

Introducing



## New Online Directory, Database, and Communication Tool for St. James

### What is Realm?

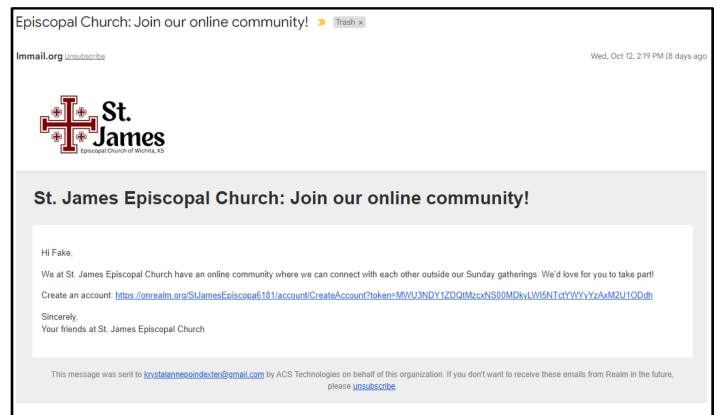
Realm is a secure online tool for staff, members, and regular attendees of St. James Parish. Features include:

- A secure database for office use
- Tools for parish-wide and ministry group communication
- Online church directory with photos
- Secure access to your personal giving history

### We need you to log in to Realm!

You may not plan to use it a lot, but we ask that you log in, create a password for future use, and verify your contact information. Note: when you log in, you should find yourself in the database. If you do not see your information when you log in, then stop and contact the parish office. Entering your name and address yourself will create a duplicate entry that staff will have to fix. Let us help you if the following process does not work as noted.

- 1) **Find your invitation sent to the email address you have on file with the parish.** Email invitations were sent on Tuesday, November 1st. If you don't see it, check your Spam/Junk folder. Still don't see it—we probably don't have a current email address for you! Just call the parish office to provide one.



- 2) **Click on the link to access the "Register" webpage.** *Note: do not change the email address that is pre-populated for you. If you prefer to use a different email address for log in and parish communications, you can change that once you have created a password and have access to your contact information.*

A screenshot of the 'Register' webpage for St. James Episcopal Church. The page has the church's logo at the top. Below it, the heading 'Register' is followed by the text 'Sign-up is easy, and it's free! Get started by completing the fields below.' There are three input fields: 'Email Address' (pre-filled with 'ldob@gmail.com'), 'Create Password (8 character min)', and 'Confirm Password'. Below these is a checkbox for 'I'm not a robot' with a reCAPTCHA logo. At the bottom, there is a 'Register' button and a link to the 'Software Services Agreement'.

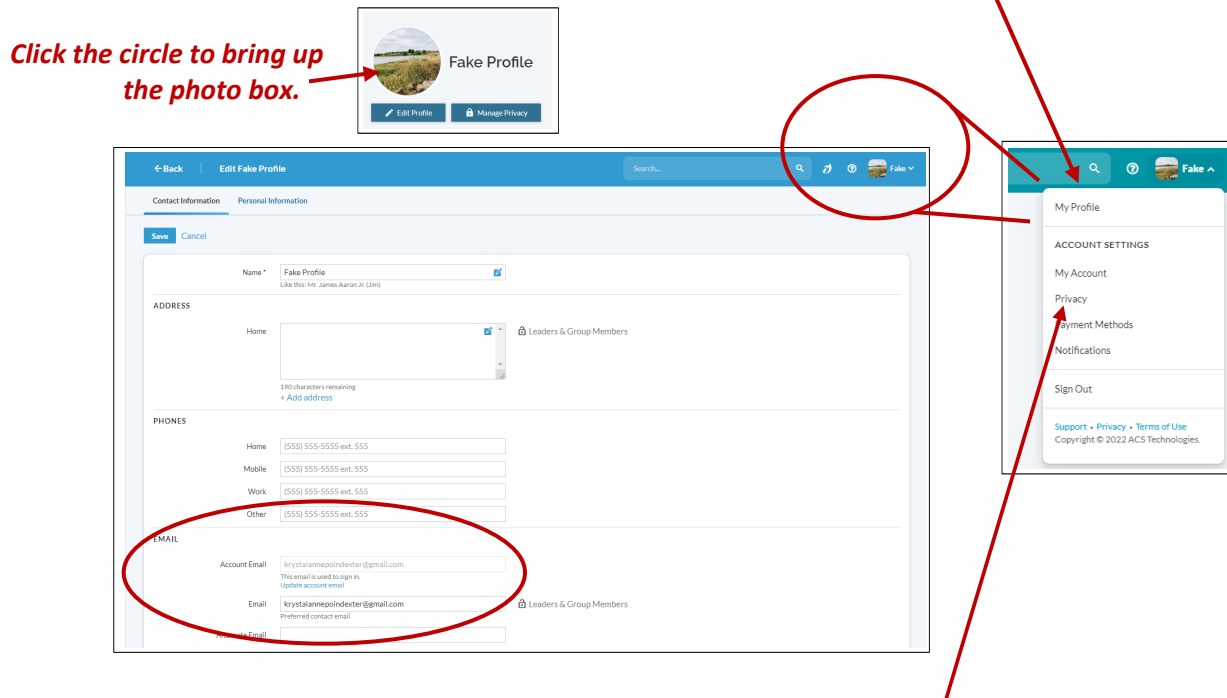
- 3) **Create a password.** Now you have access to our Realm community! Go and explore it! You will receive a welcome email with links to download the Realm Connect app. You can log-in using the app, or you can always use a browser by going to [www.onrealm.org/StJamesWichita](http://www.onrealm.org/StJamesWichita)

A screenshot of the 'Sign In' webpage for St. James Episcopal Church. The page has the church's logo at the top. Below it, the heading 'Sign In' is followed by two input fields: 'Email Address' and 'Password'. At the bottom, there is a 'Sign In' button and a link for 'Forgot your password?'.

**Do not change your email address here or here!**

#### 4) Use "My Profile" to verify and update your information.

- Click on your name in the upper right corner, choose "My Profile" then "Edit Profile." Change/update your data as needed under the "Contact Information" tab. Here is where you may change your email address for both signing in and receiving parish emails. You probably want it to be the same. Check the "Personal Information" tab as well.
- To upload individual and/or family photos, click on the circle by your name, which shows your initials by default.



- For the Online Directory**, click your name in the upper right then "Privacy." We suggest choosing "Anyone in the church" so that your basic contact information (name address, phone, email, and photo) appears in our secure Online Directory. As more groups and people start using Realm, your friends will appreciate being able to call or email you.

## Notes on Realm

### Do you have concerns about security/privacy?

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. Only members of St. James Parish who have been invited to join may log in. Once you are invited and log in, you may choose the privacy settings that you are comfortable with. 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." Your giving information is only visible to you and authorized parish staff.

### Will Realm replace our Website?

No. The church website will continue to be updated, and is a better way of sharing some types of information. Realm is a more secure space for sharing member directories, or including Zoom links to online meeting and events, because only members that have been invited can view our Realm community.

### Do you need help?

Please contact the parish office at 316-683-5686, visit the online help page at [help.onrealm.org](http://help.onrealm.org), or call Realm customer support at 1-800-669-2509. Forget your password? Go to [onrealm.org](http://onrealm.org) and click "Forgot Password." Remember your email address is your username for logging in. If you get stuck, please contact the parish business office and we can send your username and password reset.



## Realm FAQs

Realm brings our church community online, so that we can stay in contact throughout the week. You can manage your personal and contact information, donate, see your giving history, and connect easily with others in the congregation all from a computer or mobile device. A private environment only for our church, Realm requires each user to log in with an email address and a password.

### How do I get started with Realm?

If you have an email address on file with the church, you have a profile waiting to be activated. To activate your profile and get started with Realm, you need to open an email invitation from “St. James Episcopal Church”.

Follow these steps to activate your profile:

1. Open the email and create a password. You may be sent a verification email.
2. Open the verification email and click on the link to verify your account. Your profile is activated!
3. To log in to Realm, click on the Realm login button.
4. Enter your email address and the password you created.

### I didn't receive an email invitation. What do I do?

You may have received your email invitation and did not realize it. If you did not receive an email invitation and you know you have a valid email address on file with the church, first please check your spam/junk folder. If the email invitation isn't there, please contact the office using [office@stjameswichita.org](mailto:office@stjameswichita.org) and we will send you another invitation.

If you think the email address we have on file, could no longer active, please email the office to update your address.

If you did not receive an email invitation and you don't have an email address on file, with the church, you will need to give the office your email address.


*Note: Each profile is linked to a separate email address so that each individual receives emails and information for the groups they belong to. Therefore, two or more people cannot use the same email address.*

### How do I get to Realm on my computer?

You must first respond to the invitation email and activate your profile. After you have activated your profile, go to Realm using the app or [www.onrealm.org/StJamesWichita](http://www.onrealm.org/StJamesWichita)

Then enter your email address and password.

### Is there a mobile app for smartphones and tablets?

Yes. To use the app, you must first respond to the invitation email and activate your profile. (If you did not receive an email, contact the church office.) To download the iOS or Android app, search for “Realm Connect.” This is the logo.  (The full name of the app is Realm Connect- For Our Church” from ACS technologies.)

### **Help! I'm not getting any email from the church and my groups!**

After you have activated your Realm profile, you need to change your email settings for Realm. Click on the arrow next to your name in the upper right corner of your profile. Select "Notification Settings" or "Email Settings." Select your specific setting for each of your groups. In the app, go to "More," tap your picture/initials, then "Notification Settings."

### **What about privacy? Who can see my personal and contact information? Who can see my children's personal information?**

Realm is a private, password-protected system for members of our church community only.

To check your privacy settings, click on the arrow next to your name in the upper right corner of your screen (or "More" in the app). Then click on "Manage Privacy." We urge everyone over 18 to choose "Everyone in our church." Other Realm users in the church will be able to see your email and home address, phone number, birthday (month and day, not year), marital status, and the names of members of your household. If you prefer to keep certain information private, you can choose one of the other options.

To comply with our Safe Church Policy, privacy settings for children and youth under 18 are set to "Only the church staff." Parents, please do not change these settings for your children.

Children are given the parents email address so that emails about children's groups will go to a parent.

### **Can I make changes to my personal and contact information?**

Yes! We encourage everyone to update their profiles. To see your personal and contact information, click on the arrow next to your name in the upper right corner of your screen (or "More" in the app). Select "My Profile" to check the information about you. Click on "Edit Profile" to change any of this information. Be sure to update your contact information and your personal information.

### **Should I upload a photo to my profile?**

Yes, please! It's helpful to connect names and faces. Headshots are best! To upload a photo from your computer, click on the circle containing your initials. If you are having trouble, just send a picture to the office and we will add it for you.

### **Can I make a pledge or donate to the church online? Can I see what I've given?**

Yes. You can donate through the church website, the Realm website, and Realm app. To see your giving history, you must log in to Realm.

Giving in Realm: After logging in look at the left column and click on "Giving", you will see your giving. To add an offering click "+Give", and complete the amount and fund (use the arrow to choose a different fund), choose once or multiple times and the date to schedule the offering. Click continue and add your payment method. *Note: Some of these features are "Coming Soon". We have a few changes to make before you can submit payments this way.*