

## USING REALM: A How-To Guide

### What is Realm?

Realm is a secure, online church community tool designed to keep our congregation connected between Sundays. It serves as our digital directory, communication hub, and giving platform all in one. This is a private environment intended to be used by and for our church community only; as such, Realm requires each user to log in with an individual 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 your email invitation.

#### Follow these steps to activate your profile and log into Realm:

1. Open the email and create a password. You will then 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. First please check your spam/junk folder. If the email invitation isn't there, please contact the church office and we can send you another invitation.

Important: Each profile is linked to a unique email address. 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 through the church website. Click on "Realm" at the very top of the website page or go to <https://onrealm.org/StBonifaceEpisc>. Then enter your email address and password.

### How do I update my Profile?

Your profile is how the church staff and your group members stay in touch with you.

1. Click your name in the upper right corner and select My Profile.
2. Click Edit Profile to ensure your phone number, address, and email are correct.
3. You can even upload a recent photo of yourself! Click on the image next to your name and select "New Profile Photo".

### Important: How can I manage my privacy settings?

Realm is a closed, secure system (protected by 256-bit encryption). Your information is never public or searchable on the internet. By default, only church staff and members of the specific groups you are in can see your contact info.

1. From your profile, click **Manage Privacy**.

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2. Choose who can see your personal details. You can make your profile visible to the entire church (acting as a digital directory), just your groups, or staff only.
3. Note: For safety reasons, contact information for children under 18 is always hidden from general users.

### Is there a Mobile App?

Yes!

1. Open the App Store (iPhone) or Google Play Store (Android).
2. Search for Realm Connect (look for the app with the star logo).
3. Download the free app and log in using the email and password you just created.
4. Enable push notifications so you don't miss important updates or messages from your ministry groups.

### Explore Giving and Events

- **Giving:** Click the Giving tab to manage your financial gifts. You can securely link a bank account or credit card, set up recurring automatic gifts, and view your entire contribution history.
- **Events:** Check the Events tab to see what's happening at the church. You can RSVP and see what your family members are registered for. (Note, as we continue to transition to Realm, there will be a lag in moving our calendar fully to Realm.)