

Realm Basics



- Realm is our main directory for church members
- Only church members with a Realm account have access to the directory
- Only administrators (currently Pastor Arlene, Office Manager Alyssa and Finance Director Rich Crowe) automatically have full access to account information
- In order to share your phone number, email address and address with other church members, you need to make sure that your privacy settings reflect this
- It would also be helpful if you would include a photo of yourself in your information
- See the following slides with details on how to do this

To add a photo



If you don't share your contact information, this is all other church members see in the Realm directory (for 'Zelmo Community' we would just see your name!)

	Zelmo Community	--	--

To edit information and privacy settings

The screenshot shows a user profile for Sue Call. The page is divided into sections: Contact Information and Personal Information. The 'Edit' button is highlighted with a red box, and the 'Privacy' button is highlighted with a green box.

Contact Information

Name	Sue Call
Home Address	129 Edward Dr / Mailing Address Ringwood, NJ 07456-2708 View Map
Mobile Phone	(973) 668-7430 / Primary Phone
Home Phone	(973) 962-7562
Text Messaging	(973) 668-7430 is opted in to receive texts.
Primary Email	suecall@hotmail.com / Account Email
Social Profiles	

Personal Information

Gender	Female
Marital Status	Single
Envelopes	No



Click to edit information



Click to edit privacy settings

Privacy Settings



Privacy

Tell us what's ok to share with the church.



Your contact and personal information can be seen by users with permission to view profiles and:

- Anyone in the church
- Users with permission only

Custom Privacy

Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.

Home Address

129 Edward Dr Ringwood, NJ 07456-2708

Anyone in the church

Home Phone

(973) 962-7562

Anyone in the church

Mobile Phone

(973) 668-7430

Anyone in the church

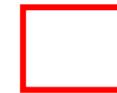
Primary Email Address

suecail@hotmail.com

Anyone in the church

Personal Information

Users with permission only



You have 3 privacy options

1. Share your information with anyone in the church
2. Users with permission only (this is the default)
3. Custom privacy

PLEASE make sure that you share at least your home address, phone number and email address with 'anyone in the church'.

If you don't, Realm cannot function as a useful directory!

To add a photo



Community Presbyterian Church
Realm

Sue Cail

- Giving
- Registration Events
- Directory

Edit Image

Select an image (.jpg, .png, or .gif) 10MB or smaller.

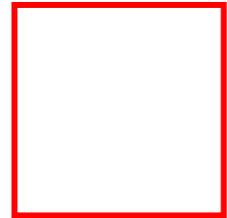
TIP: Roughly square images with the subject(s) close to the center work best.

Choose File

Use the left scroll bar to rotate and the right scroll bar to resize.

Save Cancel

Contact Information



Click where it says 'add a family photo' and follow the instructions in the dropdown.

Finally.....



If you need any help with any of these steps, please contact Alyssa
in the office

ringwoodcpc@gmail.com

973-962-7431