Realm Tutorial

We will cover:

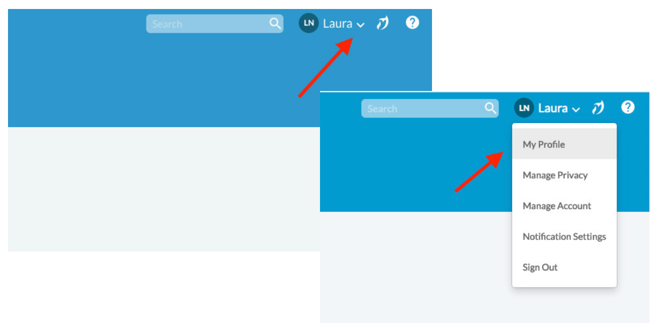
- Signing In
- Finding Your Profile
- Editing Your Information
- Managing Your Privacy Preferences
- Your Giving
- Your Groups

Signing In

- Go to www.onrealm.org
- Type in your email.
- Type in your password.
- Click blue “Sign In” button.

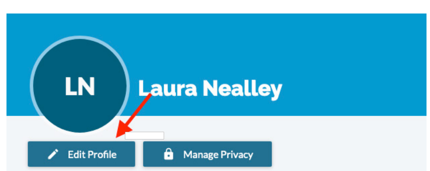
Finding Your Profile

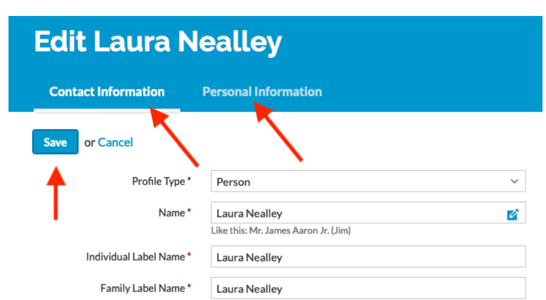
- In the upper right corner is your name along
- with a small down arrow.
  Click on the down arrow and a menu will
- pop up.
  Click on My Profile.



Editing Your Profile

- Click on the Edit Profile button.
- You can edit Contact Information.
  - Name
  - Address
  - Phone Numbers
  - Email Addresses
- You can edit Personal Information
  - Birthdate
  - Gender
  - Marital Status
  - Allergies
- When finished, click the blue Save button.



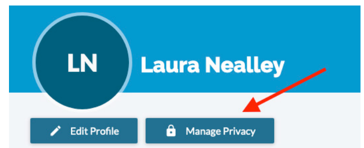


Managing Your Privacy
Realm allows you to choose who sees your contact and personal information. Your choices:

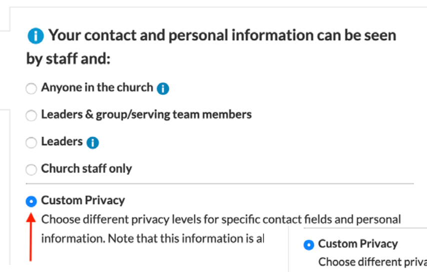
- Anyone in the church (with a Centenary UMC log in - think of it like a church directory)
- Leaders and group/serving team members (only your group leaders and members will see you information)
- Leaders (only your group leaders will see your information)
- Church Staff Only

Notes - Church staff will always be able to see your contact and personal information.
- Only the Sr. Treasurer and database administrator can see your giving information. No matter what permissions you choose, no one will be able to see your giving information.

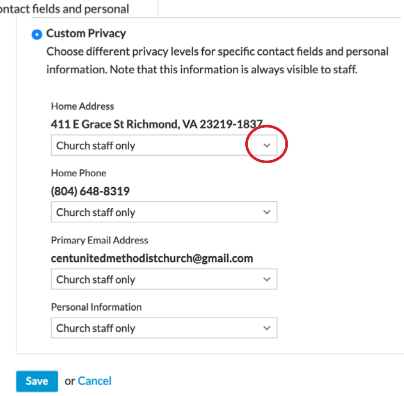
To manage your privacy settings, click on Manage Privacy



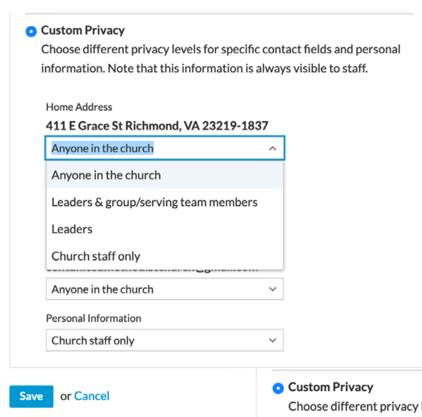
The Privacy Setting window will pop up. You may choose to set your privacy the same for both contact and personal information by clicking one of the top choices.



You may also choose "Custom Privacy". This allows you to choose a different privacy setting for each piece of contact information (address, phones, emails) and personal information. Once you click on Custom Privacy, the choices will appear.

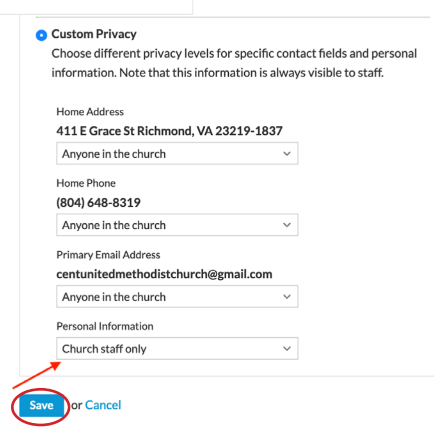


Each piece of information has a pull down menu - click on the down arrow to open the menu.



The menu with the privacy choices will appear. Highlight your choice.

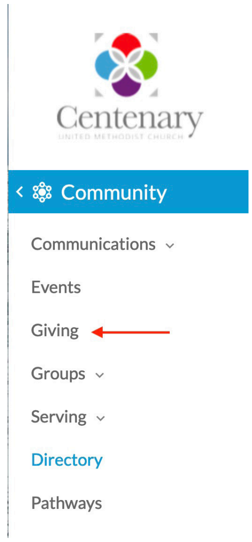
I highly recommend keeping the personal information as "Church Staff Only".



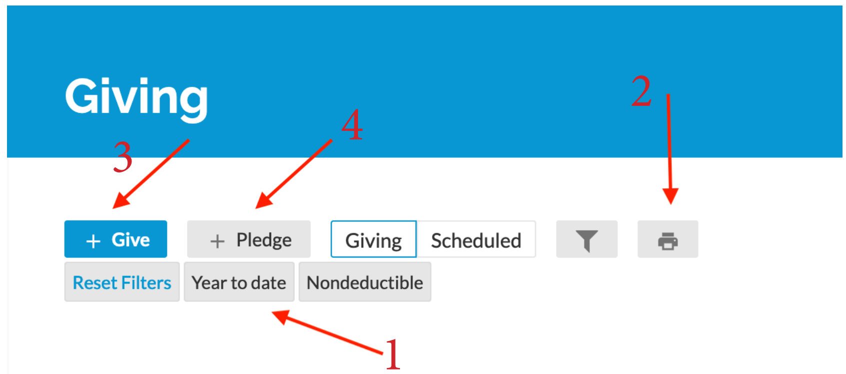
Once you have your choices made, click the blue Save button at the bottom.

Your Giving

Click on "Giving" in the left side menu.

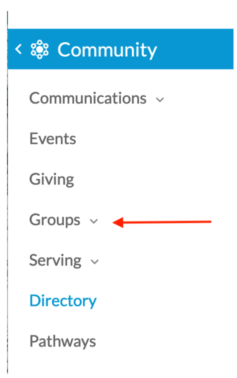


From here you can check your giving based on a date range (1) print a statement (2), give online (3) and create a pledge (4). Just click on the button and fill in the information.

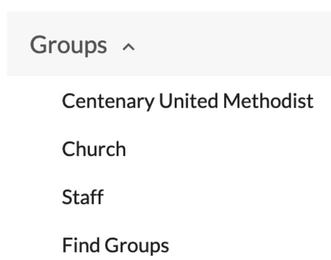


Your Groups

Click on "Groups" on the left side menu.



A list of your groups will appear below.



Click on any of the groups to see any news posts, the participants, files that have been shared with the group, and attendance - if that is taken. Just click on the appropriate tab.