

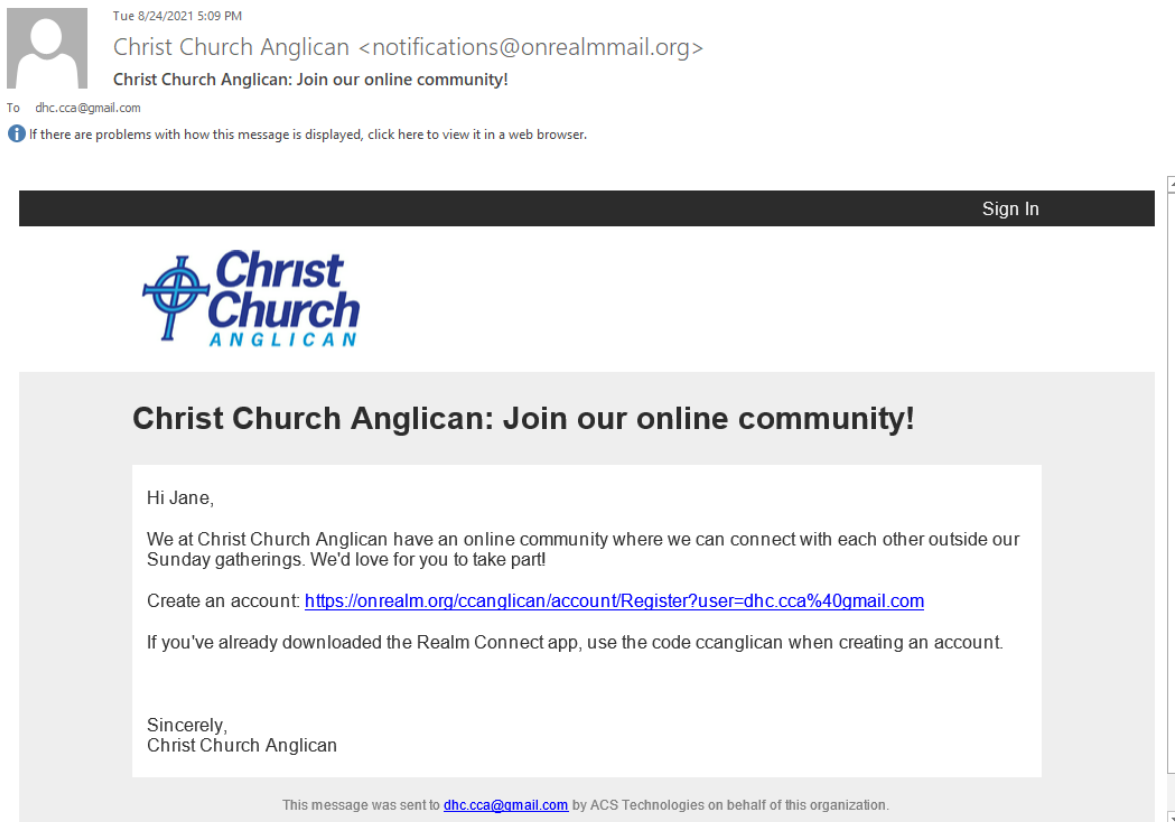
Realm Instructions for Christ Church

CCA is using a new kind of church membership database called Realm®. It primarily serves the administrative needs of our staff, but it also offers some exciting opportunities to support the way you are involved in our church. Not only will this improve work life for our ministry staff, it will make it easier for our church family to connect with each other, and keep their contact information updated.

To create your login for Realm, you will need to open the email that you received from Christ Church Anglican (notifications@onrealmmail.org). If you didn't receive the email, first check your spam or junk mail folder. If you still don't find it please email Dianray0324@gmail.com, dorocarr@icloud.com or Bethany@ccanglican.com. If only one email address has been entered for you and your spouse, only one of you will be able to log in. Once logged into Realm, using the link included in the email, you will be able to update the email address and privacy settings for both you and your spouse. Realm will not work with Microsoft's old browser, Internet Explorer. MS Edge, Chrome and Safari are supported. You must receive an invitation in order to login. Your invitation will expire; if it does, notify one of the people listed above to have the invitation resent.

If you have any questions or problems, contact Dian Ray (432-556-2850) or Dorothy Carr (432-230-0873). The examples below are samples from Google Chrome on a computer. If you are registering Realm on a mobile device, the screen shots will be slightly different. Sample screenshots taken on a iPad start on page 9 of this document.

Figure 1 Sample Email Invitation



The screenshot shows an email invitation from Christ Church Anglican. At the top right, there is a "Sign In" button. The email header includes the sender's name "Christ Church Anglican" and email address "<notifications@onrealmmail.org>". The subject line is "Christ Church Anglican: Join our online community!". The recipient is "dhc.cca@gmail.com". The main body of the email contains the following text:

Hi Jane,

We at Christ Church Anglican have an online community where we can connect with each other outside our Sunday gatherings. We'd love for you to take part!

Create an account: <https://onrealm.org/ccanglican/account/Register?user=dhc.cca%40gmail.com>

If you've already downloaded the Realm Connect app, use the code ccanglican when creating an account.

Sincerely,
Christ Church Anglican

At the bottom, a footer note states: "This message was sent to dhc.cca@gmail.com by ACS Technologies on behalf of this organization."

Once you have clicked on the “Create an account” link in your email from Realm, your web browser will open up so that you can register your account and create a password. Passwords must follow the standard password security protocol shown below. Your email address will already be entered. Add a password and re-enter it. If the passwords do not match, you will be prompted to re-enter them. Click on the “I am not a robot” check box and then click on the register button.

Figure 2 Create secure password for your account.

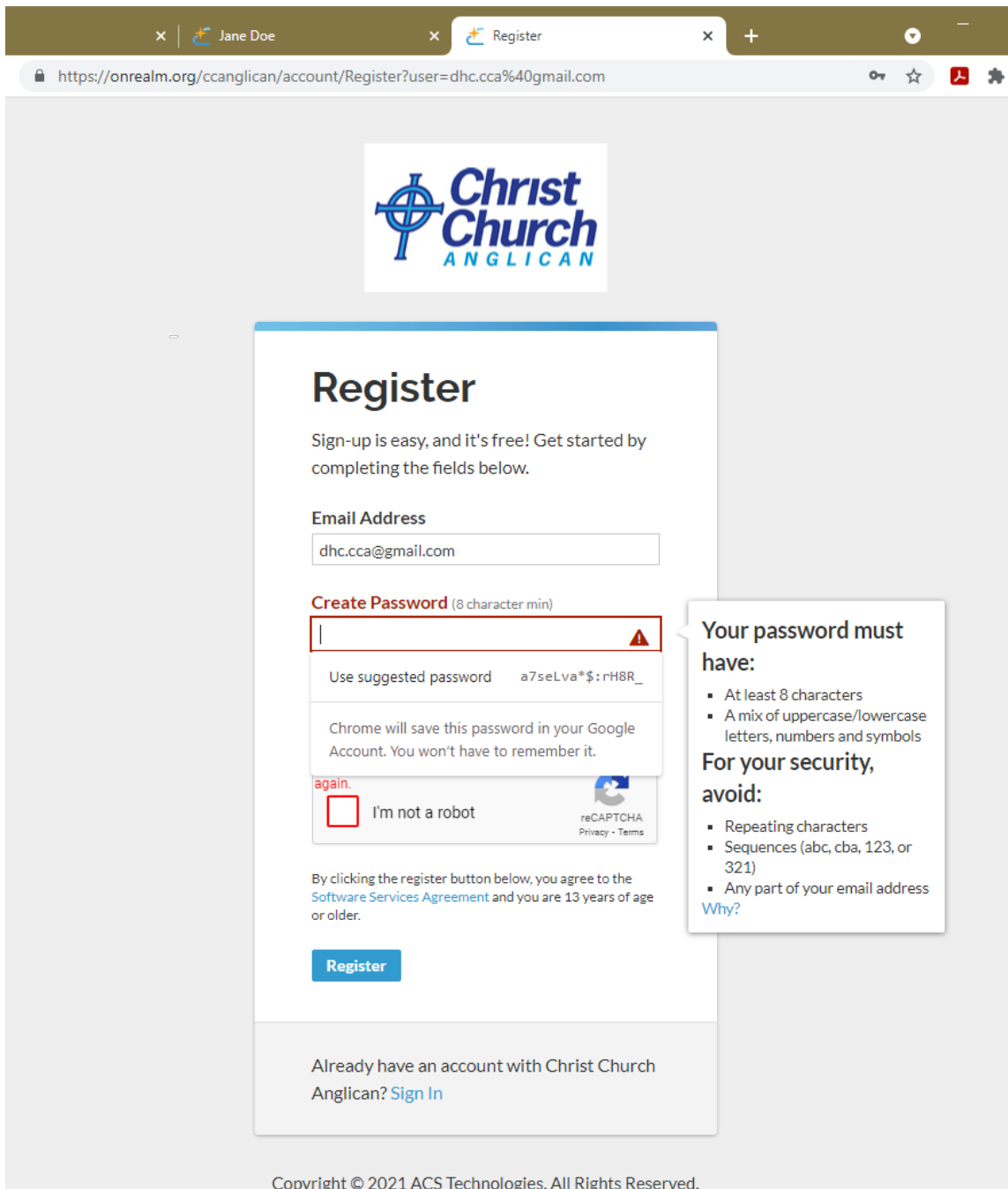
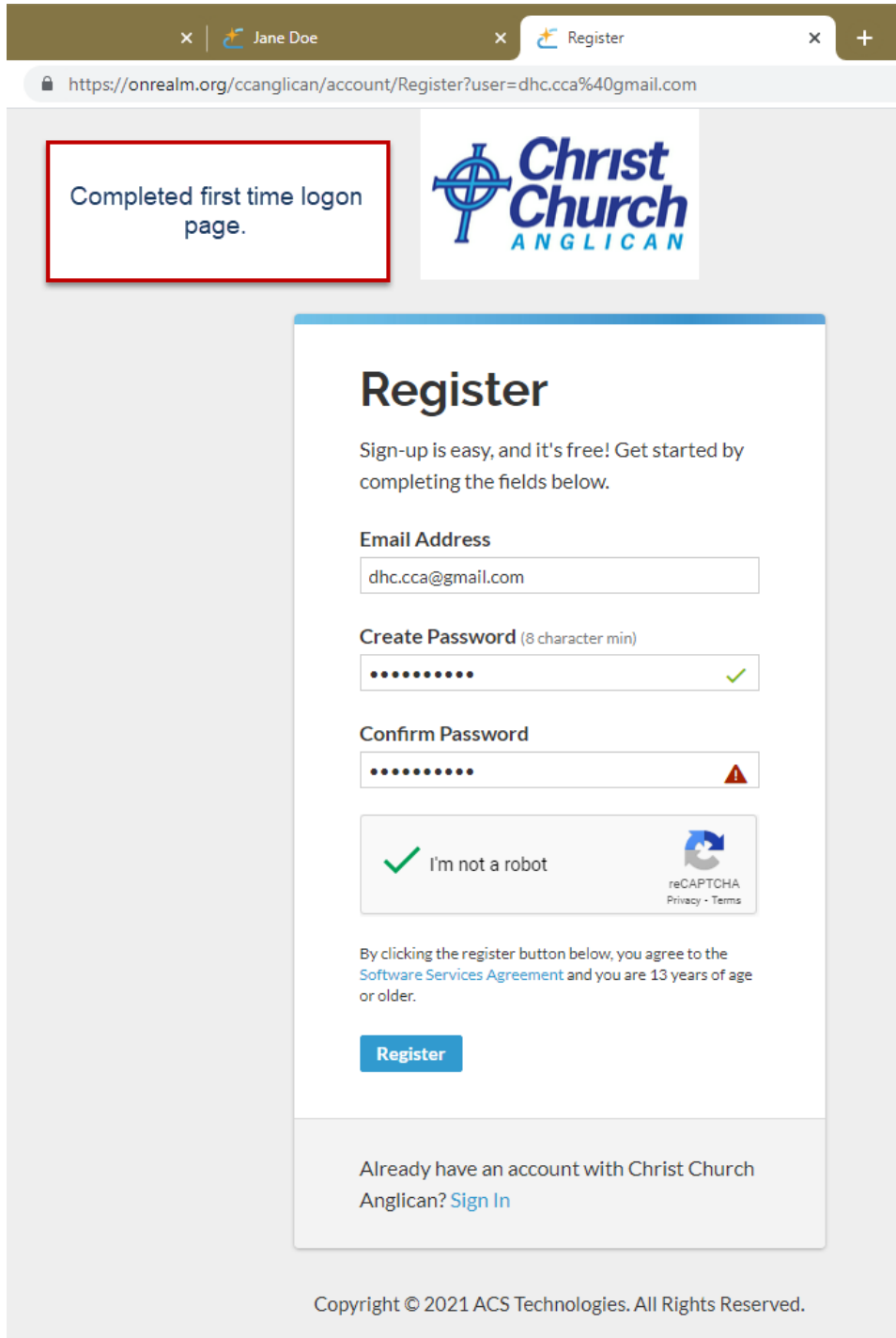


Figure 3 Completed Registration Page



Completed first time logon page.

Christ Church ANGLICAN


Register

Sign-up is easy, and it's free! Get started by completing the fields below.

Email Address

Create Password (8 character min)
 ✓

Confirm Password
 ⚠

✓ I'm not a robot  reCAPTCHA
 Privacy - Terms

By clicking the register button below, you agree to the [Software Services Agreement](#) and you are 13 years of age or older.

Register

Already have an account with Christ Church Anglican? [Sign In](#)

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After clicking on the Register button, you will receive an email with a hyperlink to verify your email address. Click on the new email link to complete the registration process. You will be asked to verify either your telephone number or the month and day of your birthday to ensure that your email address matches our database information. If it does not, contact one of the people listed at the beginning of this document.

After you have registered successfully, review your profile information by clicking on the down arrow by your name in the upper right corner. Select profile, then click on the Edit Profile button to change your data. The Edit Profile page contains information on the Contact tab and the Personal Information tab; please check both tabs to ensure all your data is correct. Please enter your entire birthdate in the MM/DD/YYYY format for the church's records. Your age and birth year will not be shown in the directory or online. If your address or email address change, you may update your profile information and it will update the church's records.

Figure 4 Profile Information

The screenshot shows a web browser window with the URL <https://e.onrealm.org/profiles/8d4fb931-7f92-4149-a2f3-ad8e016a017c>. The page title is "Jane Doe - Christ Church Anglican". The profile is for Jane Doe, with a profile picture showing the initials "JD".

Contact Information:

Email	dhc.cca@gmail.com
Home	(432) 520-3904 / Primary
Mobile	(432) 520-9999
Address	236 Main St Midland, TX 79701

Personal Information:

Birth Date	January 1st
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Family:

John Doe	Spouse
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Groups:

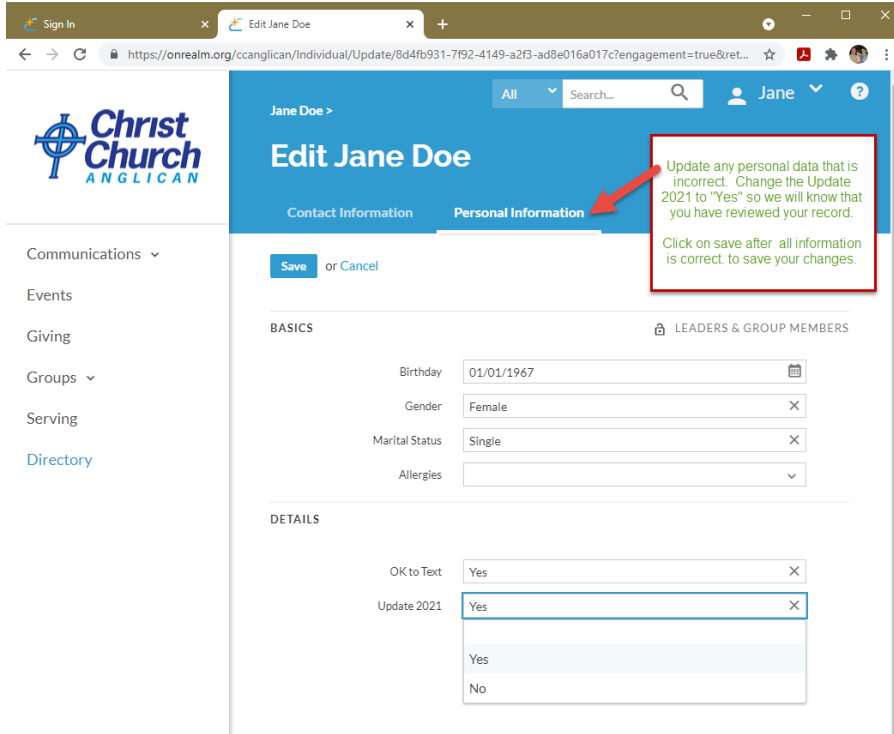
Member Of	Christ Church Anglican
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Callout boxes and arrows provide instructions: "Click on your name to view your profile information" points to the name "Jane" in the top right; "Review your profile information, if it is not correct click on the edit button and update. You may update this information at any time to keep it current. Only the month and day of your birthday will appear in the directory, but you will be asked to enter the year for use by the staff." points to the "Birth Date" field.

When done editing the data on the Contact tab, click on the Personal Information tab to review that data. Click on the Save button to save your changes on both tabs.

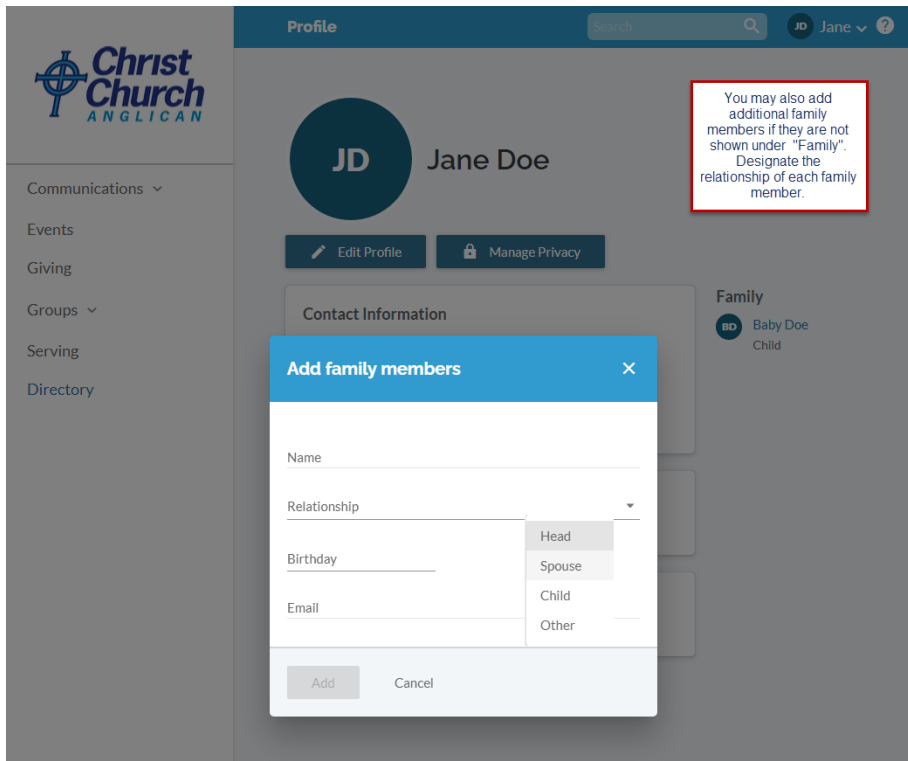
See Figure 5 on the next page

Figure 5 Update both Contact and Personal Information



If your record is linked to a spouse or children, their data can be modified by clicking on their name under FAMILY on the right side of your profile record. You may add additional family members if needed. Remember, this information cannot be viewed by anyone outside of our church family.

Figure 6 Additional Family Members

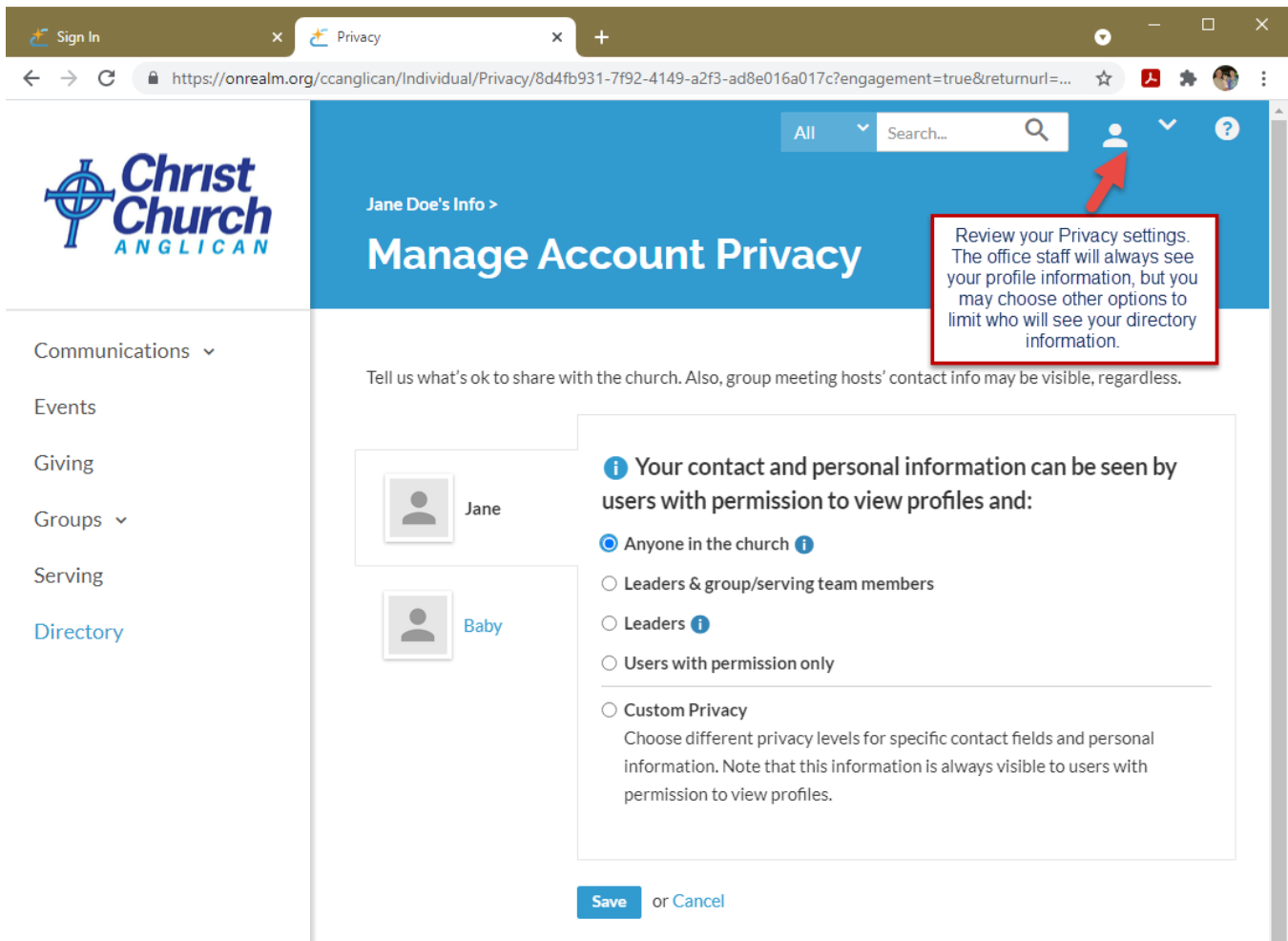


There is an online directory in Realm. Note that one of the options on your Personal Info tab is “Remove from Printed Directory”. This is separate from the Privacy settings, so if you do not want your info in the print directory, please select that option. Being in the online directory means that your online community can see your profile listed when they click **Directory** in the main menu.

If you're in the online directory:

- Your name and photo are visible to anyone with a Realm login for Christ Church.
- Your contact and personal information, unless you've updated your privacy settings to hide from view, are visible.
- Registered users will be able to see groups you belong to.

Figure 7 Account Privacy

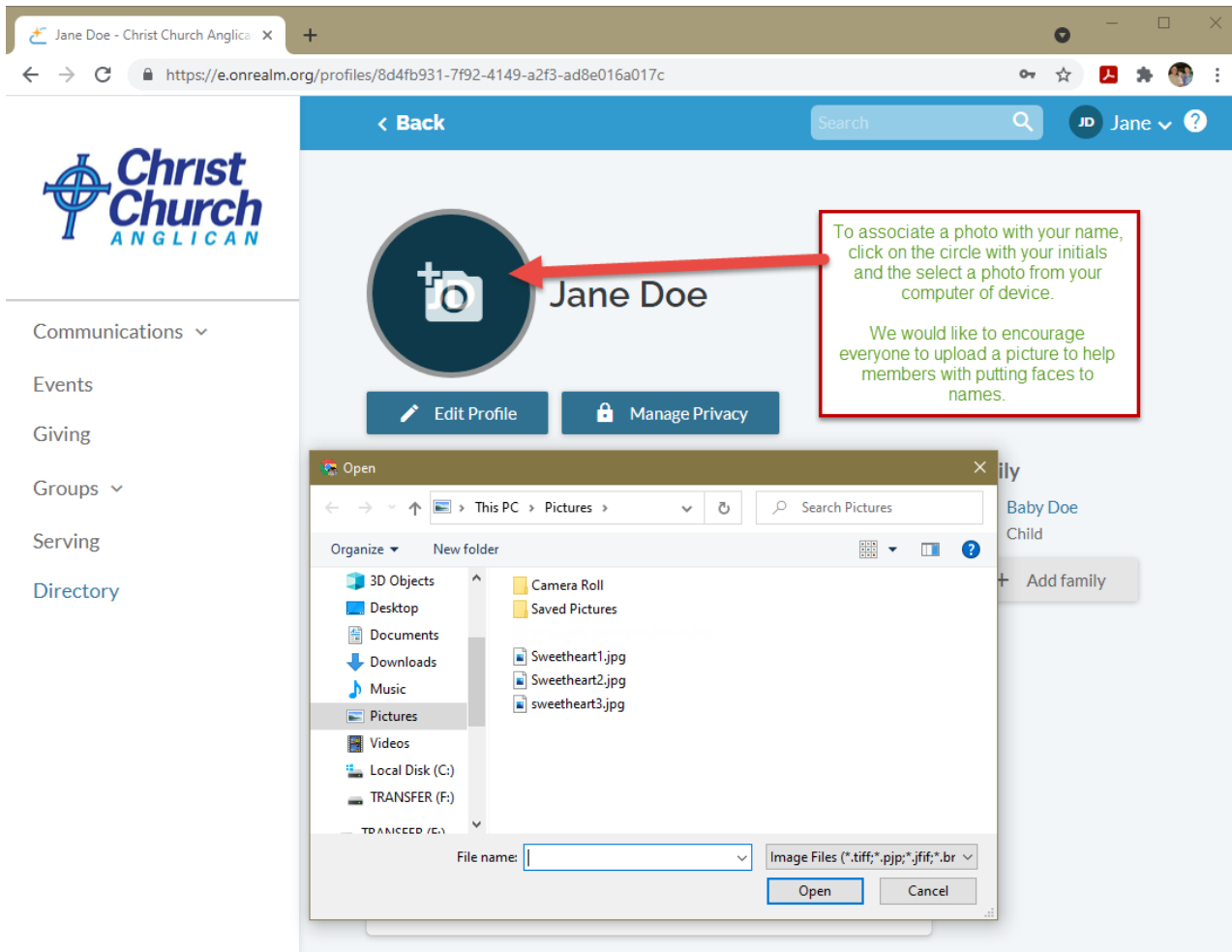


Account privacy settings should be set to “Anyone in the church” to appear in the online directory. If you do not have an email address, smart phone or computer, please contact the church office to be included in the Realm directory.

Children's privacy settings do not allow "Anyone in the church" to access their info. It should be set to "Leaders & group/serving team members." If someone with the family position of "Child" does not have a birthday in their profile, their privacy settings cannot be opened, even by their parents. Please enter a birthday first.

Please add your picture to your profile so that CCA members can put a face to the name. Any picture can be uploaded from your computer pictures by clicking on the camera button, browsing to a current photo and selecting the file. If you do not have a current photo, ask someone in the Welcome Center or church office to take your photo and upload it.

Figure 8 add a photo to your Profile



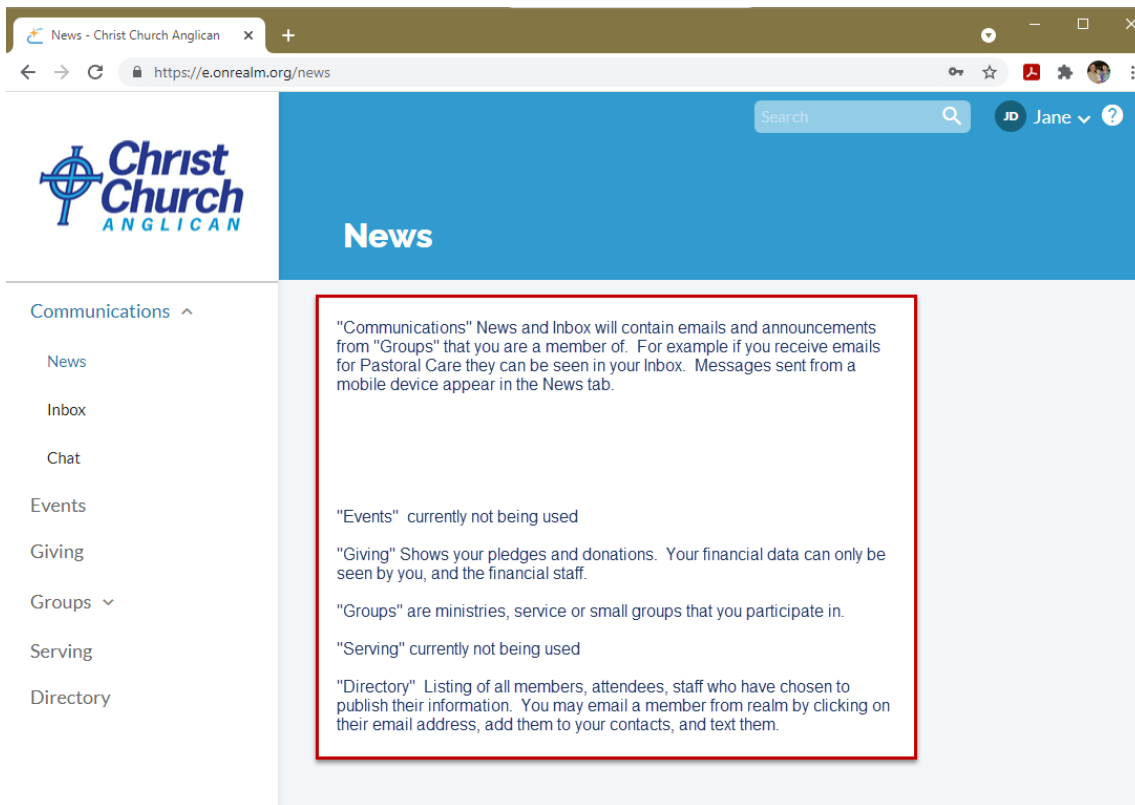
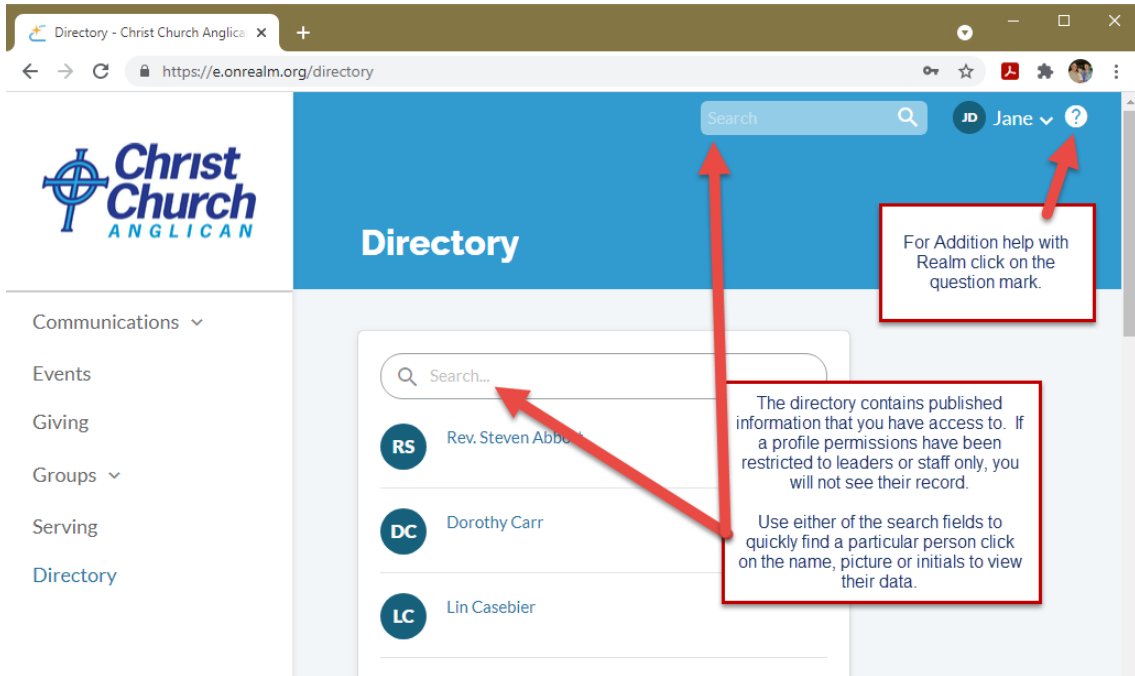
After uploading your photo, you have completed the registration process. You may access Realm through your computer's web browser or install the Realm connect application on your phone or tablet. Visit the Apple "App Store" or Android "Google Play" to download Realm Connect- For our Church"

Apple Store <https://apps.apple.com/us/app/realm-connect-for-our-church/id1052274581>

Google Play <https://play.google.com/store/apps/details?id=com.acstechnologies.android.realm.engagement>

To view the Christ Church directory in Realm, click on the "Directory" menu option on the left side of your screen. Remember that only users who have registered and set their profile security to "Anyone in the church" will appear in the directory. Use the search box to quickly find the person you are looking up.

Figure 9 Directory and Menu Options



If you chose to register on your phone or tablet, the above process will be similar but the screens will be modified to fit the size of your device. You may register first or download the application first, but you will always start the registration process by clicking on the link in the invitation email that you received.

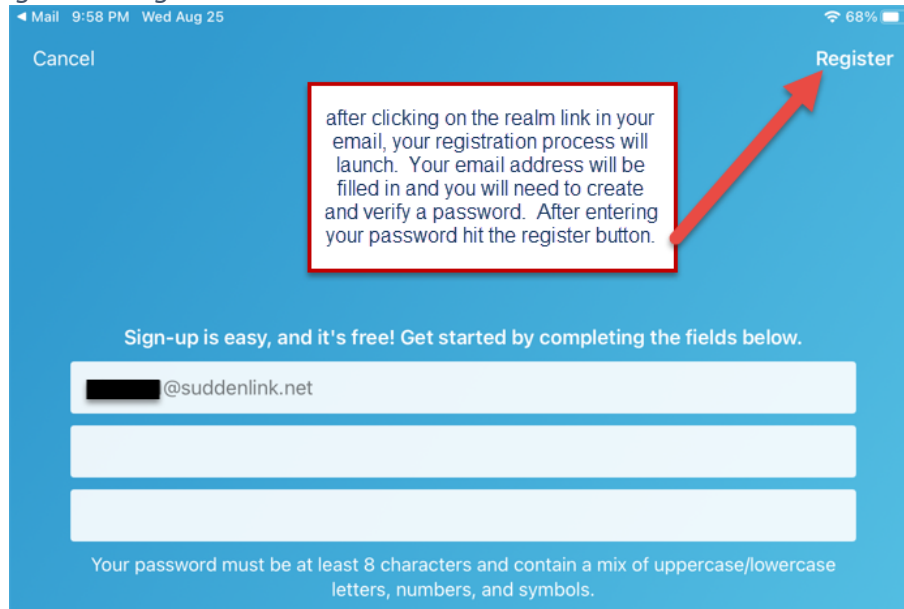
Visit the Apple "App Store" or Android "Google Play" to download Realm Connect- For our Church"

Apple Store <https://apps.apple.com/us/app/realm-connect-for-our-church/id1052274581>

Google Play <https://play.google.com/store/apps/details?id=com.acstechnologies.android.realm.engagement>

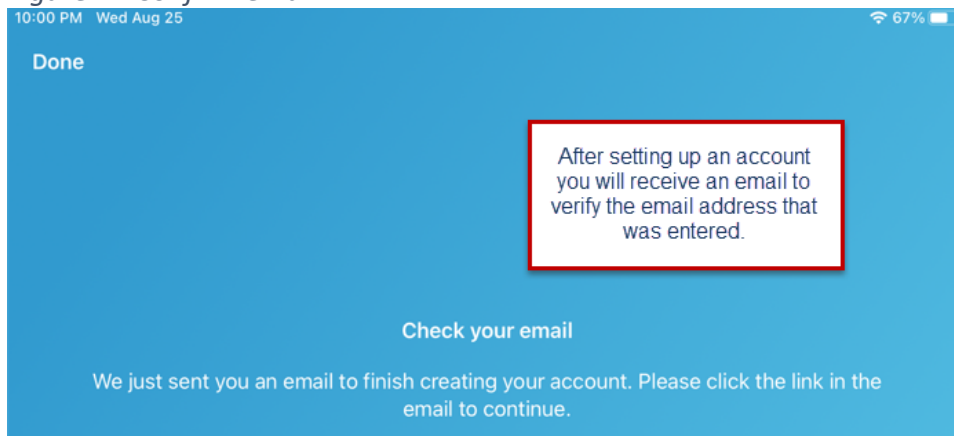
On your device, open up the email and click on the link to start the registration process. Once you have clicked on the Realm link in your email, your web browser will open up so that you can register your account and create a password. Passwords must follow the standard password security protocol. Your email address will already be entered. Add a password and re-enter it. If the passwords do not match, you will be prompted to re-enter them.

Figure 10 Registration on Phone or Tablet



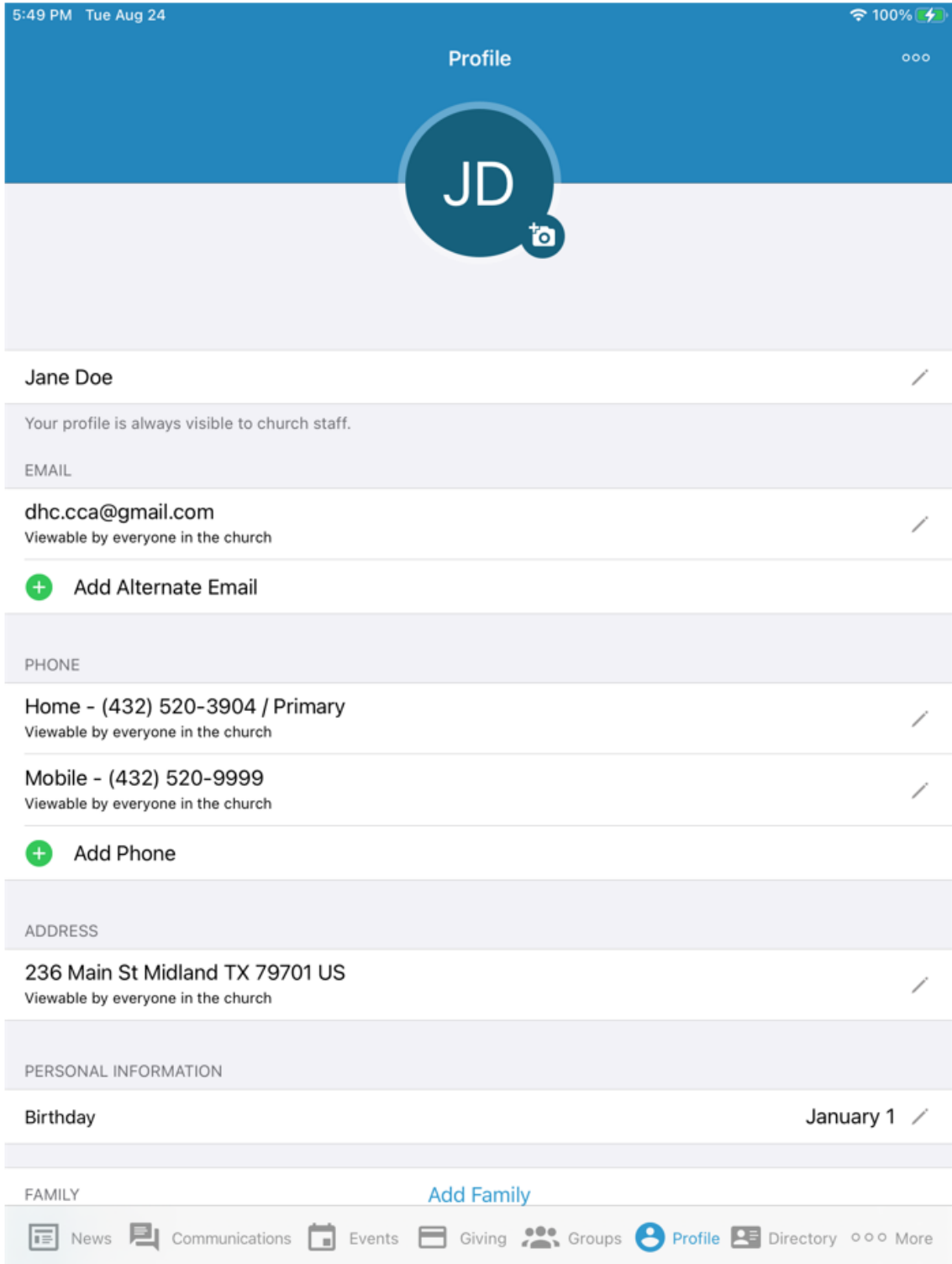
After clicking on the Register button, you will receive an email with a hyperlink to verify your email address. Click on the new email link to complete the registration process. You will be asked to verify either your telephone number or month and day of your birthday to ensure that your email address matches our database information.

Figure 11 Confirm email



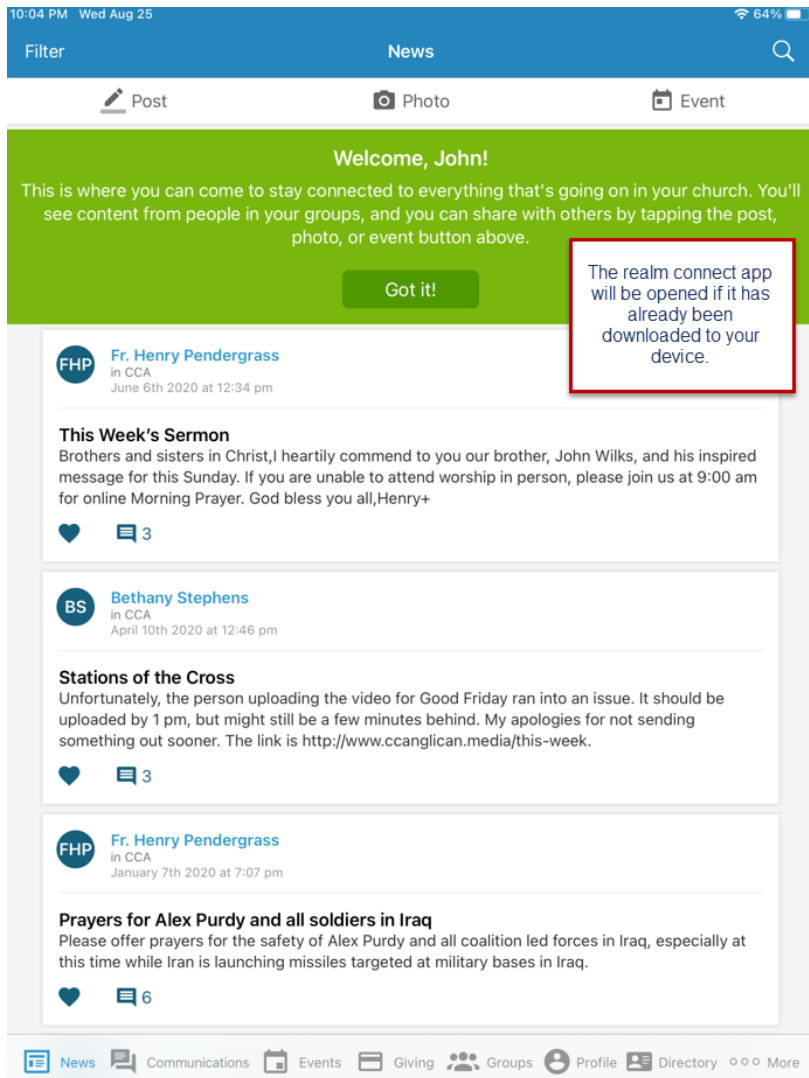
Review your profile information by selecting Profile from the bottom. If you don't see the Profile option click on the "...More" menu option. To edit a field, click on the pencil, then type into the field. Hit Save when complete. See the discussion on pages 4-7 for more information on updating your profile. Click on the camera button by your initials to add a picture from your device.

Figure 12 Realm connect profile



On the mobile apps, the bottom menu shows the various Realm functions. On a tablet, you may see the Profile and Directory menu, but on a phone, you will probably have to select these options from the ...More menu. The Communication menu will contain emails from the groups that have been assigned to you. The Giving option will display your pledges and donations. Currently, we are not using the Events, News, Mobile Check ins or Serving functions.

Figure 13 Realm Connect Application



View the CCA directory, click on “Directory” or “...More” then “Directory”. Use the search box to find the person you are seeking, or scroll down until you see their record. Click on their name and their profile information will be displayed on the right side of the screen. Remember only people who have registered and set the “Anyone” permission will be in the online directory.

Figure 14 Directory on Realm Connect



If you have any, please contact Dian Ray (432-556-2850 or dianray0324@gmail.com) or Dorothy Carr (432-230-8073 or dorocarr@icloud.com) or, as a last resort, email Bethany@ccanglican.com.