

REALM SETUP & GENERAL LEADER INFO

HOW TO CREATE A PASSWORD

1. Church Office sends a personal invitation to those with an email on file.
(If you are unable to find yours, ask the Office Manager to send a reminder.)
2. Click the link provided in the email and create your own password.
(You already have a profile, all you need to do is create a password.)
3. A confirmation email will be sent when you create your password, find the confirmation and follow the instructions listed.
4. Go to www.onrealm.org and login with your email and newly created password.
5. Verify your profile information is accurate, update your information or picture.
6. Set your preferences for volunteering and sharing your information.
 - a. All information is kept private.
 - b. Other members can only view information you allow.
 - c. Only members of the WPC community have access to our Realm as an invitation is required.

USING REALM

Church Staff, Elders and Group Leaders have a different level of access in Realm.
These permission levels are updated each year during Officer Training.

TWO WAYS TO ACCESS REALM

- **Web Browser: Go to www.onrealm.org**
- **Download the free app**

The "**Connect - Our Church Community**" app is available for Apple and Android devices.

Go to your app store and search for the app, once downloaded, search for WasatchPresbyterianChurch and enter your login information.

KEY THINGS TO KNOW

- **3 dots** = a menu or more options
- **Community vs Admin Access**
 - Community = Congregant View
 - Admin = Church Leader / Administration
 - Note: The app has limited admin access. Use a browser for full function.
- **Learning to Use Realm** (available when logged in through a web browser)
 - We have a paid feature that provides education about how to use Realm. Click the owl icon in the top right corner to access training videos, webinars, and learning modules. If you are unable to find the information you need, reach out to the Office Manager.
 - Click the question mark icon at anytime for a searchable help resource.

GROUPS, EVENTS, ATTENDANCE

GROUPS (Access available through web browser or app)

App: Click 3 dots at the bottom > Click Groups > your groups will be listed > Click on the Group Name

Browser: Left hand side menu > Click Groups > Ministry Areas or All Groups > Click on the Group Name

Documents: Add attachments to the group, like reading materials, meeting agendas/minutes, or forms for group members to access at any time.

Direct Communication: Send emails to the group from Realm or chat within the app to a specific group.

EVENTS (meetings): Once approved by the Church Office, access Realm through a web browser to create events.

Realm has two tabs that display events for group members:

1) **Newsfeed:** This is a running list of events that are listed as they are posted and not by date.

2) **Event List:** Calendar of events applicable to that particular person.

Once you create an event, the options at the bottom allow you to communicate with your group.

You'll be asked to select:

- Share on Newsfeed** (Event will be shared on the newsfeed and will display on the Event list.)
 - Allow Comments
 - Send Notifications (Group members receive an email & push notification if notifications are enabled.)

OR

- Don't share on Newsfeed** (This event will not be published to the newsfeed and comments will not be allowed.)
 - Add to Event List** (Posts to the Event List Only)

ATTENDANCE: An event must be created to take attendance. Attendance can be taken via the app or a web browser.

Browser: Using the menu on the left hand side > Click Groups > Ministry Areas or All Groups > Click on the Group Name > Click Events > On the left is a "Upcoming Events", click the ^ and select "Past Events" > Click the 3 dots (more options) > Mark Attendance > Search for names or select the box next to names. An overall number can also be entered for anyone not listed or prefers not to be entered.

App: Click 3 dots at the bottom > Click Groups > your groups will be listed > Click on the Group Name > Mark Attendance > Click on the event > Select participants or number of attendees