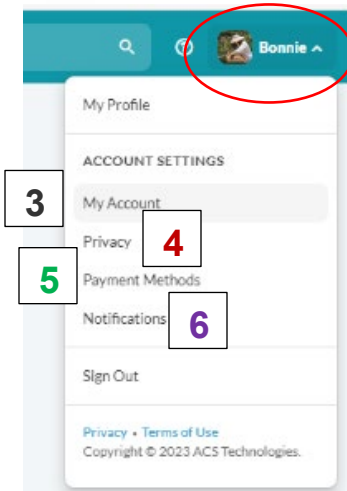# REALM A, B, Cs
A – Activate your Realm account

Step **1**. <mark>Accept the email invitation that you were sent from the church, by clicking the link</mark> while you are in a browser (***any except Internet Explorer***), either on a computer or on your smartphone. <mark>It's easier to do this on a computer or laptop, simply because the keyboard is bigger</mark>, but this can be done on any device with Wi-Fi. (2nd Pres Wi-Fi code is Psalm100).

Step **2**. **Set up your password: 8 characters minimum, with any 3 of the following**:

1 uppercase   1 lowercase   1 special character   or   1 number. Some people like to use password that is a complete sentence, at least 15 characters long (capital letter to start, punctuation at the end, whatever you want in between, with or without spacing between words). In general, such passwords are easy to remember (you) and extremely difficult to hack (anyone else) for they are so long!

Example: Ihaveworshippedat2ndover25years!

Your Realm **username is the primary email on file** at the church.

*For steps 3 – 6, look at your name at the top right of the screen. You'll see a drop-**down arrow beside your name. Click that arrow.***
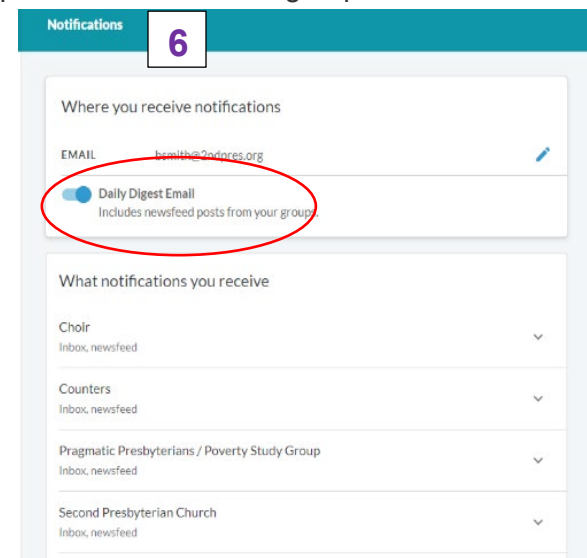
Step **3**. **Click on your picture (or the circle where your picture will soon be!) to edit** your profile information, to add (or edit) family members who live in your household, or to upload a photo. You can change your account email or password in **My Account**. We'll talk about pictures one-on-one.

Step **4**.   Manage your **Privacy Settings** (for the virtual directory). We recommend "**Anyone in the church**", which would be everyone at 2nd Pres Knox who is invited to set up a Realm account. By choosing "Anyone" you will be allowing all others at 2nd Pres to see your information in the online Directory. The default is "Leaders and members of groups"; however, with <mark>the default</mark>, only people in your groups or leaders of other groups can see you. That <mark>would defeat the purpose of a church-wide directory!</mark>
Just like a printed directory (where anyone with connection to 2nd Pres could pick up a copy of the directory), now anyone connected to 2nd Pres **via Realm** can likewise see the virtual directory.

Step **5**.   **Payment Methods.** If desired, this is where you can **link a payment source for online giving**, either credit/debit card or bank account. You can link multiple accounts if you wish.

Step **6**. **Notifications**, which determines how often and where Realm sends you info about activity in each of your groups. You can control this flow of information, group by group.

<mark>At the beginning of your list of groups you'll find the **DAILY DIGEST** option – please toggle this "on" (Blue).</mark> If you do this, no matter your other settings, once daily you'll get one concise email telling you if there was any activity in any of your groups. You can then click on that activity to read it if you wish.

You are all set – your Realm account is now good to go!

Bonnie's contact info for help: bsmith@2ndpres.org or 865-523-2189 or cell 478-335-3704.
The website (if you want to bookmark it) is www.onrealm.org

Step **7.** **SMARTPHONE APP is the next step if you also want to use Realm on your smartphone or tablet!**

If desired, you can go ahead and download the free **REALM CONNECT App** on your phone!

In the Google Play Store
the logo looks like this

In Apple's App Store
the logo looks like this

NOTE: *The same username and login work on all Realm platforms, regardless of device. Each layout (Windows, Mac, Android, i-phone) just looks a little different.*

B – Begin Using Realm
to GIVE or COMMUNICATE or POST RESOURCES or …

GIVING: Example: to give a memorial online: On a computer: from the left-hand menu, select "**Giving**". On the app, choose "Giving" from the menu choices at the bottom or left of the screen. From the drop-down menu, choose "Memorial Gift [for a certain person]" or if the person you seek is not listed, just choose "Memorial Gift" and type in name of the person you wish to honor, tell the amount, choose a date, and give a payment source. If you are logged into to Realm account when you give, it will offer to remember that source.

You can **set up one-time, special, or recurring gifts** as you desire. You can change the source of payment, the frequency, or the amount at any time. In additions to pledged gifts or general donations, you can give for special offerings or memorials or Easter Lilies or … whenever you happen to think of them - don't need your checkbook or a stamp! Next year, you can also pledge online if you choose. You can also see <u>your own</u> giving history, 24/7.

You can also "Text" gifts in Realm – text "SecondPresKnox" to 73256.

COMMUNICATING: Your newsfeed will show you activity in each group with which you are affiliated at 2nd Church. Anyone who is part of a group – not just group leaders or staff – can post news or pictures within that group. Example: the Compassionate Cuisine group needs to discuss the menu for the next gathering. Anyone can start the conversation within that group, and all can participate and see what others have said.

As the fall progresses, we will begin to use Realm to schedule teams (like the ushers or liturgists) so that the published schedule is known and switching days is both easily done and seamlessly communicated to everyone.

RESOURCES: every group leader can post resources for the group. Example: four session elders roll off each year, and 4 new elders come on board. Since transitioning to Realm, session packets are posted and stored in the cloud. If you are a member of the Session group, you can access those packets, going back to 1/1/2023 – even if you were not in the group at that time. Once you roll off Session, and are no longer in that group, you no longer have access to the resources. It keeps everything related, group by group, neatly in one place, with historical information readily available as well. The same applies to Worship, Connect, Grow, Go and Support teams, as well.

C – Classes will get you up to speed quickly

Now that you have an account, feel free to sign up for any of these one-on-one or small group training sessions. They are intended to be hands on! *It's best to do the classes "in order" to lay common groundwork but … if you prefer to learn by exploring on your own, feel free and have fun! The material covered in the **leaders' class** is a little harder to pick up on your own.*

To sign up – using Realm if you want to try! - look at the "Events" tab (left menu or at the bottom of your screen), then find and register for any class you'd like to attend. Or call Bonnie to sign up (865-523-2189). It's often more productive to learn in a small group setting to hear others' questions, but one-on-one sessions (in person or on the phone) are also just fine, during these designated times, if possible.

Bonnie's contact info for help: bsmith@2ndpres.org or 865-523-2189 or cell 478-335-3704.
The website (if you want to bookmark it) is www.onrealm.org