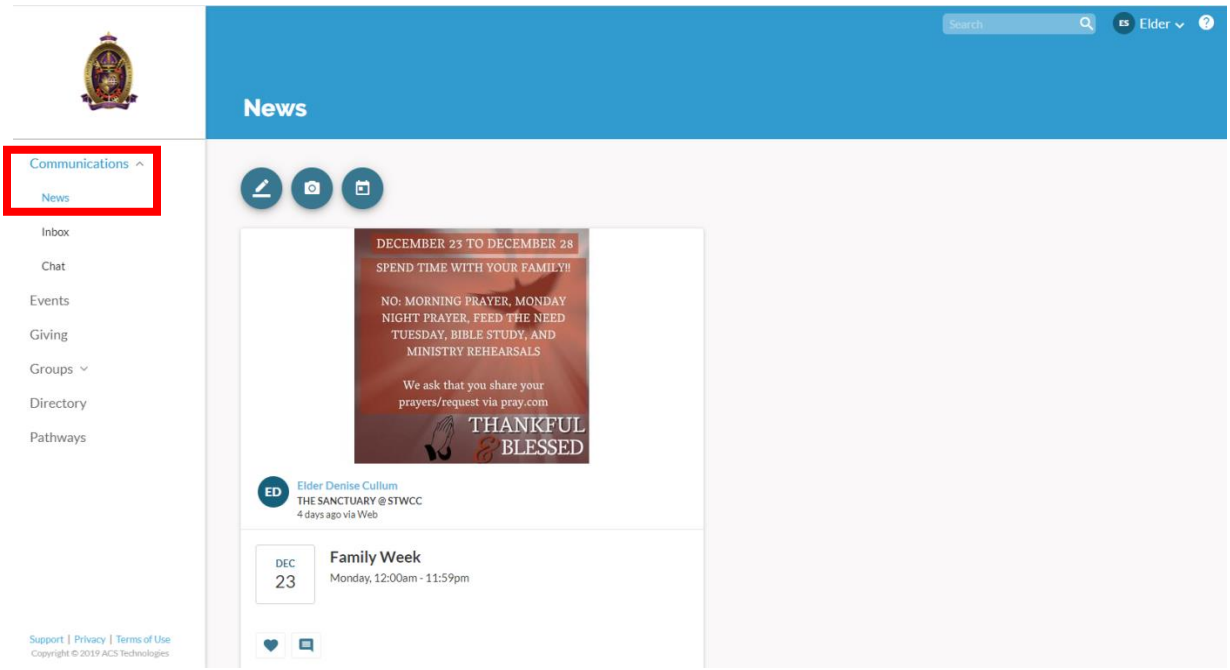
Give and Make Payments
Track and Print Your Giving



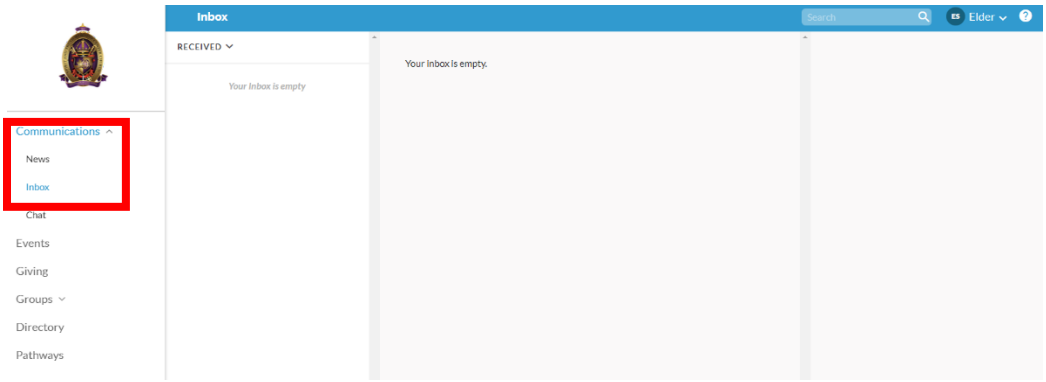
Now, let's explore the Navigations on the left-side of the screen.

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

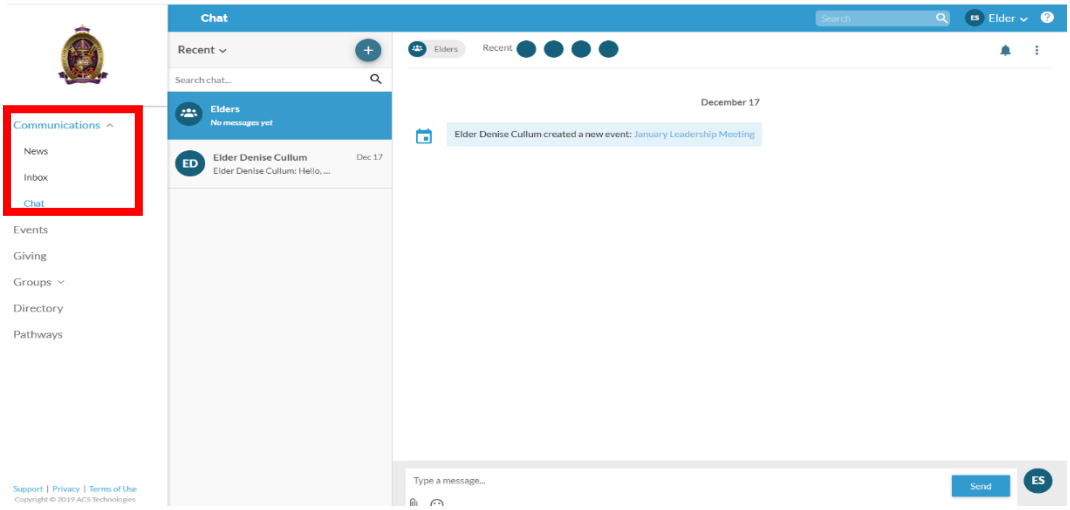
The events listed on this page is not by date order, but input order. Here you will see the latest event or input. For date order events, Click on "EVENTS"



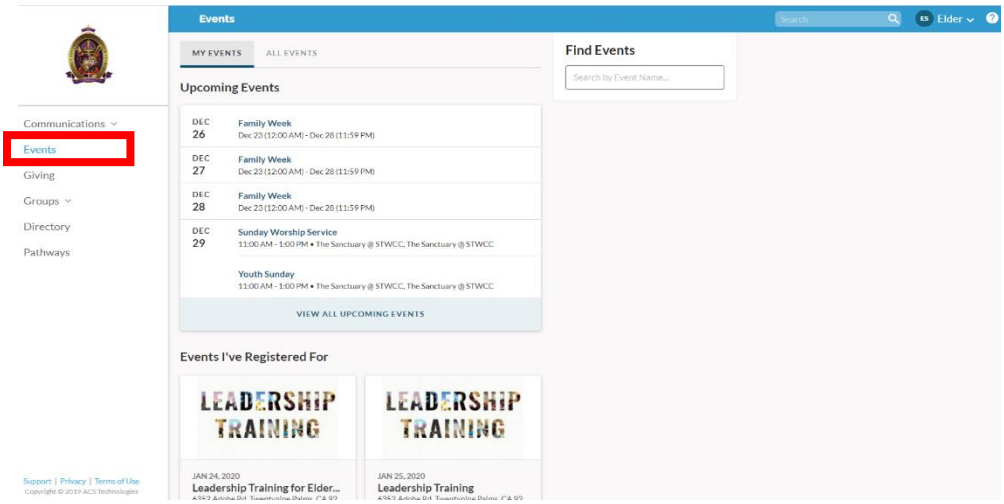
COMMUNICATION>INBOX – Messages sent to you. You can reply to these messages from Individuals or groups.



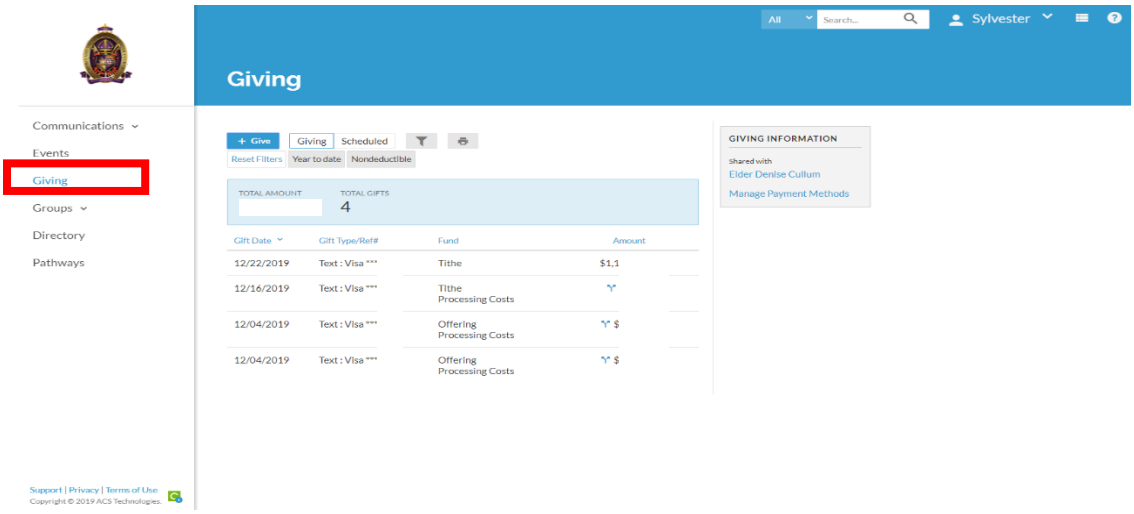
COMMUNICATION>CHAT: Chat messages to you. You can reply to these messages



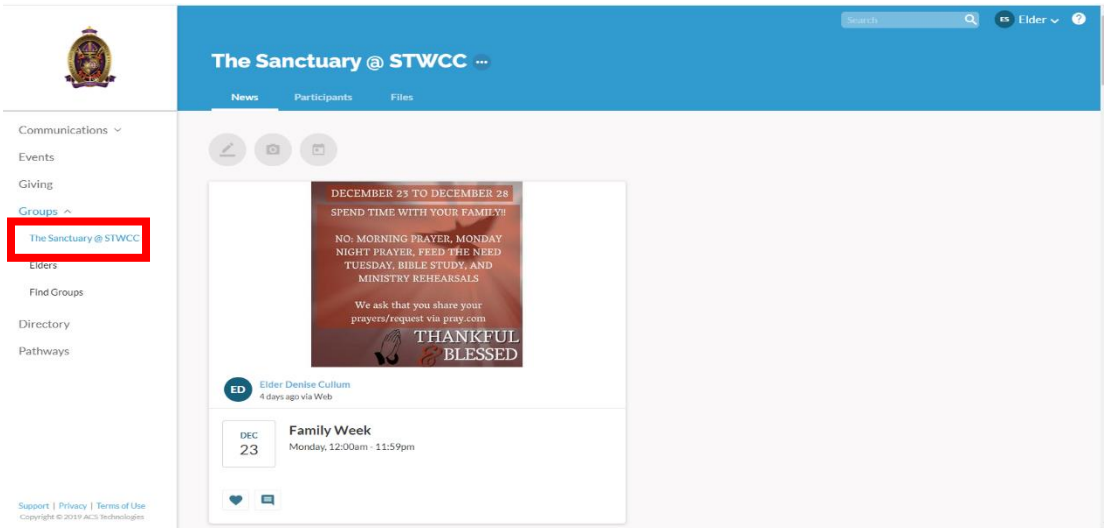
EVENTS: Chronological listing of dates/events. Also, listing of events that you have registered for.



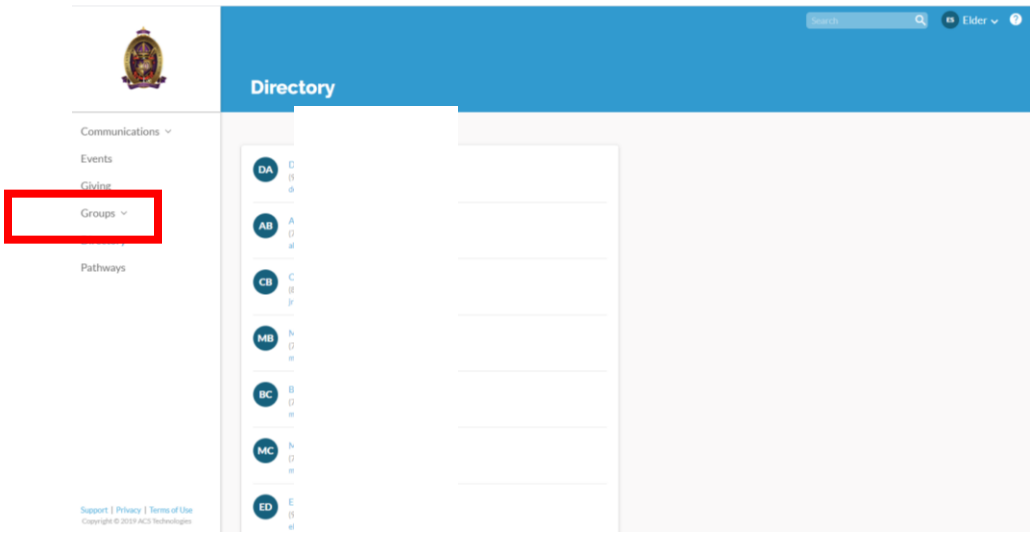
GIVING: A record of your giving. You may also give via this page. This information is shared with your spouse. The blue arrow next to the amount indicates that funds were given to more than one category.



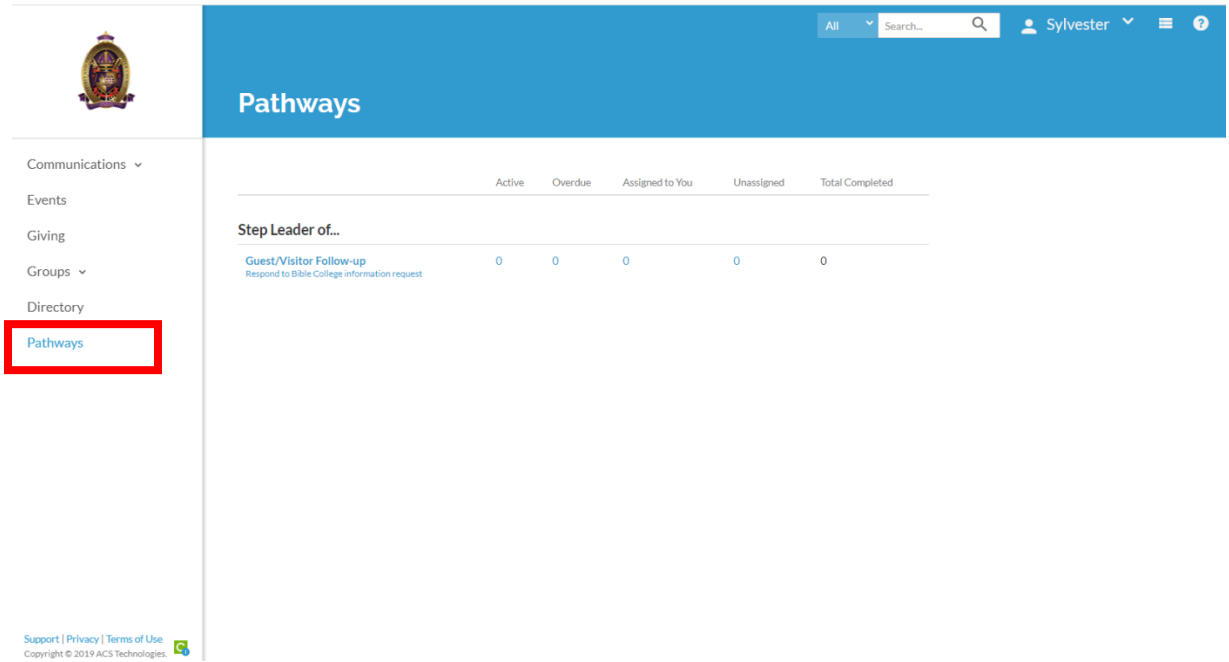
GROUPS: Here you will see events associated with your group. Every Member is in "The Sanctuary@STWCC" group. Again the News feed is the latest posting and not in Chronological order.



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".

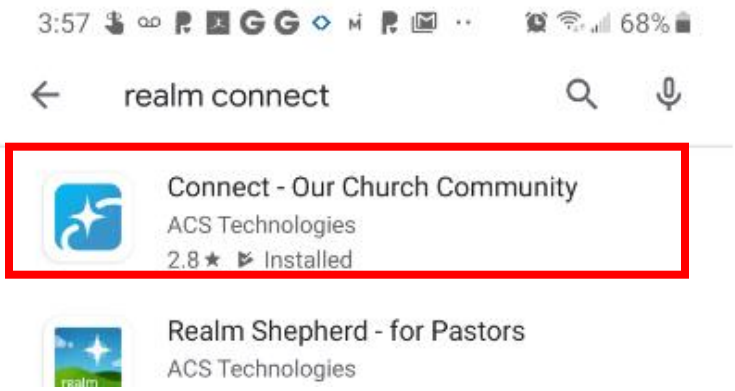


PATHWAYS: This section are events, classes, tasks/processes that require steps and action from various people. If you are a part of a process, you will see that information here.

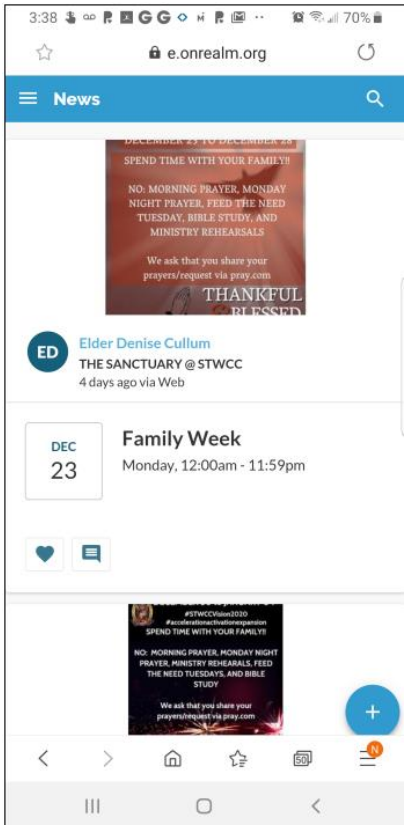


Ready to take this show on the road? Mobile Road, that is. Here is how…..

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