

Realm Connect App How-To Guide (Android Devices)

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

Downloading and Logging In

1. Open the **Google Play Store** on your Android phone or tablet.
 2. Search for **Realm Connect** and tap **Install**.
 3. Once installed, open the app.
 4. Enter your email address and password.
 5. If this is your first time logging in, follow the email invitation link sent to you by the church.
 6. If you experience login issues, **please contact the church office** to resend your invitation email.
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Navigating the App

On Android devices, tap the three-line menu icon (≡) at the top left to access:

- **News** – Church-wide updates and announcements
 - **Inbox** – Notifications and messages
 - **Chat** – Messaging (limited features; more coming soon)
 - **Communication History** – View interactions and messages
 - **Events** – View and register for upcoming church events
 - **Mobile Check-In** – Use for Worship Check-In
 - **Serving** (*Coming Soon*)
 - **Giving** – Set up or manage online donations
 - **Groups** (*Live*)
 - **Directory** – Connect with members (based on privacy settings)
 - **Church Info** – View important church details
 - **Profile** – Manage your personal and family information
 - **Settings** – Adjust app settings and preferences
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Registering for an Event

1. Tap the ≡ menu at the top left.
 2. Select **Events**.
 3. Browse or search for the event you want to register for.
 4. Tap **Register** and follow the prompts to complete your registration.
 5. A confirmation email will be sent once you're registered.
 6. **All Hope events will use Realm for registration moving forward.**
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Updating Profile Information & Privacy Settings

1. Tap the ≡ menu and select **Profile**.
2. Tap **Edit Profile** to update your contact and personal info.

3. Adjust privacy settings for each form of contact.
4. Update information and privacy settings for listed family members if needed.
5. Tap **Save** when done.

Note: The website provides more robust editing options than the app.

Updating Notification Preferences

1. Tap the ☰ menu and go to **Settings**.
 2. Select **Notification Preferences**.
 3. Adjust email and push notification settings to your preference.
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Worship Check-In

1. Open the **Realm Connect App** on your Android device.
 2. Tap the ☰ menu and select **Mobile Check-In**.
 3. Choose your name and any family members attending.
 4. Confirm your check-in.
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Giving & Giving History

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

To donate:

1. Tap the ☰ menu and select **Giving**.
2. Choose your donation amount, fund, and frequency.
3. Enter your payment information and confirm your gift.
4. A confirmation email will be sent.

To view your giving history:

1. Tap the ☰ menu and select **Giving**.
2. At the top of the screen, tap **History**.
3. Review your past donations by date, amount, and fund.

Note: Hope Lutheran Church does not currently use the Pledge feature. More detailed giving and statement options are available on the website.

Need Help?

Visit our growing library of How-To Guides at:

👉 hopelutheranwf.org/realm

We're regularly adding new tools to help you get comfortable with Realm!