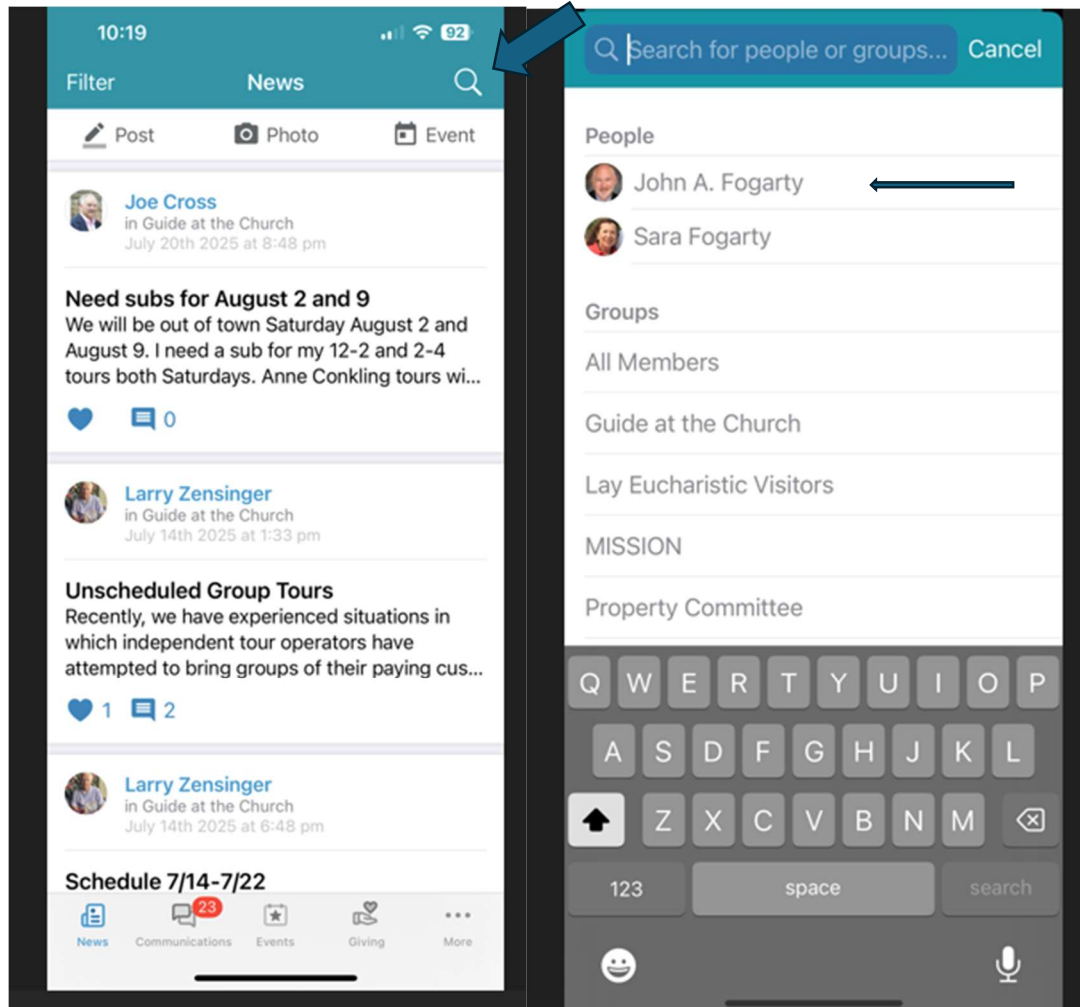


Managing Your Realm Profile and Privacy settings Using Your Phone

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, click on the magnifying glass icon on the upper right corner. Type your name in the search box on the top of the screen. Then pick your name off the drop down list.



After you click on your name you will see the screen below. You can upload or change your picture by clicking on the pen icon next to the circle at the top. Below that you will see your name with a pen icon beside it. You can edit your name. Your name is always visible to everyone in the church.

Email – by clicking on the pen icon you can edit you email and select who can view it. The choices are anyone, people in my groups (such as vestry), visible only to group leaders, or church staff only.

Phone - by clicking on the pen icon you can edit your phone(s) and select who can view it. The choices are anyone, people in my groups (such as vestry), visible only to group leaders, or church staff only.

Address - by clicking on the pen icon you can edit address and select who can view it. The choices are anyone, people in my groups (such as vestry), visible only to group leaders, or church staff only.

Birthday – You can enter your birthday here. Only the day and the month will appear to other parishioners. You can see the year because the data is your data.

Marital Status – you can change your marital status. It is visible only to church staff. However, your spouse's profile will appear under family if your record is linked to your spouse.

