

Instructions to use your Realm Account

Your Profile

Your profile contains all the information that church staff and others with appropriate permissions can view about you.

Update Contact Information

Your profile contains your contact information. This is what other members will use when they want to get in touch.

1. Log in to your church's Realm site.
2. Click your name in the upper-right corner, and select My Profile.
3. Click Edit Profile.
4. On the Contact Information tab, enter or edit the fields displayed.
5. Note, especially, any fields marked with an asterisk. These must be completed before you can save.
6. Click Save.

Update Personal Information

Gender, birthday, marital status, and campus-your church needs to keep this information current for its records and to give you accurate reports, statements, and updates.

1. Log in to your church's Realm site.
2. Click your name in the upper-right corner, and select My Profile.
3. Click Edit Profile.
4. On the Personal Information tab, complete or edit the fields displayed. Fields marked with an asterisk must be completed before you can save.
5. Click Save.

Your Age

Feel free to enter your full birthday. The year and your age will not be displayed on your church profile.

Change Your Password

You can change your Realm password from the Manage Account page.

1. Log in to your church's Realm site.
2. Click your name in the upper-right corner, and select Manage Account.
3. Click the Account tab.
4. Enter your new current password, new password, and confirm.

Note: Password Requirements:

- Between 8 and 15 characters.
- Includes no part of your email address.
- Includes no repeating characters such as aaa.
- Includes none of the following: < > & A\;% ' ' /
- Includes no numeric or alphabetical sequences such as 12345 or abcde.
- Also no keyboard sequences such as asdfgh.

5. Click Update.

Change Your Email Address

This changes only your login email. If you have an email on your profile page, it will be unaffected. Your profile page information is what others see (assuming your privacy settings don't prevent it). To change that email as well, you also need to update your contact information.

1. Log in to your church's Realm site.
2. Click your name in the upper-right corner, and select Manage Account.
3. Click the Account tab.
4. Click Update account email.
5. Enter your new email address and confirm.
6. Enter your current password.
7. Click Save.
8. Log in with your new account email.

Your Family

Those designated with a primary family position, like "Head" or "Spouse", can edit the information displayed on the profile pages of their family members.

Add a Family Member

Suppose you've had an addition to your family: new baby, grandparent moved in, and so on. You need to include the new member in your family profile online.

1. Log in to your church's Realm site.
2. Click your name in the upper-right corner, and select My Profile.
3. On the Info tab, next to Family, click add a family member
4. Fill in the information
5. Click Save.

Update a Family Member's Profile

A person who is a primary family adult member can change contact or personal information for another family member.

1. Log in to your church's Realm site.
2. Click your name in the upper-right corner, and select My Profile.
3. In the Family section, click the family member's name.
4. Click Edit Profile.
5. Make any necessary changes, then click Save.

Manage Notification Settings

You can choose which groups and teams you receive notifications from and how you receive those notifications. You can also manage your email address, texting number, and daily digest email settings.

1. In the top-right corner, click your name, then select Notification Settings.
2. If you want to receive email or text notifications but are unsubscribed, click Subscribe. Then, select or enter your email or phone number. If you already have an email address or phone number associated with your profile, you can also choose to update this information.
3. If you want to change your email or phone number, click. Then, click the link to update your email address or manage the phone numbers on your profile.
4. To unsubscribe from email or text notifications, click, then select Unsubscribe and click Done. If you unsubscribe, you will completely disable email or text notifications for all groups and teams.
5. To change notification settings for a group or team, click next to the group or team name. Then, select the type of notifications you would like to receive.

Note:

- If you see in the Text column, this means that texting is not enabled for that group or team.
- Inbox notifications for teams include both inbox messages and assignment information.

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, the website will delete the 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 can determine and alter the size of an image.

1. Log in to your church's Realm site.
2. Click your name in the upper-right corner, 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.

Note: 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 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 the 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 the Realm photo and use your original again.

Update Your Photo

You can change the photo that displays on your profile.

1. Log in to your church's Realm site.
2. Click your name in the upper-right corner, and select My Profile.
3. Point to the image to the left of your name and click it.
4. Click New Profile Photo.
5. Browse to the image you want to use and select it.
6. Adjust the image size using the slider
7. Click Save. You might need to refresh the page to see your changes.

Tip: 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 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 the 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 the Realm photo and use your original again.

Delete Your Photo

If you no longer want to use the photo on your profile, you can delete it.

1. Log in to your church's Realm site.
2. Click your name in the upper-right corner, and select My Profile.
3. Point to the image to the left of your name and click it.
4. Click Remove Profile Photo.

Congregants - Realm Help

As a congregant with a login to Realm, you can manage your profile information and view others in your church.

Find People

Realm contains an online church directory to help you look up an individual. You can search by first or last name, or even a part of a name. Once located, you can usually view information you can use to make contact, or simply assist you in remembering a spouse or child's name.

1. Log in to your church's Realm site.
2. Click Community> Directory.
3. In the search box, enter the name of the person you want to find. You can enter both names, one name, or just part of one name. As you type, a list of possible matches is displayed. Can't locate Someone? Depending on a person's privacy setting choices, you may not be able to view his or her contact information.

View the Directory

The directory is a list of individuals connected with your church. Some names might not include contact information.

1. Log in to your church's Realm site.
2. Click Community> Directory.

Don't See Contact Information?

It's possible that someone can be in the directory, but their contact information is hidden by the privacy settings they've selected. Individuals without a login or who haven't been included in the directory by your church will not appear here either.