Sulphur Well Church

Realm Instructions

January 12, 2021

We encourage everyone to create an account with our new Realm software system. Realm is available through its website (http://onrealm.org/SulphurWellChur) and as an app on your mobile device (Realm Connect App). Realm is a great resource for groups to maintain their communications, calendar events, and shared files. Once you see all the benefits of using Realm for various functions you will appreciate the ways Realm can help to provide convenience and information.

First Time Setup

By now you should have received an email from Realm inviting you to setup an account. If you have not gotten such an email, please check your spam or junk folder. The emails are automated and are identified as spam by some programs. Also, email invitations expire after 72 hours. If you need a new email invitation then please contact Roy Hawkins (roydavidhawkins1@gmail.com) to send you a new one.

In the email you will need to click on the "**Create Realm Account**" link and you will be taken to a site where you can make your account. Unlike our old software (ACSAccess), Realm uses your email address as your username, which will make it easier to remember. The username that you had in ACSAccess is no longer used.

You will then be asked to create a password. It must be at least eight characters and have a mix of upper and lower-case letters, numbers or symbols. If your password is acceptable, you will see a small green check to the right of what you have typed. If not, you will see a red marker. When you have set your password, click on the blue "**Create Realm Account**". You will then receive another email asking you to verify your email address. Check your email and click on the link to verify.

This will put you into Realm and you will be directed to the "News" page that will look like this:
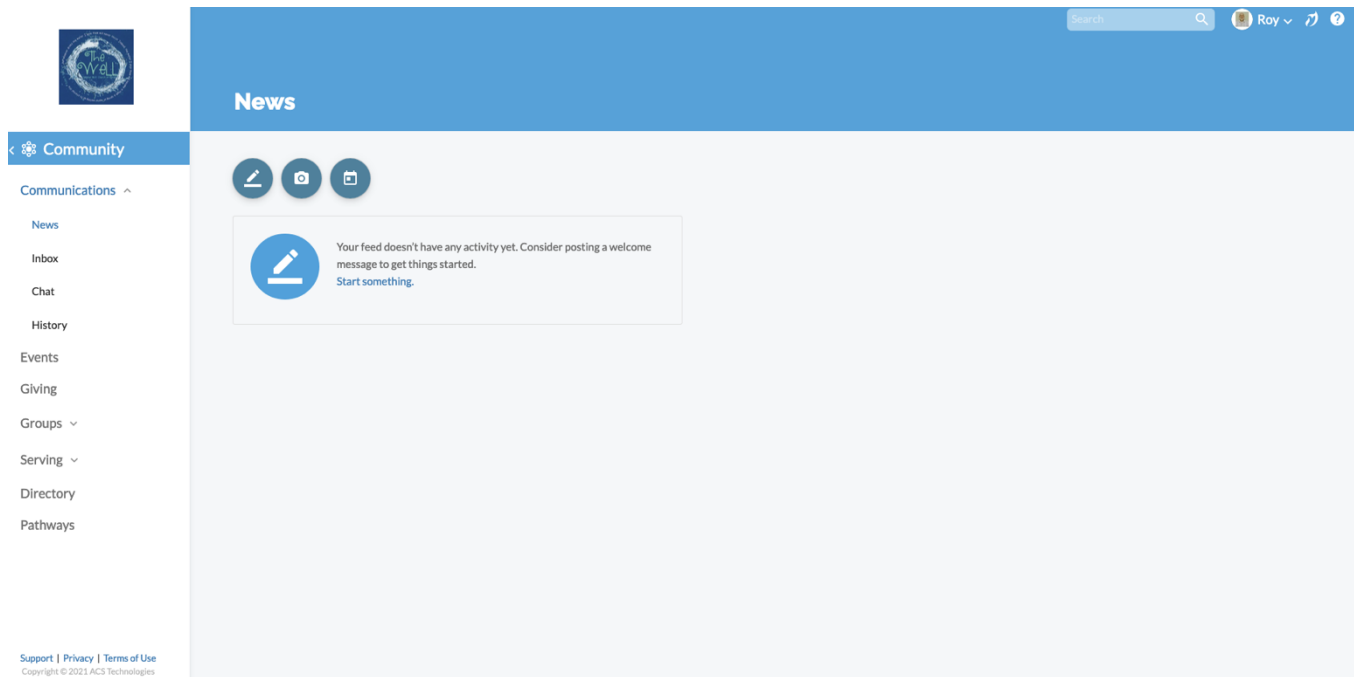
Using Realm

Log into Realm at https://onrealm.org/SulphurWellChur. The "Community" area of Realm represents the social media portion for church group communications. Realm will default to the "News" page and will display any recent news posted to any of the Groups that you participate in. Everyone is part of the Sulphur Well Church of Christ group.
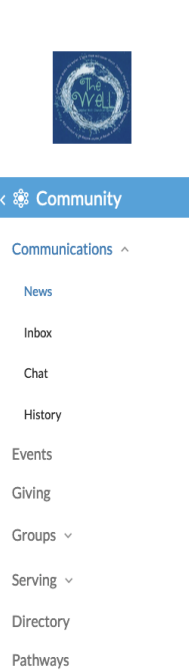
The pane to the left shows the available Community functions…

"**Inbox**" and "**Chat**" will display any messages that have been sent to you and is where you can send messages to other members without needing their email address. Once a message is sent the recipient will receive an email that they have a message on Realm and also a notification on their smartphone if they have the Realm Connect app.

"**Events**" will show any calendar events posted for the congregation or for any of the groups you belong to. If you belong to multiple groups, having the Group meetings as calendar events makes it easy to remember when they occur. If you respond to an event that you will be attending, you will receive an email reminder the day prior to the event.

"**Giving**" will show your giving to the church. The default setting shows your giving for the current calendar year, but if you click on the "funnel" shaped icon above the "year to date" indicator, you can filter the results to show different date ranges. The print icon will allow you to download a PDF of the giving record that you can print. The right pane will show your current and past pledges. You can also update your pledge from here.

Note: No one except for you and the office personnel has the ability to view your giving information. If you have questions about any of the giving information, please contact Jan Maupin at sulphurwell@gmail.com.

"**Groups**" will list the groups that you are a part of. Everyone should have "Sulphur Well Church of Christ" as a group. The Groups section is the heart & soul of Realm. For that reason, there is a dedicated section below called "Focus on Groups" that will go into much more detail on using Groups.

"**Directory**" lists all active Sulphur Well Church members. Clicking on a member's name should pull up a page with contact and personal information that each person allows you to see. To send a message to the person, click the "Message" icon under the person's name and follow the prompts. Note that only Realm users who have updated their Privacy to "**Everyone in Our Church**" will have their contact information shown in the Directory. For this reason, it is important that you have your privacy settings set in this way. Refer to the Manage Privacy section of this document for instruction on how to update your privacy setting.

Focus on Groups

It has been said that Facebook is the social media tool for individuals while Realm is the social tool for Groups. Realm is focused on making church groups work better through communication leading to improved ministry. You can quickly access your groups by expanding Groups in the left navigation pane and selecting your group of interest.
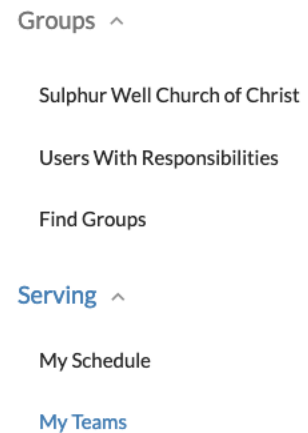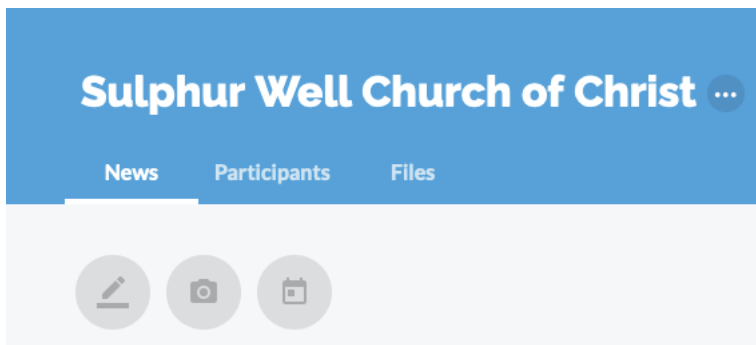
When in a group site, such as the Sulphur Well Church of Christ group shown above, there are many functions available to members of the group. Use the three circular icons to add a new post, add a photo, or add a calendar event. The three Group tab menu functions are described below:

- **News** will provide all the posts and events activities with the most recent activities at the top. Select any of the posts or events to reply and add to the discussion. If you attach a file to your post then the file will show both within your post as well as the Files tab.

- **Participants** will show all the members of the group. If you are a Group Leader then you will have additional information for each participant as well as a "Manage Participants" button to add or remove a participant.

- **Files** is one of the best features in Realm. It provides a central place to share files within your group. This way, Group information is always available for all current group members even if the author of the file leaves the committee.

Profile & Account Settings

You can update your profile and account settings by selecting the drop-down menu from the name/person icon in the upper right corner ⟶

This is where you can update your personal contact information which will automatically update the members database used by the church office.

It is important that you, at minimum, review and update your **Skills, Privacy,** and **Email Settings**. Skills is where you enter your Time and Talents volunteer opportunities. Email settings is where you select the frequency of your email notifications for each Group that you belong to.
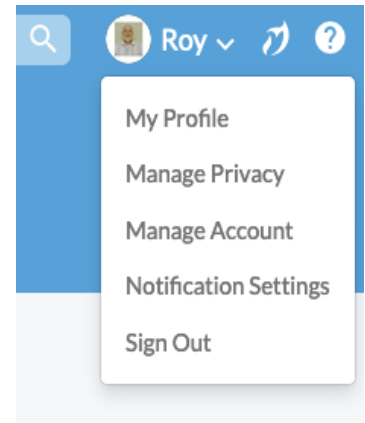
- **My Profile** – Select "My Profile" to review your contact information.

Then select "Edit Profile" to edit any of your contact or personal information. There is a "Contact Information" tab and a "Personal Information" tab.

➢ Contact Information – Click this to edit any of your contact information shown as needed. Press "Save" at the bottom of the screen. Your updated contact information will integrate with the Realm Connect App used by the church office for the directory information. In this way, you can edit and maintain your current contact information without having to contact the church office.

➢ Personal Information – Click this to edit your information that is not included in the Directory but is used by the church staff.

- **Manage Privacy** – Privacy is in regards to your contact information such as address, phone, and email address that is shown to others on the Sulphur Well Realm directory. No one outside of those in the Sulphur Well Realm directory can see this information. By default, your privacy settings are set so only Group Leaders + Church Staff can see your contact information.

It is important that you change your privacy setting to "**Everyone in Our Church**" so your contact information is available to everyone in the Realm Directory. This will make the Directory much more useful to everyone. So, enabling others to see your contact information on Realm does not threaten your privacy, but makes it more convenient for members to communicate with each other.

- **Manage Account** – This is where you can change the password for your account.

- **Email Settings** – Select "Email Settings" to personalize the frequency of email notifications for each group that you are involved with. It is recommended to select "All Content and Replies" for each group so you do not miss any group communications. Once you make a selection the setting is saved.

- **Sign Out** – Select "Sign Out" to log out of Realm. However, if you do not sign out, Realm will keep you logged in as a convenience so you will not have to sign back in the next time you open Realm.

Download & Use the App

Using the free Ream Connect app on your mobile device or tablet will significantly improve communications of all Realm posts and calendar events for the Sulphur Well Church and any groups that you may belong to. Once downloaded, notifications are setup specifically for the app and is separate from the email settings in the web version of Realm.

You must sign up for a Realm account and have it verified before you are able to use the Realm Connect app. The email and password for the app will be the same that you used to set up your Realm account.

Download the app using your Apple or Android smartphone or tablet. If you have a large screen tablet, it is best to use the web version of Realm since app functionality is limited to submitting and reading posts and calendar events. *For example, you cannot access the Church Directory on the app at this time, though there are plans to include that in a future app update.*

To download and setup the Realm Connect app…
1. Go to the App Store (Apple) or Google Play (Android). Search for "Realm Connect".
2. Select and download the app
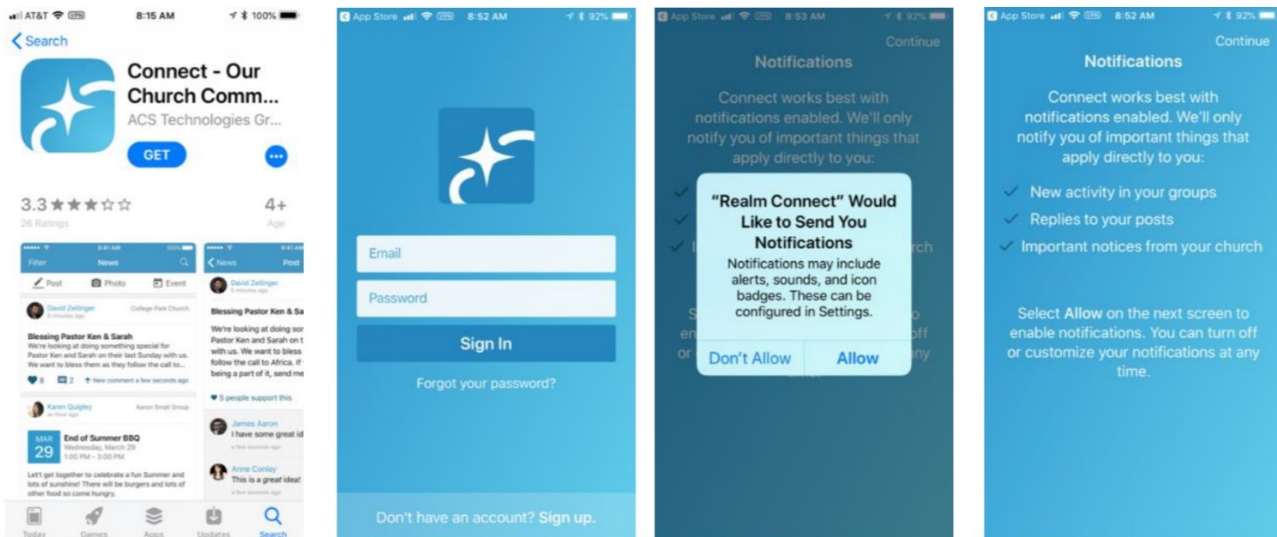
3. Open the Realm Connect app and enter your email address and password that you used to setup your Realm account. If you have any trouble logging in contact Roy Hawkins (roydavidhawkins1@gmail.com) for assistance.

4. Once you have access into the Realm App it, typically, does not prompt for login credentials again. Going forward, when you open the app it will go directly to your News feed.

5. Set your Notification Settings for your groups. At the bottom of the app screen, select "More">Settings.
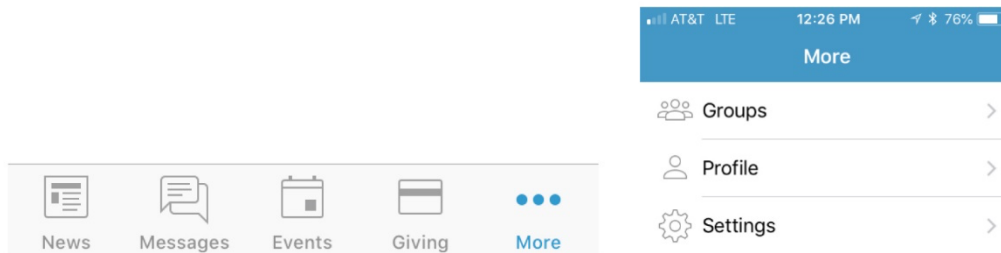
6. Your Group Notifications are shown listing all of your groups. Select a group and then update the level of notification to either "All content and replies", "New content only" or "Nothing". If you are active in the group then it is recommended to set the notification to "All content and replies" so you get all the communications of your group.

You can use the app through the News, Messages, Events, & Giving icons at the bottom of the screen.

*   News – provides the most recent activities for all of your Groups. If you have a new activity, it will show the number of new postings in a red circle by the icon. You can select any of the new posts and reply, if necessary, from there.

*   Messages – provides a way to send a note to specific people at The Well. Even if they do not have a Realm account, Realm will send an email to them with your message. The advantage of using Messages instead of email is that you never have to remember an email address; you just start typing their name and the matches will pop up for you to select.

*   Events – these are calendar events for all of your groups. An event could be a congregation-wide event posted by the church office or it could be a group meeting posted by the group leader. Events provides an easy way to organize all the meetings you are invited to attend. If you respond that you will attend an event, then Realm will send you a reminder the day prior to the event. Note that the Events section is where you can review all events that have already been setup. If you need to create a new event then you would do that in the News section.

*   Giving – will show both your history of gifts and pledges going back several years.

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NOTE:
No one except you and the Church office has the ability to view your giving information.
If you have questions about any of the giving information, please contact Jan in the church office.

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