REALM USER GUIDE

REALM ON-LINE COMMUNITY
Join our own on-line community! Our church utilizes the Realm system for communications, notifications, and data sharing. You can get to Realm through www.onrealm.org.

YOUR LOGIN and PASSWORD
If you are a **NEW USER** to the system and have never obtained a username and password:
Notify twolfe@riverbluff.org.   You will receive an invitation to join our on-line community to your personal email inbox. Follow the instructions given to you in that email.

If you are an existing user, but have **MISPLACED / FORGOTTEN** your login and/or password:
Notify twolfe@riverbluff.org You will receive an email to your personal email inbox in order to reset your Realm account. Follow the instructions given to you in that email.

YOUR PROFILE and SETTINGS
PROFILE = Click your name at top Right Corner.
From here, you can Manage PROFILE, Manage PRIVACY, Manage ACCOUNT, NOTIFICATIONS, set EMAIL SETTINGS, and SIGN OUT.

<u>MY PROFILE</u>
From here, you can edit your profile information and picture.
Note: We strongly encourage all of our users to maintain current Profile info and picture. As new and existing users login, it is helpful to put a name and face together, as part of our on-going hospitality effort.
To add or change your profile picture, Click Your name at top Right Corner of screen.
Select MY PROFILE.
Click on the Picture Circle.
Select NEW PROFILE PHOTO.
Scroll through your computer files and choose a photo by double clicking on it.
Click SAVE button.

<u>MANAGE PRIVACY</u>
This is an important step because it identifies how your contact and personal information (not your 'giving' information) will be viewed by others. You can do a "custom" setting and set different privacy settings for each group you are a part of.

<u>MANAGE ACCOUNT</u>
Click your name at top Right Corner of screen.
From Drop Down menu, Select MY ACCOUNT header
From here (ACCOUNT header), you can manage your PASSWORD if needed. Click SAVE.

<u>EMAIL SETTINGS for NEWSFEED PROFILE</u>
Click your name at top Right Corner of screen. From drop down menu, Click NOTIFICATIONS – Participants. From here, you can set your preference for getting emails from your group(s) and the church. It is recommended that you check the "ALL CONTENT & REPLIES" buttons for the groups of which you are a participant. (You don't want to miss out on any messages coming through.) For the Riverbluff Church setting, it is recommended that you check the NEW CONTENT ONLY button.

EMAIL SETTINGS FOR INBOX NOTIFICATION
Click your name at top Right Corner of screen. From drop down menu, click EMAIL SETTINGS
Click the Inbox Notifications header. From here, you can control what gets sent to your Personal Email Address.
For any group(s) in which you participate, it is recommended that you check all the Receive New Messages and
Receive Reply boxes so that you don't miss out on anything.
For the Riverbluff Church group, it is recommended that you check the Receive New Messages box only.

ON THE LEFT SIDE OF YOUR REALM MAIN PAGE, WE WILL GO THROUGH THE DIFFERENT SECTIONS (SEE BLUE)

< 🕸 Community

NEWS

*The first screen you see, as you login, is the NEWS FEED. The church-wide news will show up first, and as you scroll
down, you will see News from other groups of which you are a participant.*
Note: On your PC, Tablet, you will see 3 icons.

PENCIL = Write a post
You can specify what group you would like to send a message to (this gets emailed to all people in that particular
group). You only have the option of sending communications out to groups of which you are a participant.
This feature is available on-line and on the phone app.
NOTE: Keep in mind, When you reply to a message/email through Realm, it gets sent to EVERYONE in that group.

PHOTO = Post a Photo (Same per above, only this is a photo posting opportunity only – there is a line where you
can write about your photo – just type something short.)

CALENDAR = Create an event
This feature would be used to create an event JUST FOR YOUR GROUP (such as an outing or social gathering, etc.)
It is not recommended that you set up any events without permission from your Group Leader.

COMMUNICATIONS

INBOX
Any messages / emails that are sent out are held in this Inbox. Depending upon the users settings (as described
above), determines whether or not these messages are just held in the system or also go to their personal email.

CHAT
*You will see this option if the CHAT FUNCTION is enabled in your group. It's an instant messaging type feature
within Realm. Only members of your group can see or respond to chats. It's up to you and your group members
whether or not you want to use the function.*

HISTORY
All the messages / emails you send out are stored here. You can also see the status of the message (whether
delivered via email or inbox).

EVENTS

Every group you are attached to (whether you are a member or leader) that has an event will show up in your EVENTS CALENDAR. You can click on any event for more info. This is where you will find church calendar events.

REGISTRATION EVENTS – NOT USING THIS FEATURE AT THIS TIME.

GIVING

Your own personal giving history is here. You have the ability to print your own giving statement from this screen.
You can't see anyone else's giving and others can't see yours!!

GROUPS

Every group of which you are a participant, (whether you are a member or leader) is listed here. You can click on the group for more information.

For each group of which you are a participant, you have the NEWS / PHOTO / CALENDAR features (same as above, you can send messages, post photos, or events from here.

NEWS header - from this screen, you will view all posts to and from the groups of which you are a participant.

PARTICIPANTS header- you can see all participants in the group and click on each Participant for more info.

FILES header - if your Group Leaders attaches a resource or file, it will be located under this header.

INFO header - This is info about the group (Meeting time and place, info about your group / study etc.)

DIRECTORY
Giant "look-up" tool.

After you have obtained a username and password, you can download the Realm Connect app for your phone.

SEARCH FOR APP
From the GOOGLE play store or APPLE app store, search using the terms: **Realm Connect**.
The app button will be Tarheel blue with a white diamond star pattern in the center.
Download the app.

LOGIN
The first time you open the app on your phone, it will ask for your username and password. Subsequent visits to the app will not require you to re-enter your username and password (if you don't logout.)

NEWS FEED
The first thing you will see when you login is the News feed. There are church news feed items and there could also be news feed items from the group(s) of which you are a participant.

NOTIFICATION SETTINGS
Be sure and set your notification settings so that you will be notified when new communications come through.
Click the three lines at the top of the screen (for android).
Click the more information button (for iphone).
Scroll down and select the group of which you are a participant.
Click the three dots next to the group's name (for android).
Click the more information button (for iphone).
Select NOTIFICATIONS.
Select ALL CONTENT AND REPLIES (recommended setting).
Note: Repeat process for all groups of which you are a participant.

EMAIL SETTINGS
Be sure and set your email settings so that you will be notified when new communications come through.
Click the three lines at the top of the screen (for android).
Click the more information button (for iphone).
Scroll down and select the group of which you are a participant.
Click the three dots next to the group's name (for android).
Click the more information button (for iphone).
Select EMAILS.
Select ALL CONTENT AND REPLIES (recommended setting).
Note: Repeat process for all groups of which you are a participant.

OTHER FEATURES
To get to the other features of the app, click the three lines at the top left corner of screen (for android) or click the more information button (for iphone).
From the menu you can: Chat, Browse Events, See your Giving, Browse Groups, Change Profile, and Click Settings.