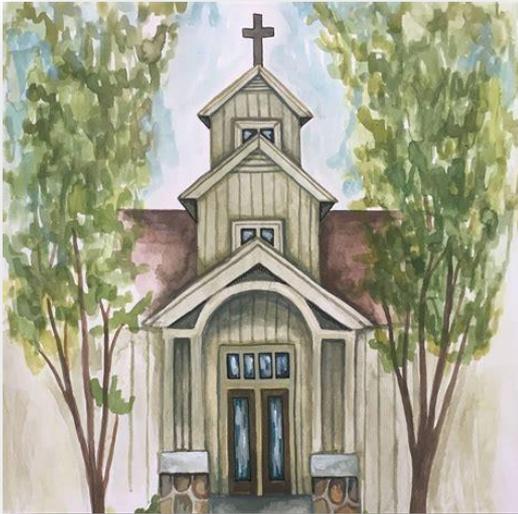




Exciting News

- Saint Stephen's has moved to a new web-based software that truly integrates all the functions of the church on one platform.
 - Church Member Information
 - Membership
 - **Member Directory**
 - Groups
 - Communication
 - Your Church Giving History
 - And more...
- Each member profile has been moved from ACS (current church management system) to **Realm**.
- Each profile is home to all your personal information as it relates to your church life and is only viewable by a very strict permission protocol.



Why is this important to the members?



Instant Church Directory has been a valuable tool for members these past few years. However, it was an application that didn't integrate with our church software. Changes to personal information in ICD were not automatically added to our church profile database and managing two systems is troublesome.

Welcome to the introduction of our new church directory **Realm** and **Realm Connect**.



Realm – Browser based platform



Realm*Connect – Mobile based platform



Below are the steps to use both Realm and Realm*Connect

- Each member with a personal email on file with the church will receive an e-mail from Saint Stephen's with a unique link to create an account. **Families with only one email on file will have to share login information to use the system.**
- Create your account
 - This is accomplished best from your computer if possible.
 - Click the link on your email and add your information and password
- Web Use – Subsequent Logins
 - [Sign In \(onrealm.org\)](https://onrealm.org)
- Mobile Device Use
 - Download the app [Realm Connect](#) and use your login credentials
- **You must create your account in Realm before using the mobile app**



The “Create Password” Screen



Your password must have at least 8 characters and meet 3 of these 5 requirements:

- An uppercase letter
- A lowercase letter
- A symbol (!, @, #, etc)
- A number
- 15 or more characters

Your password must **not have:**

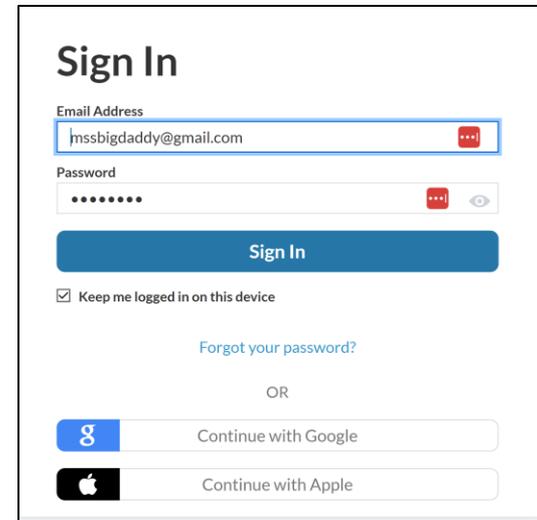
- Repeating characters
- Sequences (abc, 123, etc)
- Any part of your email address

The color of the requirements will change when you meet the requirements.

A screenshot of the "Create Password" screen. At the top, it says "Create Password" and shows a password input field with 15 dots and a red "x" icon. Below this, it states "Your password must have at least 8 characters and meet 3 of these 5 requirements:". The requirements are listed with green checkmarks: "An uppercase letter", "A lowercase letter", "A symbol (!, @, #, \$, %, ^, and so on)", "A number", and "15 or more characters". Below this, it says "Your password must not have:" followed by three requirements with green checkmarks: "Repeating characters", "Sequences (abc, cba, 123 or 321)", and "Any part of your email address". There is a "Why?" link. At the bottom, there is a "Confirm Password" input field with a red "x" icon. At the very bottom, there is a reCAPTCHA section with a checkbox labeled "I'm not a robot" and the reCAPTCHA logo and text "reCAPTCHA Privacy - Terms".

Various ways to Login into Realm or Realm Connect after you create an account

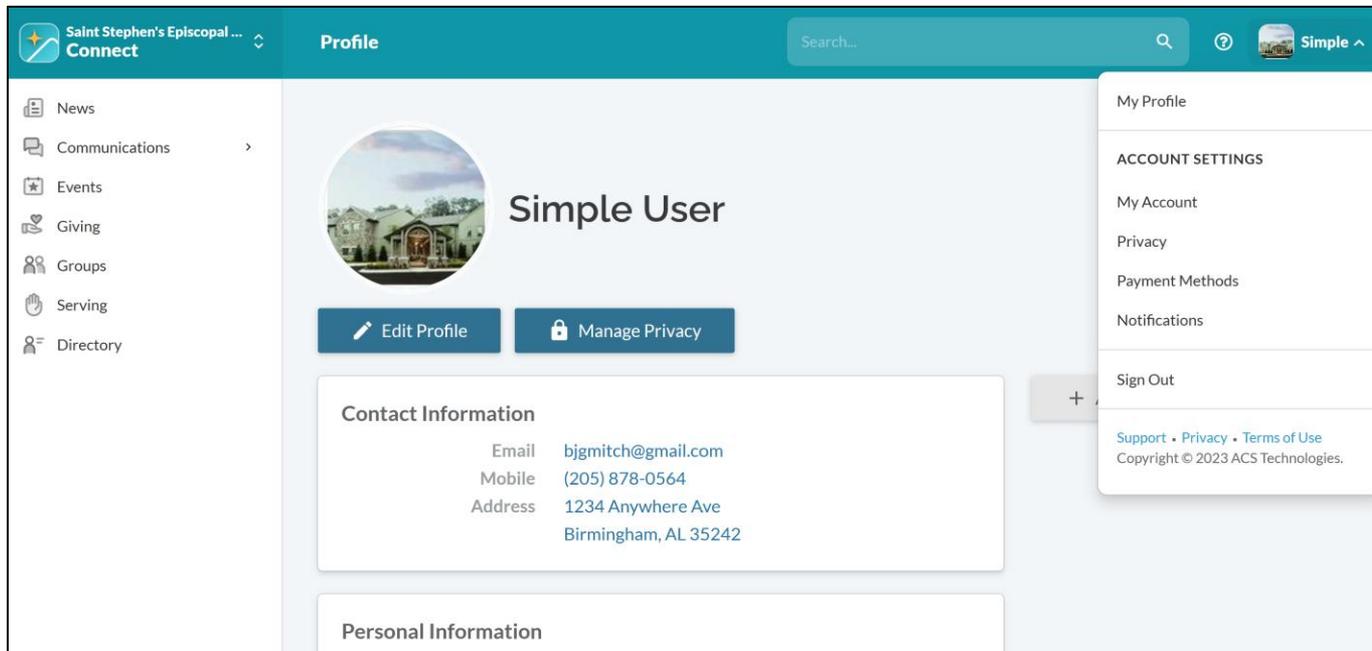
- Use your Realm created password & email address (For computers go to *onRealm.org* for *RealmConnect* open the app on your mobile device)
- Use your Apple ID
- Use your Google ID
- Check box (Keep me logged in on this device)



The image shows a screenshot of the Realm Sign In interface. At the top, the title "Sign In" is displayed. Below it, there are two input fields: "Email Address" containing "mssbigdaddy@gmail.com" and "Password" with masked characters. A blue "Sign In" button is positioned below the password field. Underneath the button is a checked checkbox labeled "Keep me logged in on this device" and a link for "Forgot your password?". Below these elements, the word "OR" is centered. At the bottom, there are two social login options: "Continue with Google" (with the Google logo) and "Continue with Apple" (with the Apple logo).



Using Realm



Profile Window

- From the drop-down box next to your name select "My Profile".
- **Edit Profile** – Make changes to your personal data if needed.
- **Manage Privacy** – see slide on Manage Privacy and joining the online directory.

Using Realm and the Directory



To participate in the new online Directory:

- Login to [Realm](#)
- From your profile page, select “Manage Privacy” or click the blue privacy "lock" to the right of the edit button.
- If you want to be a part of the directory, Select “Anyone in the church”
- Select "Custom Privacy" if you want to limit or change various personal data in the directory.
Example: Limit your children's phone numbers in the directory
- Each member and child has their own profile so in the example above go to your child's profile and follow the steps above to limit exposure in the directory.

Privacy

1 Sample's contact and personal information can be seen by users with permission to view profiles and:

Anyone in the church

Leaders & group/serving team members

Leaders **1**

Users with permission only

Custom Privacy

Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.

Privacy

Custom Privacy

Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.

Mobile Phone
(205) 878-0564
Leaders & group/serving team members **1** ▼

Primary Email Address
bjgmitch@gmail.com
Leaders & group/serving team members ▼

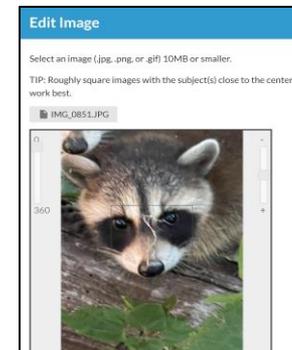
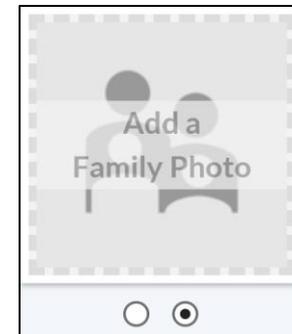
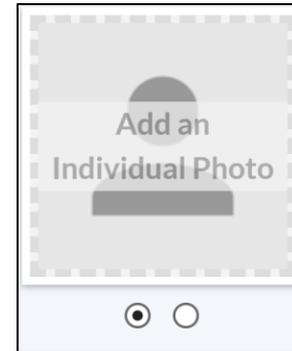
Personal Information
Leaders & group/serving team members ▼

How to add a photograph

- Share your smile! Add your photo to your profile page!
- Go to your profile.
- Hover over the square and Select Individual or Family.
- The picture format is a square, so a square picture works best.
- Use the left scroll bar to rotate and the right scroll bar to resize.
- Once you have the picture in the correct place, you can either edit or delete the picture and start over.
- Add Your Photo.

- Image Size:

Ideally, the image you choose to upload should be 172 x 172 pixels. If the image is larger, you should zoom out until it fits in the dashed-line center square. Otherwise, the website will delete the remainder. If the image is smaller, it will not be automatically enlarged to fit the space. You can zoom in but might lose resolution. Most photographic programs can determine and alter the size of an image.



Frequently Asked Questions:



Q: When will Instant Church Directory (ICD) end?

A: We will discontinue using Instant Church Directory by the end of 2023 or sooner if we have the majority of users converted to Realm.

Q: Does each family member have their own profile?

A: Yes, and **Privacy** needs to be updated for each member. Remember, just because they are listed as family members, they don't necessarily have an account with Realm.

Q: Can you migrate my picture from ICD to Realm?

A: Unfortunately, that can't be done. A new photo needs to be uploaded to your Realm Profile.

Q: Do we have to have a picture of each family member?

A: No, you can use the same family picture for each member.

Q: Does Realm*Connect mobile app show families or individuals in the directory?

A: All family member contact information can be accessed through the Primary contact if you selected "Anyone in the church" for each family member under "Privacy".

FAQ continued:



Q: I don't want my children's email address listed in the directory.

A: Under your children's profile select "Manage Privacy" and select "Custom". Choose from the selections.

Q: How can I join a Group?

A: In the mobile app open Realm Connect, select the three dots on the bottom of the app, select Groups. In the "Find Groups" field select your group and ask to Join Group. The Leader of the group will add you to the Group and you will receive a notification that you have been added.

Q: Why are some the buttons on the left not active?

A: The directory is the first module rolled out to the congregation. You can also view your list of contributions under Giving

Q: Who do we call for support on logging in and additional questions?

A: Contact Ann Day Hunt or Gretchen Lerner in the Church Office at 205-967-8786 (ann@ssechurch.org), (gretchen@ssechurch.org) or George Mitchell (mssbigdaddy@gmail.com) or 205-878-0564

Let's get connected. ✨

Download our Connect app today.

- 👤 Update your personal information
- 👥 Communicate with groups & teams
- 📄 Follow church announcements
- 🔍 Look up members
- 📅 Manage giving
- 📅 Create and join events

Let's be the church... together.

