Realm Connect Website How-To Guide

Welcome to Hope Lutheran Church's new church management system, Realm! This guide will help you navigate the Realm Connect website and utilize its key features. Please note that Messaging & Communications will be limited until Realm is fully integrated. **Groups are now live** and will receive their own How-To Guide.

Logging In

1. Go to https://onrealm.org.
2. Enter your email address and password.
3. If this is your first time logging in, follow the email invitation link sent to you by the church.
4. If you experience login issues, **please contact the church office** to resend your invitation email.

Navigating the Dashboard

After logging in, you'll land on the Dashboard, which provides quick access to:

• **Newsfeed** – Church-wide updates and announcements
• **Events** – Upcoming church events and registrations
• **Giving** – View your contributions and set up online giving
• **Directory** – Connect with other members *(based on individual privacy settings)*
• **Profile** – Manage your personal and family information

Registering for an Event

1. Click on the **Events** tab.
2. Browse or search for the event you want to register for.
3. Click **Register** and follow the prompts to complete your registration.
4. You will receive a confirmation email upon successful registration.
5. **All Hope events will use Realm for registration moving forward.**

Updating Profile Information

1. Click your profile picture in the top right corner.
2. Select **My Profile**.
3. Click **Edit Profile** to update your contact and personal details.
4. You can also update information for listed family members.
5. Click **Save** when finished.

Updating Privacy Settings

1. Go to **My Profile**.
2. Click **Manage Privacy**.
3. Choose what information to share with church members—each form of contact is customizable.
4. You may also update privacy settings for family members.
5. Click **Save** to apply changes.

Updating Notification Preferences
1. Click your profile picture.
2. Select **Notification Settings**.
3. Adjust email and text preferences.
4. Note: App notification settings must be changed within the Realm Connect app itself.

Worship Check-In

Please note: **Worship Check-In is only available via the Realm Connect app.**
1. Open the Realm Connect app on your mobile device.
2. Follow the device-specific instructions found in the App Guides.

Giving & Giving History

Realm allows you to manage donations, set up recurring giving, and review your giving history.

To donate:
1. Click the **Giving** tab.
2. Select **+ Give**.
3. Enter amount, choose a fund, and select giving frequency.
4. Enter payment information and confirm.

To view your giving history:
1. Click the **Giving** tab.
2. Review past contributions by amount, date, and fund.

Need Help?

Visit our growing library of How-To Guides at:

👉 **hopelutheranwf.org/realm**

We're continuously adding new resources to help you get the most out of Realm!