



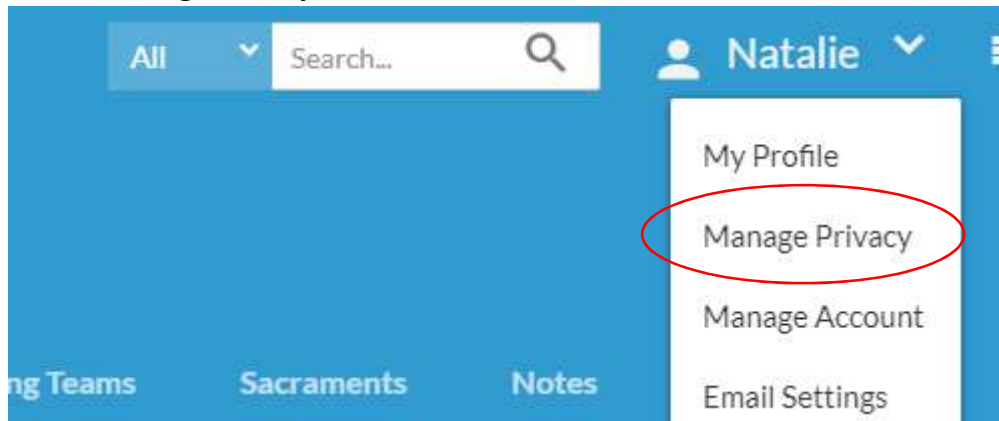
# REALM DIRECTORY

## MANAGING PRIVACY SETTINGS

1. **Register\*** or **Sign In** to your account at [onrealm.org/gcpcusa](https://onrealm.org/gcpcusa)

*\*If you never received a Realm invite to register or need to reset your password, please contact [almurchison@gcpcusa.org](mailto:almurchison@gcpcusa.org) or [nweaver@gcpcusa.org](mailto: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

**i** 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)*