

## **Introducing REALM**

- REALM is a secure on-line data management system used by St. Luke's [and thousands of other churches] to manage member information.
- REALM facilitates member communication and connection.
- For those who activate their personalized REALM profiles, the following features are available:
  - Participation in/access to our on-line church member directory [with customizable privacy settings] via your desktop or mobile device
  - Ability to view giving information [viewable only to you, our treasurer, and our parish administrator]
  - Ability to communicate easily within small groups and ministry groups [coming soon]
  - Ability to register for events like in-person worship opportunities [coming soon]
- **Note that church staff members have access to the contact information in your profile; but that none of this is shared with anyone else without your explicit permission, and never outside of St. Luke's.**

## **How to Activate Your REALM Account**

1) Check your inbox for an email with this subject: **"St. Luke's on the Lake Episcopal Church: Join our online community!"** [If you don't see this email, please check your SPAM/junk folders.]

2) Open the email and click on the "Create an account:" link.

3) This will take you to the REALM registration screen. On the registration screen:

- Create a password compliant with the criteria in the pop-up box.
- Confirm the password.
- Check the reCAPTCHA "I'm not a robot" box.
- Click the "Register" button.

4) Check your inbox for an email with this subject: **"St. Luke's on the Lake Episcopal Church: Email verification"**

5) Open this email and click on the "Verify your email:" link.

6) This will take you to the REALM sign-in screen. On the sign-in screen:

- Enter your password.
- Click the "Sign In" button.

7) This will take you to one more verification screen. On this verification screen:

- Enter the information requested:
  - birth month/birth day, OR
  - phone number [note: if we do not have your birthdate information in our database, you will need to provide that to us before your account can be fully activated, as you must be over the age of 18 to participate].
- If the information you enter matches our records, **your REALM account is now activated.**

## **How to Check/Update Your Profile Information**

1) Sign in to REALM [if you are not signed in already].

- From a browser, go to [www.onrealm.org](http://www.onrealm.org).
- Enter your log-in credentials [email and password]. This will take you to the REALM landing page.

2) From the landing page, hover your mouse over the down arrow to the right of your name [in the top right-hand corner of the page] to see the drop-down menu.

- Click on "My Profile".
- Click the "Edit Profile" button.
- This will default to the "Contact Information" screen.
- Review/correct/add your contact information. Click the "Save" button.
- Click the "Edit Profile" button.
- Click on the "Personal Information" link under the "Edit [Name]" banner.
- Review/correct/add your personal information.
- Click the "Save" button.

**More about Profiles:**

- If you are the designated “head/spouse” of a family, you may review/update information for other family members; however, each adult must activate his/her own REALM profile following the steps above.
- The more comprehensive your information is, the easier it is for church staff to communicate with you.
- You have complete control over your privacy with respect to other church members contacting you; see below.
- You may also edit your profile information via your smart device [see below].

### ***How to Manage Privacy***

- At a minimum, we recommend that you allow your email and/or preferred phone number to be visible to “anyone” so that other registered St. Luke’s members can easily reach you by your preferred method.
- We also recommend that you allow “group leaders/ministry leaders” to see your preferred contact information so they can easily reach you when this feature is rolled out.

1) From the landing page, hover your mouse over the down arrow to the right of your name [in the top right-hand corner of the page] to see the drop-down menu.

- Click on the “Manage Privacy” link [you can also find this link on your Profile page].

2) Adjust your privacy settings to customize the information other St. Luke’s REALM participants can see.

- You may also manage your privacy settings via your smart device [see below].

### ***How to Use REALM on A Smart Device***

- You may log into your REALM account from a browser at [www.onrealm.org](http://www.onrealm.org).
- You may download the smartphone app “Realm Connect – For Our Church” [available for iPhone and Android] and follow the login prompts.

### ***How to Use the On-Line Directory***

- From the main website, click on “Directory” on the menu on the left hand side of the landing page; or type a name into the Search box to the left of your name [in the top right-hand corner of the page].
- In the app, click on the magnifying glass icon [in the top right-hand corner of the screen]; then type in a name.

### ***How to View Giving Information***

- From the main website, click on “Giving” on the menu on the left hand side of the landing page.
- In the app, click on the credit card icon [in the bottom bar on the screen].
- Note that because of our office accounting procedures, gifts given on-line may not be visible via REALM until the end of the month.
- Note that on-line giving via REALM is not a feature that is activated at this time.