Realm Connect Explanations

Key Features at A Glance

Features	Description
News	Your central hub for updates, announcements, and church news from Realm Connect
Directory	Contact information for church members (as they make it available)
Search	Find a church member and their contact information
Giving	Check your giving record, make donations, and pledge on line
Groups	Groups share a common purpose. Groups allow for communication, creating events and managing files.
Profile	Manage your account settings and personal information

Logging into your Connect Account

Desktop Computer	**Smart Phone/Tablet**
Go to onrealm.org and enter your username and password to log into Realm Connect	Download "Realm Connect" from your app store. Log in.

Features of Realm Connect

News

The **News** is the first screen you see. The news feed contains posts from groups in which you are a member. The most recent posts will be at the top. (Note: They are in the order created, not arranged when they occur).

Directory

All members of St. Michael's Church with a Realm-Connect account are can be in the directory. The information displayed about you in the **Directory** depends on your **Privacy Settings**. The Connect app on the iPhone and Android allows you to make phone calls and to send emails. Please respect members' information and do not share an individual's contact info with people outside the church unless you have permission.

Privacy Settings

You can decide to keep your information private, however to make it possible for church members to contact you, you need to set your **Privacy Settings** to "Anyone in the church." If you choose, you may customize this to hide your phone number, email address and/or home address. We hope you are comfortable sharing your contact info with our congregation so that it is easy for church members to be in touch with you. Your birthday is visible, your birth year is not.

Giving

This section shows any pledges you have made and your giving history. Financial information is automatically private. You will have the ability to set up on-line recurring and one-time gifts, view your giving history, and make additional donations. In the desktop application you can download or print your giving history. Realm Connect automatically records all electronic gifts and adds them to your giving record.

Profile Settings

You can control what information is in Connect about you. See handouts for a description.

Search

Use this function to find a church member in the directory.

Groups

Every church has groups—people who do something together, such as the Altar Guild, Counters, the Choir, or a book group. Connect is designed to help leaders and members work together. Some groups are permanent with changing membership, such as the Vestry. Other groups come together for a limited period of time and then disband.

Connect is based on Groups. Everyone belongs to the "St. Michael's Episcopal Church" group. Some groups have already been added to Connect., such as "Vestry" and "Realm-Connect Roll-out" and "Adult Forum Planning Group." We can have many more groups and expect that this will be a good tool for group members.

Group Leaders

Every group has at least one "group leader." In Connect assigning the role of "Group Leader" to a parish member is made by a Connect administrator when creating the group. A Group Leader has specific permissions to:

- Add members to the group
- Delete members of the group
- Send out news to the group
- Create an event for the group
- Post files to the group
- Give permission to group members to post news to their group.

Group membership

A member of a group will:

- See any postings from the group leader in their News feed
- Communicate with their group through the Chat function
- Receive event notifications
- Access files stored in the group

Note: there is no chat function for the St. Michael's Episcopal Church group.

Manage Your Profile

See handouts with screenshots for detailed explanations

Desktop Computer	Smart Phone/Tablet
In the upper-right hand corner, click on your name. A menu appears. Select **Edit Profile.** Update/correct your profile, contact and personal information. Add your photo.	Tap **More** in the lower right corner. On the "More" screen tap the upper left-hand circle. Select and it will show a menu where you can manage your profile, privacy and notifications.

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Add your photo

You may add a photograph to your profile. Click in the circle where the picture will go and follow the prompts.

Notifications

Notifications are messages coming from Connect. By default, any communication for your groups will be sent to your email address. You can choose turn off notifications and/or change the email address. An option is to receive one email a day select "Daily Digest via Email." You may also tailor your notifications by group if you choose.

Communications

The **Communications** tab displays communications that you have received. Only Group leaders can post news.

Security

The security of Connect data is managed at a high level by the parent company that provides the software. For a detailed description of how the data is kept secure see this link.

https://help.acst.com/en/trust-center/faqs/data-security-frequently-asked-questions

The most important security measure is to have a unique password for your account.