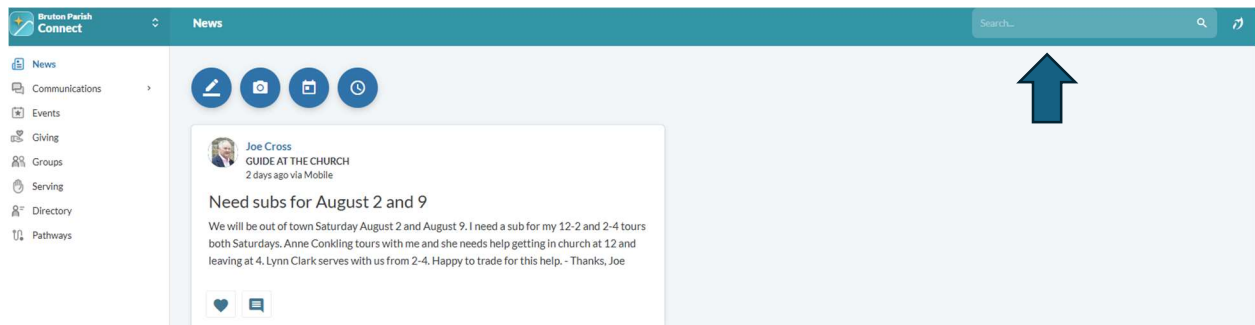


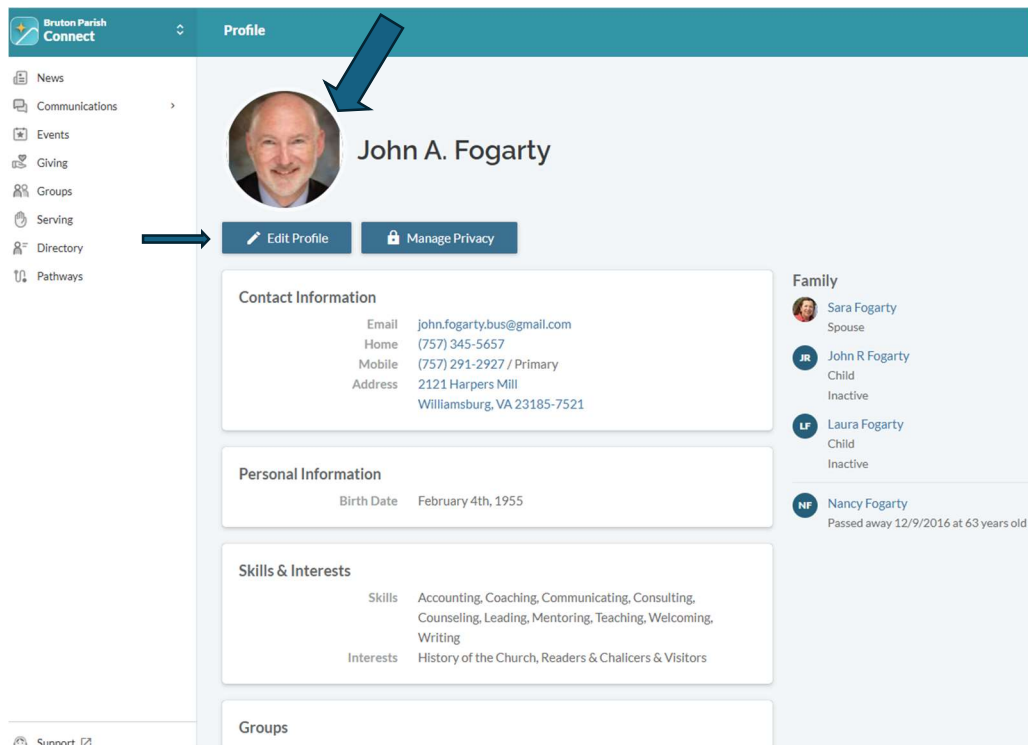
## Managing Your Realm Profile and Privacy Settings Using Your Computer

You can update your information or picture in the directory using Realm. Or you can contact Hilary Cooley.

To make changes in your profile including your picture, type your name in the search box at the upper right side of the screen. Then pick your name off the drop down list.



You will see your profile. You can upload a picture by clicking on the circle to the left of your name.



Click "edit profile". Click "Contact Information" to make changes to your name, address, phone, or e mail. Click "Personal Information" to make changes to items like your marital status, your birthday, your family position, i.e. head or spouse, and so forth.

- News
- Communications
- Events
- Giving
- Groups
- Volunteering
- Directory
- Pathways

Contact Information Personal Information

Save Cancel

Profile Type \* Person

Full Name \*

Title ⓘ Mr. X

First Name \* John

Middle Name Albert

Last Name \* Fogarty

Preferred Name

Suffix ⓘ Jr. X

Display Names ⓘ

Individual Label Name \* John A. Fogarty

Family Display Name \* John & Sara Fogarty

Individual ⓘ

Family ⓘ

Contributor ⓘ

ADDRESS

Home 2121 Harpers Mill  
Williamsburg, VA 23185-7521

Anyone

[← Back](#)
[Edit John A. Fogarty](#)

[News](#)
[Communications](#)
[Events](#)
[Giving](#)
[Groups](#)
[Volunteering](#)
[Directory](#)
[Pathways](#)

[Contact Information](#)
[Personal Information](#)

[Save](#)
[Cancel](#)

### BASICS

Birthday

02/04/1955

Gender

Male

Marital Status

Married

Allergies

Skills

Accounting × Coaching × Communicating ×  
Consulting × Counseling × Leading × Mentoring ×  
Teaching × Welcoming × Writing ×

Interests

History of the Church ×  
Readers & Chalice & Visitors ×

### DETAILS

Family Position \*

Head

Member Status \*

Communicant Member

Profile Alert

You can also manage your privacy settings which means that you can control what is visible in the directory and to whom.

[Profile](#)

[News](#)
[Communications](#)
[Events](#)
[Giving](#)
[Groups](#)
[Serving](#)
[Directory](#)
[Pathways](#)

John A. Fogarty

[Edit Profile](#)
[Manage Privacy](#)

#### Contact Information

Email

john.fogarty.bus@gmail.com

Home

(757) 345-5657

Mobile

(757) 291-2927 / Primary

Address

2121 Harpers Mill  
Williamsburg, VA 23185-7521

#### Personal Information

Birth Date

February 4th, 1955

Click on “Manage Privacy”. There are four primary choices for who can view your information in the Directory: Anyone who is a member, Group and Serving Team leaders only, Leaders, which also includes pathway leaders, but we are not using that function now, and Users with permission which is Clergy and certain staff members.

John

Sara

John

Laura

Nancy  
Deceased

1

Your contact and personal information can be seen by users with permission to view profiles and:

☒ Anyone in the church

☐ Leaders & group/serving team members

☐ Leaders 

1

☐ Users with permission only

☐ Custom Privacy

Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.

In addition you can customize your privacy setting by selecting Custom Privacy. This allows you to control who can see your address, phone, e mail, and your birthday. Please bear in mind that if you allow people to see your birthday they will only see the month and day, not the year. You, however, will always be able to see the day, month, and year, since it your information.

John

Sara

John

Laura

Nancy  
Deceased

1

Your contact and personal information can be seen by users with permission to view profiles and:

☐ Anyone in the church

☐ Leaders & group/serving team members

☐ Leaders 

1

☐ Users with permission only

☒ Custom Privacy

Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.

Home Address

2121 Harpers Mill Williamsburg, VA 23185-7521

Anyone in the church

Home Phone

(757) 345-5657

Anyone in the church

Mobile Phone

(757) 291-2927

Anyone in the church

Primary Email Address

john.fogarty.bus@gmail.com

Anyone in the church

Personal Information

Anyone in the church