



# New Covenant Community Church

8408 Johnstown Utica Road NW, Johnstown, OH 43031



## User Guide

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**What is Realm?** *Realm is a real ministry tool.*

Realm is an online ministry tool designed for real time connection. It helps New Covenant Community Church connect with you and you connect with us. If you consider yourself part of this church family, you'll love it. Realm allows you to manage your personal information and who is allowed to see it, control your giving, and keep in touch with the groups that matter to you.

**Why use Realm?** *Realm strengthens church connections.*

Being the church doesn't just happen at the church. Realm helps us serve you better and leads this church well between Sundays. Everyone can be connected from anywhere at any time, right from our mobile devices. It engages everyone in the life of our church by supporting the healthy relationships essential to our church's mission. We'll stay organized, and you'll stay informed about all of the opportunities for fellowship. When we share life together, we will grow together.

**What about my privacy?** *Realm is safe, private, and secure.*

Your privacy is one of our greatest concerns. Realm is only made up of the people in your church, it's not like a social network that's open to everyone. Realm keeps your data safe and gives you control over what information you share and who can see it.

**What about giving?** *Realm gives you control over your giving.*

Giving should be easy, and Realm places giving right in the palm of your hands. You may set up recurring gifts, view your giving history, and make changes at any time. Realm automatically records all electronic gifts and adds them to your giving record, making it easy for you to give, and easy for our treasurer to track. Our Treasurer also enters all in-person giving (cash and check) into Realm, so even if you do not use the online giving tool, you can still view and print your giving statements.

**How do I start?** *Follow a few simple steps starting on the next page!*



# Creating a Realm Account through New Covenant Community Church

## FROM A DESKTOP COMPUTER/LAPTOP:

1. Navigate to our website at [www.new-covenant.org/realm](http://www.new-covenant.org/realm) and click "Sign Up for Realm." You can also type the following web address directly into your preferred browser (Google Chrome, Microsoft Edge, Safari, etc.):  
<https://onrealm.org/newcovenantcommunitychurch/Account/Start?mode=signUpOpen>.
2. Enter your email address, first and last name, birthday (optional), and phone number, as directed. Click "Continue."
3. You will be prompted to verify your email address. Navigate to your email inbox and click the link in the email that appears from New Covenant Community Church.
4. Upon clicking the verification link, create your password, as prompted.
5. You have successfully created your Realm account through New Covenant Community Church!

- a. You will be directed to a screen that offers the option to download the mobile app. While on a computer/laptop, to bypass this option, remain on the screen for about 10 seconds, or click on the blue link towards the bottom of the screen, directing you to continue in the browser.

6. At the top-right of the screen, click the  dropdown arrow next to your name and select "My Profile." Within here:





- a. Click  and edit your *contact information* (email address, physical address, phone number) and *personal information*.
- b. Click  and edit what information you are comfortable sharing with different New Covenant Community Church Realm users.
  - i. *Anyone in the church* – anyone with a Realm account through New Covenant Community Church can see your information.
  - ii. *Leaders & group/serving team members* – only people in groups you have joined, group leaders, and church staff can see your information.
  - iii. *Leaders* – only group leaders and church staff can see your information.
  - iv. *Users with permission only* – only church staff can see your information.

**Note:** "Custom Privacy" gives you more control over who sees what specific information.

- c. You can also hover over and click the circle next to your name to upload a profile picture.

7. Save the following web address to access your Realm account in the future: [e.onrealm.org](https://onrealm.org). You can also access your Realm account by going to our website at [www.new-covenant.org/realm](https://www.new-covenant.org/realm), and selecting "Sign in here."

#### FROM A MOBILE DEVICE:


1. Navigate to our website at [www.new-covenant.org/realm](https://www.new-covenant.org/realm) and click "Sign Up for Realm." You can also type the following web address directly into your preferred browser (Google Chrome, Microsoft Edge, Safari, etc.):  
<https://onrealm.org/newcovenantcommunitychurch/Account/Start?mode=signUpOpen>.
2. Enter your email address, first and last name, birthday (optional), and phone number, as directed. Click "Continue."
3. You will be prompted to verify your email address. Navigate to your email inbox and click the link in the email that appears from New Covenant Community Church.
4. Upon clicking the verification link, create your password, as prompted.
5. You have successfully created your Realm account through New Covenant Community Church!
  - a. You will be directed to a screen that offers the option to download the mobile app. We recommend downloading and signing into the mobile app to continue
  - b. If you wish to bypass this option, however, remain on the screen for about 10 seconds, or click on the blue link towards the bottom of the screen, directing you to continue in the browser.
6. If continuing in your *browser*:  
(If continuing in the mobile app, skip to Step 7.)
  - a. After having created your account, at the top-left of the screen, select the  icon. At the bottom-left of the resulting menu, click the  up arrow next to your initials and select "My Profile." Within here:
    - i. Click  and edit your *contact information* (email address, physical address, phone number) and *personal information*.
    - ii. Click  and edit what information you are comfortable sharing with different New Covenant Community Church Realm users.
      1. *Anyone in the church* – anyone with a Realm account through New Covenant Community Church can see your information.

2. *Leaders & group/serving team members* – only people in groups you have joined, group leaders, and church staff can see your information.
3. *Leaders* – only group leaders and church staff can see your information.
4. *Users with permission only* – only church staff can see your information.

**Note:** “*Custom Privacy*” gives you more control over who sees what specific information.

iii. You can also click the circle next to your name to upload a profile picture.

- b. Save the following web address to access your Realm account in the future: [e.onrealm.org](http://e.onrealm.org). You can also access your Realm account by going to our website at [www.new-covenant.org/realm](http://www.new-covenant.org/realm), and selecting “Sign in here.”

7. If continuing in the *mobile app* (search for “Realm Connect”  in your app store to download):

- a. Click the “More” icon at the bottom-right of your screen.
- b. Click “Profile” to edit your *contact information* (email address, phone number, physical address) and *personal information*.





i. When editing your contact information, you can decide who can see specific information:

1. *Anyone in the church* – anyone with a Realm account through New Covenant Community Church can see your information.
2. *People in my groups* – only people in groups you have joined, group leaders, and church staff can see your information.
3. *Visible to group leaders* – only group leaders and church staff can see your information.
4. *Church staff only* – only church staff can see your information.

# Church Resources Available to You through Realm

## VIEWING ON A DESKTOP COMPUTER/LAPTOP:




Under the "Communications" tab:

1. **News** – See posts created by other members in your group(s). Create a post or event for others in groups of your choice to see.
  - a. Create a post by clicking the  icon.
  - b. Start a post with a photo by clicking the  icon.
  - c. Create an event by clicking the  icon.
2. **Inbox** – See email messages sent to you from group leaders. (*Note: These messages will also appear in your traditional email inbox.*)
3. **Chat** – Like texting or other chat services, connect with other New Covenant Community Church Realm users, or group members, in group chats or individual message chains.
  - a. Click the  icon to start a new chat.

Under the "Events" tab:



1. See events being held by groups of which you are a participant.
2. You can also "Start something" and create your own event for your group members to see.

Under the "Giving" tab:

1. See your personal giving history, with the option to filter by various time frames by selecting the  icon, choosing a "Gift Date Range" of your choice, and clicking "Filter."
2. Select the  icon to print your giving statement.
  - a. You can only print your giving statement in a browser – on a computer or on your mobile device – not within the mobile app.
  - b. Our Treasurer also enters all in-person giving (cash and check) into Realm, so even if you do not use the online giving tool, you can still view and print your giving statements.
3. Select the  icon if you would like to submit a gift.

Under the "Groups" tab:



1. See a list of groups of which you are a participant.
  - a. Select one of your groups and click:
    - i. **News** – See posts created by other members in the group, and create your own posts and events.
    - ii. **Participants** – See everyone that is in your group.

1. Click on an individual in your group to view their contact information that they have elected to share, as well as have the option to “chat” with them by clicking the  icon.
  - iii. **Files** – View any documents uploaded to the group.
  - iv. **Info** – See any relevant information published by the group, as well as a listing of the group leaders.
2. Select “Find Groups” to search for groups you would be interested in joining. Clicking on one of the below group classifications will show you all available groups within its description:
  - a. **Class** – Groups that converge for educational purposes (e.g., Sunday school classes).
  - b. **Community** – Small groups that meet offsite (and onsite) for bible study, prayer, and support (e.g., women’s prayer group, men’s prayer group, college & career).
  - c. **Leadership** – Groups made up of leaders of other groups.
  - d. **Network** – Groups that meet based on affinity or activity.
  - e. **Recovery** – These groups work together through issues of struggle and abuse.
  - f. **Service** – Groups that get together to serve the church or community.
3. After searching for and clicking on a group you would be interested in joining, click the “Join” icon (e.g., ) to request to join the group. The group leader will then be sent a notification to respond to your request.

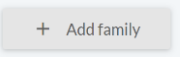
Under the “*Serving*” tab:

1. Select which days you are both able and unable to serve, for group leaders to determine who may be available for service opportunities or group events.


Under the “*Directory*” tab:

1. View a listing of New Covenant Community Church Realm users and any contact information they have elected to share.
2. Click in the  or  to begin typing in the name of the person for whom you are searching. A list of profiles that match your entries will appear. When you see the name you want, click on it to see the information which they have elected to share.

At the top-right of the page, click on the  dropdown next to your name & profile image:

1. **My Profile** – Edit your contact information and privacy settings at any time, and see all groups of which you are a participant.
  - a. Click the  icon to add family members to your profile and invite them to join Realm (optional).






2. **Manage Privacy** – Manage your privacy settings at any time.
3. **Manage Account**
  - a. **Account** – Update your account email address and change your password.
  - b. **Payments** – Edit your payment information which is used for online giving (optional).
4. **Notification Settings** – Manage where and how you will receive notifications.

In the top-right corner, click on the  icon to view the Realm Help Center to see a comprehensive Realm guide.

## VIEWING IN A BROWSER ON A MOBILE DEVICE:

Click on the  menu icon at the top-left of the screen to access the various tabs.



*Under the "Communications" tab:*

1. **News** – See posts created by other members in your group(s). Create a post or event for others in groups of your choice to see.
  - a. Click the  icon to access the below posting options.
    - i. Create a post by clicking the  icon.
    - ii. Start a post with a photo by clicking the  icon.
    - iii. Create an event by clicking the  icon.
2. **Inbox** – See email messages sent to you from group leaders. (*Note: These messages will also appear in your traditional email inbox.*)
3. **Chat** – Like texting or other chat services, connect with other New Covenant Community Church Realm users, or group members, in group chats or individual message chains.
  - a. Click the  icon to start a new chat.


*Under the "Events" tab:*

1. **My Events** – See events being held by groups of which you are a participant.
2. **All Events** – See all upcoming events.


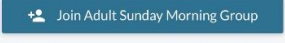
**Under the "Giving" tab:**

1. See your personal giving history, with the option to filter by various time frames by selecting the  icon, choosing a "Gift Date Range" of your choice, and clicking "Filter."
2. Select the  icon to print your giving statement.



- a. You can only print your giving statement in a browser – on a computer or on your mobile device – not within the mobile app.
  - b. Our Treasurer also enters all in-person giving (cash and check) into Realm, so even if you do not use the online giving tool, you can still view and print your giving statements.
3. Select the  icon if you would like to submit a gift.

Under the "Groups" tab:


1. See a list of groups of which you are a participant.
  - a. Select one of your groups and click:
    - i. **News** – See posts created by other members in the group and create your own posts and events.
    - ii. **Participants** – See everyone that is in your group.
      1. Click on an individual in your group to view their contact information that they have elected to share, as well as have the option to "chat" with them by clicking the  icon.
    - iii. **Files** – View any documents uploaded to the group.
    - iv. **Info** – See any relevant information published by the group, as well as a listing of the group leaders.
2. Select "Find Groups" to search for groups you would be interested in joining. Clicking on one of the below group classifications will show you all available groups within its description:
  - a. **Class** – Groups that converge for educational purposes (e.g., Sunday school classes).
  - b. **Community** – Small groups that meet offsite (and onsite) for bible study, prayer, and support (e.g., women's prayer group, men's prayer group, college & career).
  - c. **Leadership** – Groups made up of leaders of other groups.
  - d. **Network** – Groups that meet based on affinity or activity.
  - e. **Recovery** – These groups work together through issues of struggle and abuse.
  - f. **Service** – Groups that get together to serve the church or community.
3. After searching for and clicking on a group you would be interested in joining, click the "Join" icon (e.g., ) to request to join the group. The group leader will then be sent a notification to respond to your request.



Under the "Serving" tab:

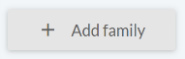
1. Select which days you are both able and unable to serve, for group leaders to determine who may be available for service opportunities or group events.



Under the "Directory" tab:

1. View a listing of New Covenant Community Church Realm users and any contact information they have elected to share.

2. Click in the  to begin typing in the name of the person for whom you are searching. A list of profiles that match your entries will appear. When you see the name you want, click on it to see the information which they have elected to share.

At the bottom-left of the  menu, click on the  up arrow next to your profile image:

1. **My Profile** – Edit your contact information and privacy settings at any time and see all groups of which you are a participant.
  - a. Click the  icon at the bottom to add family members to your profile and invite them to join Realm (optional).
2. **Manage Privacy** – Manage your privacy settings at any time.
3. **Manage Account**
  - a. **Account** – Update your account email address and change your password.
  - b. **Payments** – Edit your payment information which is used for online giving (optional).
4. **Notification Settings** – Manage where and how you will receive notifications.

At the bottom of the  menu, click on the  icon to view the Realm Help Center to see a comprehensive Realm guide.

VIEWING ON THE MOBILE APP (Search for “Realm Connect”  in your app store to download):

Under the “News” tab:

1. See posts created by other members in your group(s). Create a post or event for others in groups of your choice to see.
2. Click “Filter” at the top-left of the screen to filter posts, events, etc. for specific groups of which you are a participant.

Under the “Communications” tab:

1. **Inbox** – See email messages sent to you from group leaders. (*Note: These messages will also appear in your traditional email inbox.*)
2. **Chat** – Like texting or other chat services, connect with other New Covenant Community Church Realm users, or group members, in group chats or individual message chains.

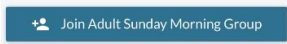
Under the “Events” tab:

3. **My Events** – See events for which groups you are a part of are holding.
4. **All Events** – See all upcoming events.

Under the “Giving” tab:

1. See your personal giving history.
  - a. You can only print your giving statement in a browser – on a computer or on your mobile device – not within the mobile app.
  - b. Our Treasurer also enters all in-person giving (cash and check) into Realm, so even if you do not use the online giving tool, you can still view your giving in the app.
2. **Make a gift** – Select this if you would like to submit an online gift.

Under the “More” tab:

1. **Groups** – See any groups of which you are a participant, as well as all groups you can request to join.
  - a. Select “Find Groups” to search for groups you would be interested in joining. Clicking on one of the below group classifications will show you all available groups within its description:
    - i. **Class** – Groups that converge for educational purposes (e.g., Sunday school classes).
    - ii. **Community** – Small groups that meet offsite (and onsite) for bible study, prayer, and support (e.g., women’s prayer group, men’s prayer group, college & career).
    - iii. **Leadership** – Groups made up of leaders of other groups.
    - iv. **Network** – Groups that meet based on affinity or activity.
    - v. **Recovery** – These groups work together through issues of struggle and abuse.
    - vi. **Service** – Groups that get together to serve the church or community.
  - b. After searching for and clicking on a group you would be interested in joining, click the “Join” icon (e.g., ) to request to join the group. The group leader will then be sent a notification to respond to your request.
2. **Profile** – Edit your Realm profile photo, name, contact information and personal information.
3. **Directory** – View a listing of New Covenant Community Church Realm users and any contact information they have elected to share.
2. **Serving** – Select which days you are both able and unable to serve, for group leaders to determine who may be available for service opportunities or group events.
4. **Church Info** – See New Covenant Community Church’s location and contact information.
5. **Settings** – Choose your notification preferences for group updates.
6. **Sign Out** – Sign out of Realm on your mobile app.