

Introducing Realm:

First Congregational UCC's New Online Directory and Database

What is Realm?

Realm is a secure online tool for members and regular attendees of First Congregational UCC. It is like Facebook for our church community. Realm has many features that include:

- Online Church Directory of everyone at First Congregational UCC
- The ability for you to edit all your contact and family information directly, upload personal pictures to your profile, and the ability to control who at First Congregational UCC has access to that
- An updated list of many of First Congregational UCC's events
- Your giving history and pledge information will be available soon
- Communication tools to be in touch with groups

How can I get an invitation to join Realm?

If you are already in our database, you will receive an email invitation. (Check your Spam/Junk folder just in case!) If you're new to First Congregational UCC or aren't sure if your most current information is in our database, please fill out the "Directory Update Form" that is available on the website (and email it to Tiffany in the office at office@firstcongregational.net) or fill out a physical copy of the form on the table next to the office at the church. Once your basic information is in the database, you will be emailed an invitation to join Realm and claim your church record.

Realm will contain my giving information. Is Realm secure?

Yes. Realm uses bank-level encryption. Realm is part of ACS Technologies, which is the largest provider of church database software, serving over 40,000 clients, including several churches in the area.

Who can see my information?

Only members of First Congregational UCC who have been invited to join may log in. Once you are invited and log in, you may choose your own privacy settings that you are comfortable with. Your giving information is only visible to you, our treasurers, and authorized staff.

How do I update my information? How do I edit my privacy settings?

Please help church staff and treasurers by keeping your contact information up to date! To change your information and privacy settings, log in to Realm at <https://onrealm.org/>, click your name at the top right-hand corner, select “My Profile”, then click “Edit Profile.” To edit your privacy settings, click “Manage Privacy.”

How do I access the church directory?

Realm is our new online directory. The directory only works if everyone logs on, updates their contact information, or provides it to our office staff so they may update it. Once you log into Realm, click “Directory” on the left-hand option menu. There you will find the contact information of all those who have provided their contact information for the directory.

Do I have to participate in the online church directory?

No. While we would prefer to have your contact information available and up to date on the directory so we, and other church members, can contact you, it is not a requirement. You are in control of your privacy settings. You do not have to share your information if you feel uncomfortable doing so. You can choose what information you want to share. You can decide who sees your information. (Please note that church staff will always be able to see your information.) We are suggesting that you “unlock” and share your home address, phone number, and email address – in the same way you would if we had a printed directory.

Can I get a printed copy of the directory?

Realm is replacing the old printed versions of the directory. There will not be printed copies available except for people without computers or by special request. Realm is THE place to find someone’s contact information. To ensure we always have the most up-to-date records, we need your help by keeping your contact information accurate.

How do I view my giving information?

Our goal is to fully utilize the tools that are available on Realm so that it is easy to access and track your giving throughout the year. While this portion of Realm is not currently active, it will be soon, and an announcement will be made in the STTP newsletter once it is.

You may check your giving statement at any time by logging into Realm, clicking “Giving” on the left-hand side, and then clicking the blue box on the right-hand side that says “Contribution Statement.”

What if I forget my password?

Go to onrealm.org. Click the blue “Forgot your password?” link. This link will take you through the process of creating a new password. Your username is the email address you used to create the account. If you get stuck, please contact the Church Office at office@firstcongregational.net and we can send your username and password reset.

What if I still have questions?

Please contact Communications and Office Administrator Sarah our Church Administrator Tiffany Watts at office@firstcongregational.net or 712-239-3385. You may also visit the Realm online help page at help.onrealm.org or call Realm customer support at 1-800-669-2509.