JOIN US ON REALM: SAINT LUKE'S PARISH DATABASE, ONLINE DIRECTORY, AND MUCH MORE!
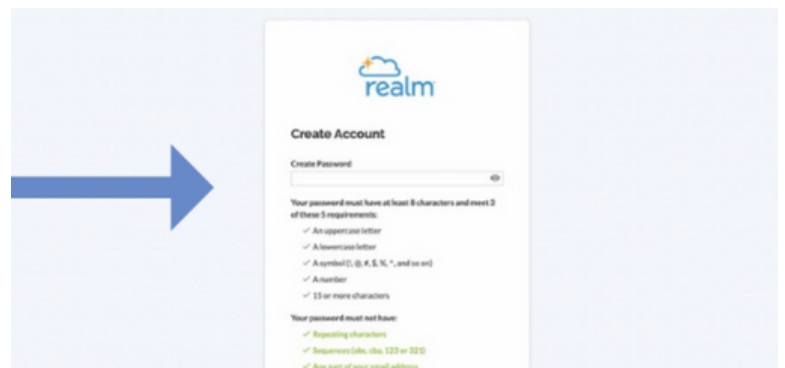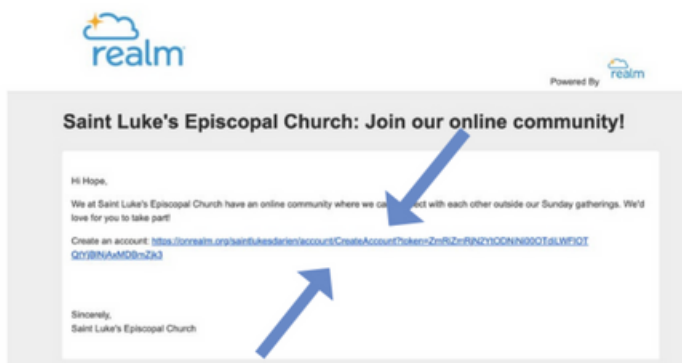
Realm is a system which allows church members to access and modify contact information, upload photos, control privacy and the information other members can see, search for other members, print directories, view their volunteering schedule, join and communicate with groups, and see their personal giving history.

CREATING YOUR ACCOUNT

All current members for whom we have an email on file should have been sent an invitation from Realm. If you have not yet received an email invitation or would like one resent to you, please email **Kelly Wheeler at kelly.wheeler@saintlukesdarien.org.**
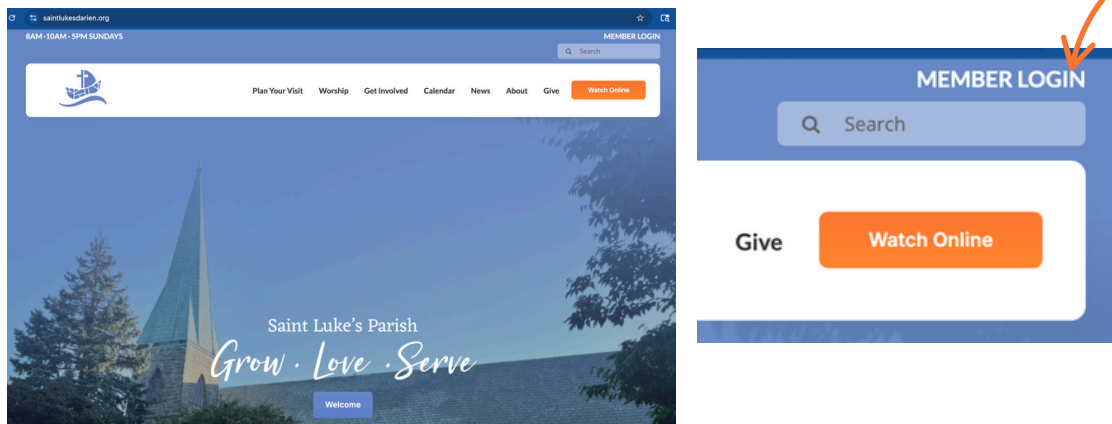
HOW TO START USING REALM ON YOUR PC OR TABLET:

- When you receive your email invitation, click on the "create an account" link
- Follow the directions to enter your email address and create a password unique to you
- You will then receive a confirmation email. Click the link in the email to complete setup.
- Sign in to Realm with your email address and password
- **After your initial login, Realm will automatically recognize you!**

HOW DO I FIND THE REALM PLATFORM ONCE I HAVE AN ACCOUNT?

If you have created your account and are looking for our Realm site web address to log in, visit onrealm.org/saintlukesdarien or click "Member Login" at the top-right corner of the home page on www.saintlukesdarien.org.

WHAT SHOULD I DO WHEN I HAVE A REALM ACCOUNT?

STEP 1: UPDATE YOUR PROFILE

The first time you log in, please check that your family's profile information is up to date.
- Click on your name at the top right of your screen.
- Choose "My Profile"
- If you want to update a field, click on the "Edit Profile" box above your profile.
- Update your information and click "Save". Please update info for each family member.
- You can add a family member by clicking on the + Add Family button.
- To inactivate a family member, contact Kelly Wheeler at kelly.wheeler@saintlukesdarien.org.

STEP 2: MANAGE YOUR ACCOUNT PRIVACY

Realm gives you control over who can see your contact information. To update your settings:
- Click on your name at the top right of your screen and choose "Manage Privacy" or
- Click on the "Manage Privacy" box above your profile.
- Choose your level of privacy and click "Save"

PLEASE OPT IN TO THE DIRECTORY!

We would love to have as many members of the parish "Opt in" to the Parish Directory as possible so that we can be connected more easily to one another. Please consider that when choosing your privacy settings.

QUESTIONS & ANSWERS

I FORGOT MY PASSWORD; NOW WHAT?

- At the Realm login screen, click "Forgot your password?"

I AM UNABLE TO LOG IN. NOW WHAT?

- If you have previously been able to login successfully, but are unable to now:
  - Remember, you MUST use the same email address which you originally used when you registered with Realm.
  - Try resetting your password by clicking "Forgot your password?" at the login screen.

HOW DO I VIEW MY PROFILE INFORMATION?

- After logging in, click on your name in the upper right corner, then click on "My Profile" from the drop-down list.

HOW DO I UPDATE MY PROFILE PHOTO?

- Click on your name in the upper right corner, then click on "My Profile" from the drop-down list. Once taken to your profile information, you can click or tap on your photo and select to upload a new photo. The same process is true for adding a profile photo for the first time.

CAN I VIEW THE CHURCH DIRECTORY?

- Web version: Yes. On the left side of your screen, click "Directory" in the left panel.

HOW DO I SEARCH FOR OTHER MEMBERS?

- Type in a first or last name, or part of name, in the search box in the upper right part of the window, then select the person you're interested in.
- If you not able to find a parishioner in the online directory, this is most likely because they have not activated their Realm account.

PLEASE NOTE: The directory is intended for one-to-one communication between parishioners. Do not: pass along parishioner contact information to anyone without getting explicit permission from the parishioner(s), sell or pass along directory information to outside groups or agencies nor send email messages, especially anonymously, to large numbers of parishioners.