

# Realm Instructions for Adding a Photo and Viewing the Directory

The link to Realm can be found on our website and the bottom of the page.

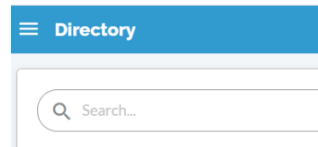
Your email is your id and if you don't have a password, you can click on Forgot Password and assign yourself one. Or – email [faithec@faithec.org](mailto:faithec@faithec.org) and the office can send you an invite.

Once in:

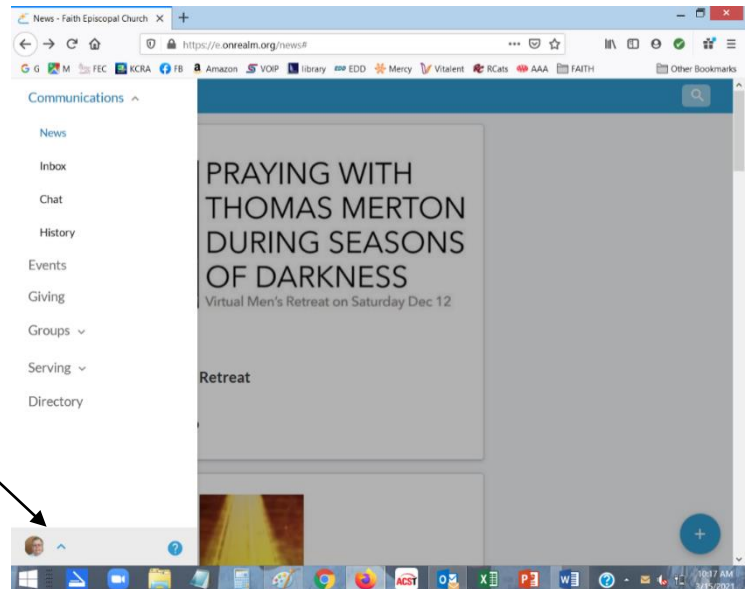
Click on the three lines at the top left and you will see a list of options – one of them is the Directory. Or you may just see the List of Options depending on your screen view.



You can search for anyone in our Directory or scroll through the list.

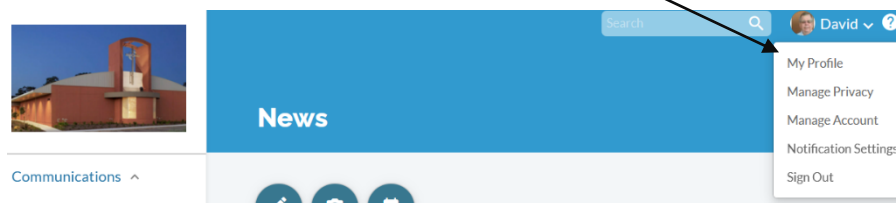


At the bottom of the list of options you will see your photo or just a carrot link to click.



Once you click on that link you can update your own profile, you can click on the place where the photo should be to add your own photo or a family photo, you can log out, etc.

Depending on your view – you may also see your profile at the top right of your screen.



You can change your photo or add a photo here by clicking on the photo and following the provided steps.

Click on the pencil to get started.

Use the edit button below the photo to make any other changes to your profile.



# Realm® as an App on your mobile device...

Google / Android

devices: [https://play.google.com/store/apps/details?id=com.acstechnologies.android.realm.engagement&hl=en\\_US&gl=US](https://play.google.com/store/apps/details?id=com.acstechnologies.android.realm.engagement&hl=en_US&gl=US)

iPhone / Apple devices: <https://apps.apple.com/us/app/realm-connect-for-our-church/id1052274581>

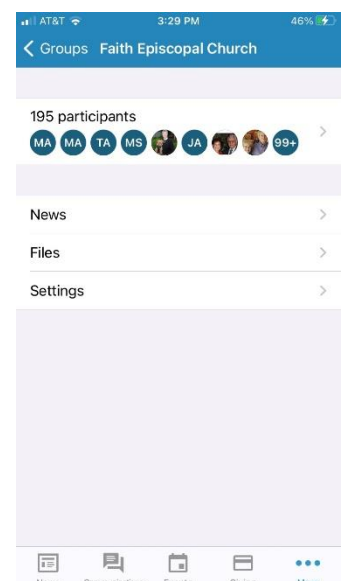
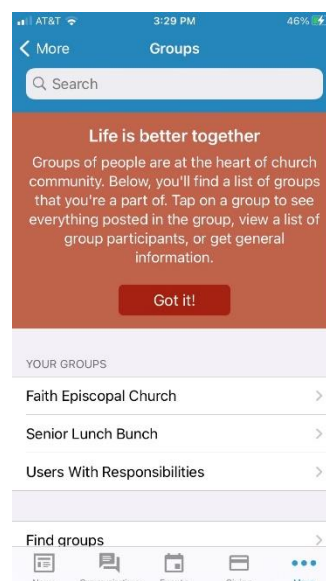
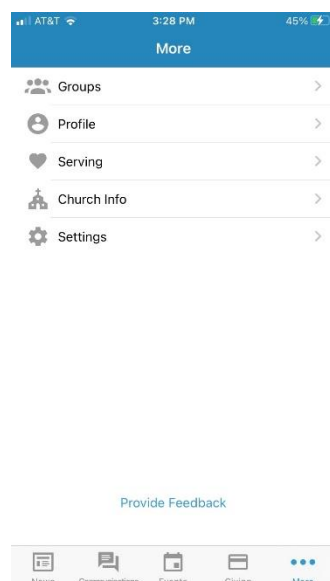
The app is named: Realm Connect

You will use the same id and password as you would on the internet version



Once you are in:

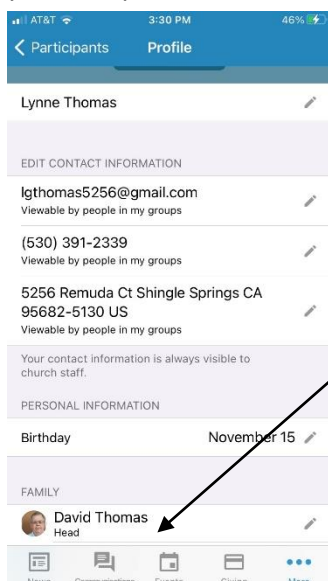
Click on the More ... link on the bottom right – Go to Groups – go to Faith Episcopal Church – go to your list of participants by clicking on the arrow on the right of the list.



OR -----

Click on the Search at the top right of the main screen – scroll to the Groups area and click on Faith Episcopal Church. You will see the list of members at the top.

Once you are in the directory – you can update and manage your own profile. Click on your name and you will see the information we currently have on file that is visible to all members of the group. By clicking on the little pencil in each area you can update that information. Note that the family members that are linked are also links to that member's profile.



For your security comfort, when you are in your profile you can **Sign Out** by scrolling to the bottom of your profile options under the Groups listing.