

START HERE!!

First, check your computer:

- Use Chrome, Firefox, Microsoft Edge, or Safari browsers. (Realm will not operate correctly on Internet Explorer or on Bing.)
- Be sure your browser is up to date

In your email, open your invitation to join Realm:

- The invitation will include a link for you to click.
- The link will take you to the Realm registration screen.

Complete your registration:

- Your email address will already be filled in for you on the registration screen.
- Create and confirm your password (for tips on passwords, see the back cover.)
- Click on the "I'm not a robot" box and follow the directions to select pictures that match what is requested (such as trees or cars.)
- When you are returned to the registration screen, click on the REGISTER button.
- The next Realm screen will direct you to your email; open "SPBTS: Email Verification" to activate your account and open Realm in your computer or on your phone.

Complete your Realm login:

- You will be asked to validate your month and day of birth.
- You are now active on Realm (your personal information has already been transferred).

[Be sure to **bookmark** your site at onrealm.org]

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WHAT WILL YOU SEE IN REALM?

On the left side of the Realm screen is a menu with five main **DIVISIONS**, and some of them have subdivisions. Clicking on one of the items will bring up information in the right-hand panel.

COMMUNICATIONS

News – postings to a group

In Box – email

Chat – a group discussion feature

EVENTS (updates and information)

GIVING (your fiscal year giving record, current through the end of the prior month)

GROUPS (various groups of the church)

St. Peter's By-the-Sea (everyone **in Realm** belongs to this group)

[Then there's a listing for each of your other Groups, such as your Parish or the Choir]

Find Groups (enables you to look for information about a group, with groups being added and updated as information is received.)

DIRECTORY (**once individuals have signed into Realm**, you'll find their information here.)

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YOUR REALM PROFILE

Customizing your Realm Account

At the top right (on most computers) or the bottom left (on iPads and some phones) or in a lined menu bar (on many phones) will be your NAME. Click on your name to customize your account

It's important to complete the MY PROFILE section as soon as you begin using Realm

MY PROFILE: If necessary, you may edit your name, address, and phone numbers. You can also add family members who are **NOT** church members if you chose. Add a picture using the picture icon (see details on page 4.)

We encourage everyone to fill in the section on interests and skills, as well as adding any serious allergies and an emergency contact.

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The sections below can be completed when needed

MANAGE ACCOUNT PRIVACY: Use this area to edit what information is available to church members.

MANAGE ACCOUNT: Used to change email addresses and/or passwords.

NOTIFICATION SETTINGS: Used to set how you receive mail.

MAKING CONTACT

One of the greatest benefits of Realm will be how easily we can connect with each other.

An individual **who has signed into Realm** will have a **Home Page** which shows their personal (directory) information. This can include connections for Name, Address, Phone, Cell Phone, Email, Family Members, a Photo, and Birthday (month and day.)

TO FIND SOMEONE....

- Go to the search box near the upper right corner of your screen and type the name **OR**
- Type what you know – a first or last name or a part of a name.
- Click on the picture or initials of your person.
- You'll be taken to the person's Home Page.

TO CONTACT SOMEONE FROM THEIR HOME PAGE....

- By email:
Click on the email address and an email will open in your browser **OR**
Copy the address into your personal email.
- By phone:
Primary phone numbers will be listed.
Cell phone numbers may also be listed.
- By mail:
Home addresses will be listed.

Personal information can be updated by individuals so it should always be current!

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HELPFUL INFORMATION

See next page

HELPFUL INFORMATION

You can log on to Realm from any computer at www.onrealm.org and type in your email address and password.

PASSWORD HINTS

- Your password must have at least 8 characters.
- It should be a mix of uppercase and lowercase letters, numbers, and symbols.
- You should avoid
 - * Repeating characters.
 - * Sequences (abc, 123, zyx, etc.)
 - * Any part of your email

ADDING A PICTURE

- Log into the site.
- Click your name and select **My Profile**.
- Point to the image to the left of your name (your initials or your old photo) and click it.
- Browse to the image you want to use and select it.
- Adjust the image size using the slider.
- Click **Save**. (You might need to refresh the page to see your changes.)

FOR HELP

1. Find more information on groups and events in the "Intermediate Realm" handout.
2. While in Realm, click on the "?" next to your name and look up specific questions.
3. Contact the Help Desk in Room B on Sunday Oct. 6, 12, and 20.
4. COMING IN NOV.: a dedicated phone line for help.