



## Getting Started in Realm

1. Log in to CCA Realm by clicking on the email link you received.
2. Log into Realm with your email address. Create a password and enter it
3. Verify your email address by responding to new email.

### Update Contact Information

Your profile contains your contact information. This is what other members will use when they want to get in touch.

4. Click person icon or your name in the upper-right corner, and select **My Profile**.
5. Click **Edit Profile**.
6. On the **Contact Information** tab, enter or edit the fields displayed. See Additional Field Information below for details. Note, especially, any fields marked with an asterisk. These must be completed before you can save.

### Update Personal Information

Gender, birthday, marital status,—the church needs to keep this information current for its records and to give you accurate reports, statements, and updates.

7. On the **Personal Information** tab, complete or edit the fields displayed. Fields marked with an asterisk must be completed before you can save.
8. Update Birthday. The year and age will **not** be displayed on your church profile.
9. Click **Save**.

### Update your photo:

10. Point to the image to the left of your name and click it.
11. Browse to a picture on your device you want to use and select it.
12. You might need to refresh your profile page to see the change.

### Update Privacy Settings:

13. Click on **Manage Privacy**. Click on “Anyone in church” to be included in the Christ Church online directory.
14. Click **Save**.

## Installing Realm Connect App

The mobile application “Realm Connect – For our Church” can be downloaded to your phone or tablet. It provides access to the church directory and your profile information formatted for your device. After downloading the app, log in by entering your email and password that you previously set.

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>

Want Help? Visit the Welcome Center before and after services Sept 12, 19, or 26, or call Dian Ray 435-556-2850, or go to [www.ccanglican.com/realm](http://www.ccanglican.com/realm)