

# St. Andrews

Presbyterian Church

Getting Started on Realm

Realm Connect (from ACS Technologies) is a church management software program that strengthens information sharing and connection within the groups that matter to you and puts you in charge of updating your personal information. The most up-to-date directory, group schedules, and your giving statement are only a click away with Realm.

**Please Note: You must be invited by St. Andrews Presbyterian Church to join Realm, and then use the link in the email invitation to register prior to using the Realm Connect app.**

### Step 1: Registering for Realm

- You will receive an email invitation inviting you to join Realm. The email will come from [notifications@onrealmmail.org](mailto:notifications@onrealmmail.org) with the subject “St. Andrews Presbyterian Church: Join our online community!”



#### St. Andrews Presbyterian Church: Join our online community!

Hi Margaret,

We at St. Andrews Presbyterian Church 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/standrewspc/account/CreateAccount?token=YjhhOWEYOTAtYjNkMC00NzhILWFIZWQYVWZHMtAwMjFhZDE1>

Sincerely,  
St. Andrews Presbyterian Church

- Click the link in the email, which takes you to a “Register” page on the Realm website.

A screenshot of the Realm website's registration page. The page has a white background with a blue header. The main heading is "Register" in a large, bold, black font. Below the heading, there is a sub-heading: "Sign-up is easy, and it's free! Get started by completing the fields below." There are three input fields: "Email Address" (empty), "Create Password (8 character min)" (with a green checkmark), and "Confirm Password" (with a green checkmark). Below these fields is a reCAPTCHA box with a green checkmark and the text "I'm not a robot". At the bottom of the form, there is a small "reCAPTCHA" logo and links for "Privacy" and "Terms". Below the form, there is a line of text: "By clicking the register button below, you agree to the Software Services Agreement and you are 13 years of age or older."

- The email address field should be pre-filled with the address at which you received the invitation. Set up your password; It must be at least 8 characters, cannot contain any part of your email address, and must meet 3 of the following 5 requirements: Uppercase letter, lowercase letter, number, symbol, 15 or more characters.  
Type the same password again in the Confirm Password box. Click inside checkbox for I'm not a robot reCAPTCHA. Click on the **Register** button.
- When you have successfully completed registration, you will receive a second email from Realm with the subject "St. Andrews Presbyterian Church: Realm Account Confirmation. The email includes the link to the mobile Realm Connect app and also provides the link for sign in, which you should bookmark for future reference. While everything is accessible through the website, we recommend downloading the mobile app as using Realm Connect in conjunction with the app will provide a better experience of engagement and connection,



Powered By



### St. Andrews Presbyterian Church: Realm Account Confirmation

Hi Margaret,

Welcome to the online community for St. Andrews Presbyterian Church!

If you haven't already, please download the **Realm Connect** mobile app to stay connected with your community.



Or sign in using your preferred web browser:  
<https://onrealm.org/standrewspc/SignIn>

Sincerely,  
St. Andrews Presbyterian Church

## Step 2: Update your Profile

Each member (associate member, regular visitor) has their own unique profile in Realm. Your profile contains information you want people at our church to know about you. Your profile also enables you to join a group, RSVP to events, track your giving, update your contact information, change family details, set notification and privacy settings, and upload directory photos. We encourage all users to update their online profile. By keeping your information current, you are making it easier for our church family to connect with each other; so please verify that your information is correct. **Please note that while you have control over what information in your profile is shared (except for staff), your personal details will never be accessible by anyone outside of this congregation and we encourage you to share so that others may connect with you.**

- **Contact Information**
  - Login to Realm through the web or the app
  - Web access – click on your name in the upper right corner and Select "My Profile", and then click "Edit Profile" to see all the available fields.

- Mobile app – click “More” in the bottom right corner, click on the circular icon on the top left corner, then select “My Profile” (click on the pencil icon to the right of any item that needs to be changed).
- Verify, Update, Correct, or Add as needed your email address, phone number (designated as Mobile, Home, Work, or Other), and address.
- You also have the ability to edit contact information for those listed as family members (or add additional family members if needed).
- From the web, you can also add social media links if desired (also only visible on the website).
- **Personal Information** (web access - Contact and Personal Information are on separate tabs)
  - Verify, Update, Correct, or Add as needed your date of birth, gender, and marital status. Note: although the full date of birth is listed here, only the month and day will be displayed in your public profile view.
  - If you access through the web, you can also add any Allergies you may have.
- **Add or Change your Photo**
  - Web – In your profile, select the circular icon to the left of your name.
  - Mobile app – click the pencil icon next to the circular icon at the top of your profile.
  - Please use a photo that allows others to clearly see **your** face (remember that the goal is to connect with others, and some may not know you well yet).
  - You will be prompted to browse for the photo on your device (from Mobile you can also choose to take a new picture).
  - Once your image is selected, you will have the ability to crop, reposition, and resize the photo.
  - Click “Save”

### Step 3: Manage Your Privacy Settings

We understand that privacy is a major concern. With that in mind, here are some things to keep in mind.

- You have control over who can see your contact (Email, Phone, Address) and personal information (Birthday).
- Your information will never be public, nor is it searchable on the internet.
- Authorized staff will have access to your profile and the ability to update information.
- For safety reasons, sharing contact and personal information for children under 18 is limited.
- For safety reasons, children under 13 will not be able to sign into Realm.

### Privacy Levels

- **Anyone in the church** - Everyone in the church will be able to see profile information marked as “Anyone”.

- **Leaders & group/serving team members** – Information is only shared with the people in groups or teams of which you are a member, and authorized staff. **This is the default setting, and also the highest setting for those under 18.**
- **Leaders** – Information is hidden from anyone who is not a group/serving team leader, or authorized staff.
- **Church Staff only** – Only authorized staff can see your information. Your name will still appear in the directory, but no other information will be available.
- **Custom Privacy** – Choose different privacy levels for each personal information field.

### **Set your Privacy Level**

- **Web** – either click on your name in the upper right corner and select “Privacy” or, if you are already in your “My Profile” screen, click on the “Manage Privacy” button. Select your name (or the name of a family member) and set the overall privacy level or select Custom Privacy to choose different options for each field.
- **App** – each field is managed individually from within your profile when you are setting privacy settings. To change the settings from the default, click the “edit” icon next to the field and then select the desired privacy level.

**Ultimately, you have control over who can view your personal information (outside of authorized staff) but we encourage you, and especially those in leadership positions, to share with everyone so we can more effectively connect with one another.**

### **Step 4: Notification Settings**

Set your Notification Settings to control the amount of email (or push notifications from the mobile app) you receive from your groups and serving teams. Adjust the settings for each group/serving team to your preference.

- **Web** – Click on your name in the upper right corner and select “Notifications”. Make sure the email for notifications is correct (click on the “pencil” icon to edit). Use the slider to select to receive a Daily Digest email, which is an email at the end of the day showing the highlights of newsfeeds from your groups/serving teams. Click on the drop-down arrow beside each of your groups to select to receive email notifications for Inbox Activity and Newsfeed Activity.
- **Mobile App** – Click on your Profile icon (More, then top left corner) and select “Notification Settings”. Make sure the email for notifications is correct. If you wish to receive Push Notifications from your app, verify they are turned on. Next, use the sliders to select to receive Daily Digest notifications either by Email or Push; the digest is a daily summary of newsfeeds from your groups/serving teams. Manage group notifications by selecting the group; another box will pop up, allowing you to select to receive Email, or Push (or both) notifications for Inbox Activity and Newsfeed Activity.

## Step 5: Check out the Features of Realm

Your experience in Realm is centered around the groups and serving teams of which you are a member. Groups, as the name suggests, have been created for the various smaller groups in which you might be involved, such as the various Ministry Teams, Choir, or one our Christian Education small groups. Serving Teams are typically rotations of volunteers like Lay Leaders, for example. You will notice that have already been added to the groups you have joined (at least the ones we know about). Most of the groups and teams in Realm have been set up so that you can make a request in Realm to join. If you are designated as the leader of a group, you will have the ability to create posts and add photos to group communications (events will follow the normal request process and be input by Realm admins).

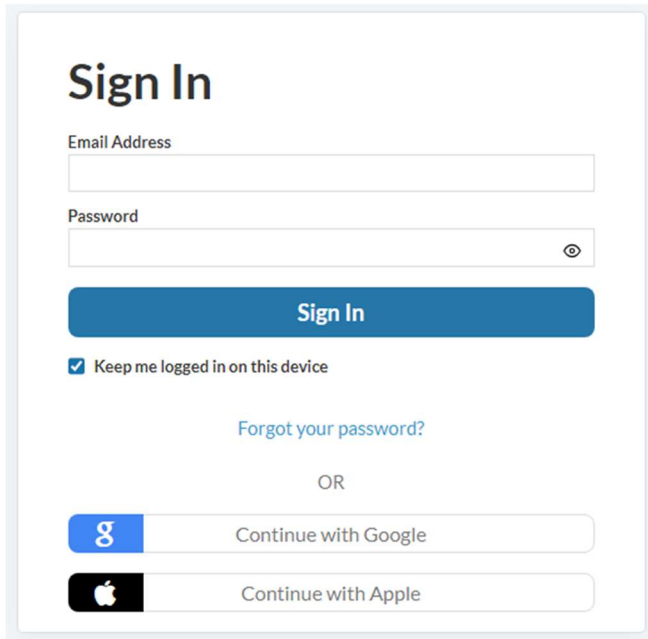
- **News** – a “newsfeed” of posts and activity from your groups
- **Communications** – activity in your groups, send messages to others, or chat live.
- **Events** – See a list of upcoming events for your groups and those for the entire congregation. Some events may make use of a simple RSVP (yes or no), and others can be set up as a registration event (think WN@theSAINT, for example).
- **Giving** – Give online to the church and see your giving history (or directly from the app); create single or recurring donations via debit or ACH, or give by text. Giving through Realm is convenient, automatically tracked and documented, and incurs no fees to the church for use.
- **Groups** – See a list of your groups and their members, or to find other groups.
- **Directory** – View a listing of all members who have created an account on Realm and review their personal information according to their privacy settings.
- **Serving** – View your serving teams, such as Lay Leader, and find your schedule. Check with others on the teams directly, online or through the app, when you need a substitute.

**Leaders:** As the designated leader of a group in Realm, you will have additional communication rights within that group. All leaders will have the ability to create Posts for their group, which is where you will want to put important communications for the group (for instance to remind members of an upcoming meeting). Members of your group can then reply or react to Posts (similar to Facebook). As the leader, you will also have the ability to upload files or pictures to your group. Calendar events will continue to be managed by communications staff. Regularly scheduled events for your group have already been input, but any changes or new events will need to go through the regular calendar request process.



**If you have read through this guide and still need assistance with setup or have questions, please send an email to [standrews@standrewspc.com](mailto:standrews@standrewspc.com) and either Karlee Tate or Kenneth Jones will respond to your questions or schedule a time to meet with you.**

## Appendix A: Reset your password

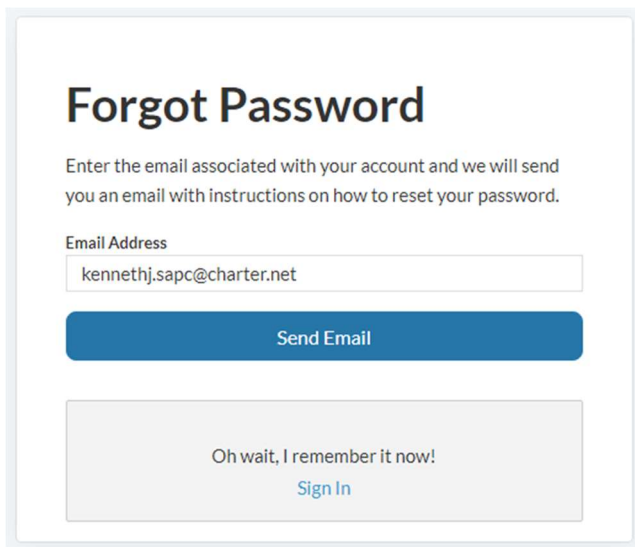
- If you have an account, but cannot get logged in, you will need to reset your password. At the Sign In page (this will be the same for both mobile and web browser access), click on the 'Forgot your password?' link.



The image shows a 'Sign In' form with the following elements:

- Sign In** (Section Header)
- Email Address** (Label) with an empty text input field.
- Password** (Label) with a text input field and an eye icon for visibility toggle.
- Sign In** (Blue button)
- Keep me logged in on this device**
- [Forgot your password?](#) (Link)
- OR**
-  **Continue with Google** (Button)
-  **Continue with Apple** (Button)

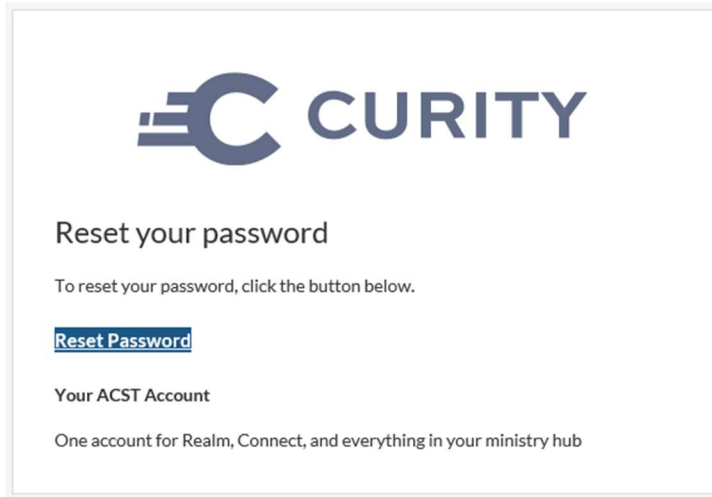
- Your email address may or may not be pre-filled; enter it if it is not. (If you are not sure what email address was used to register your account, contact us and we can check your profile for that information.) Click on the 'Send Email' link.



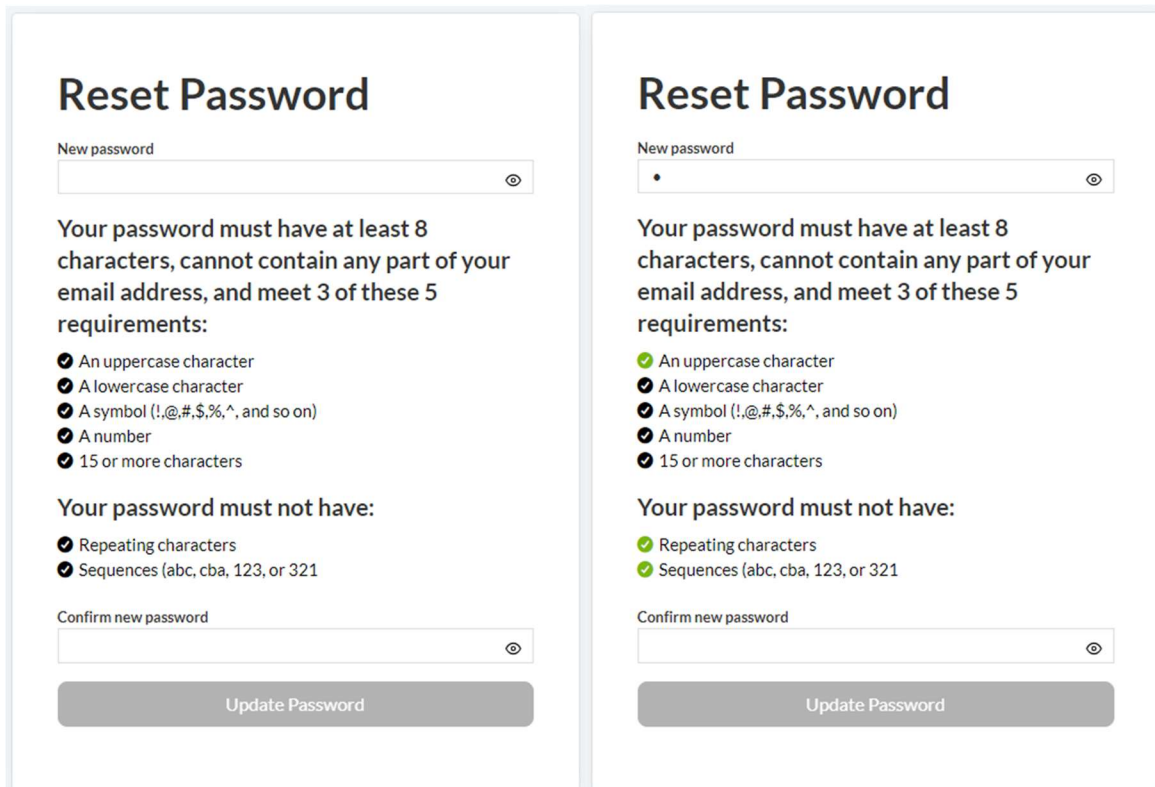
The image shows a 'Forgot Password' form with the following elements:

- Forgot Password** (Section Header)
- Enter the email associated with your account and we will send you an email with instructions on how to reset your password.
- Email Address** (Label) with a text input field containing `kennethj.sapc@charter.net`.
- Send Email** (Blue button)
- Oh wait, I remember it now!** (Text) with a [Sign In](#) (Link) below it.

- You should receive an email from [noreply@mail.ministrylogin.com](mailto:noreply@mail.ministrylogin.com). Open it to access the “Reset Password” link. Be aware that the link will expire if not accessed within a certain amount of time.

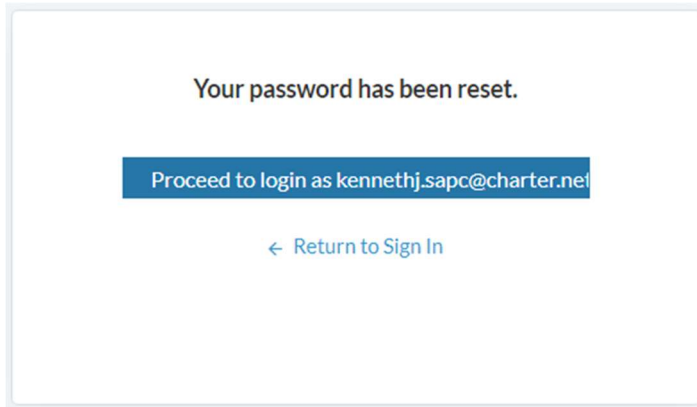


- From the ‘Reset Password’ page, you will need to type in your new password, which will need to meet the outlined requirements. As you begin to type, the checkboxes will begin to turn green. At least 3 of the 5 checkboxes in the first list must be green, and the bottom two must remain green. Once you have a password that meets the requirements, copy the password to the ‘Confirm new password’ box, and then click on the active ‘Update Password’ button.





- Once the password has been reset successfully, you should see a confirmation of that.



- Click on "Return to Sign In", and log in with your new password. You will probably want to make sure that the "Keep me logged in on this device" is checked.

