Realm Connect App How-To Guide (Apple Devices)

Welcome to Hope Lutheran Church's new church management system, Realm! This guide will help you navigate the Realm Connect app for Apple 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 **App Store** on your iPhone or iPad.
2. Search for **Realm Connect** and tap **Download**.
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.

Navigating the App

After logging in, the quick-access menu at the bottom of your screen includes:

• **Newsfeed** – Church-wide updates and announcements
• **Communication** – Messaging and limited communication features
• **Events** – View and register for upcoming church events
• **Giving** – Set up or manage online donations
• **More** – Access additional features like:

- **Groups** *(Live)*
- **Directory** – Connect with members (based on privacy settings)
- **Check-In** – Use for Worship Check-In
- **Serving** *(Coming Soon)*
- **Church Info** – View church details

Registering for an Event

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

Updating Profile Information & Privacy Settings

1. Tap the **More** tab.
2. Tap your initials at the top left and select **My Profile**.
3. Tap **Edit Profile** to update your contact and personal info.
4. Adjust privacy settings for each contact type based on your comfort level.
5. You can also update information and privacy for listed family members.
6. Tap **Save** when finished.

Note: The website offers more editing options than the app.

Updating Notification Preferences
1. Tap the **More** tab.
2. Tap your initials at the top left and choose **Notification Settings**.
3. Adjust your preferences for email and push notifications.

Worship Check-In
1. Open the **Realm Connect App** on your Apple device.
2. Tap the **More** tab.
3. Select **Check-In**.
4. Choose your name and any family members attending.
5. Confirm your check-in – you're all set!

Giving & Giving History
Realm allows you to manage donations, set up recurring giving, and view giving history.
To donate:
1. Tap the **Giving** tab.
2. Select **Make a Gift** *(this will open an external link)*
3. Choose your amount, fund, and frequency.
4. Enter payment information and confirm.
5. A confirmation email will be sent.
To view giving history:
1. Tap the **Giving** tab.
2. Review your past donations by amount, date, and fund.
Note: More giving and printing options are available on the website.

Need Help?
Visit our growing library of How-To Guides at:
👉 **hopelutheranwf.org/realm**
We're adding new resources regularly to support your Realm experience!