



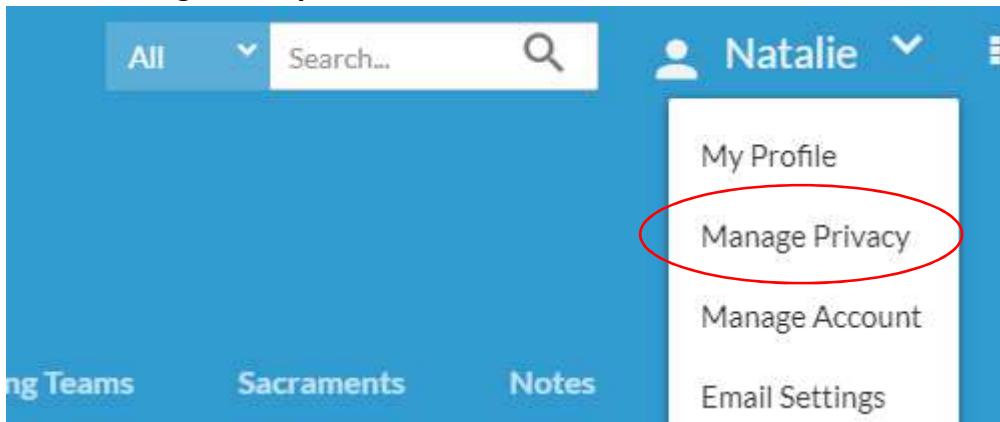
REALM DIRECTORY

MANAGING PRIVACY SETTINGS

1. Register* or Sign In to your account at onrealm.org/gcpcusa

*If you never received a Realm invite to register or need to reset your password, please contact almurchison@gcpcusa.org or nweaver@gcpcusa.org for assistance.

2. Look for your name in the top right-hand corner. Click the downward arrow next to your name and choose **Manage Privacy**.



3. In **Manage Account Privacy** screen you can choose to have all your information (name, address, phone, email, birth month & day) visible in the directory by choosing the **Anyone in the church** option or set up **Custom Privacy*** settings for each piece of information.

Manage Account Privacy

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

 Natalie

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

Anyone in the church

People in my groups

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.

*To be included in the Directory, select **Anyone** for that information (i.e. address, phone, email)