An overview of activating your Realm account and introduction to the homepage and main options.

**Members received the email invitation on Tuesday, September 17.
If you need the email resent, please <u>email Nancy</u>.**

Here's a screenshot of what it will look like in your inbox:

Kirk in the Hills     **Kirk in the Hills: Join our online community!** - Kirk in the Hills: Join our online community! Hi Nancy, We at Kirk in the Hills have an online church community where we can ...

Once you open the email, the invitation looks like:



**Kirk in the Hills: Join our online community!**

Hi Nancy,

We at Kirk in the Hills have an online church 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/KirkintheHills/account/Register?user=nscullykirk%40gmail.com

Sincerely,
Your friends at Kirk in the Hills

Click the link in blue text to create an account.
You will see a **Register** page open in your browser.

Enter your email address and create a password for Realm.

After clicking Register, you will see a confirmation page asking you to check your email to activate your account.

In your email, you will see an **Email Verification**—click on the link in blue text.

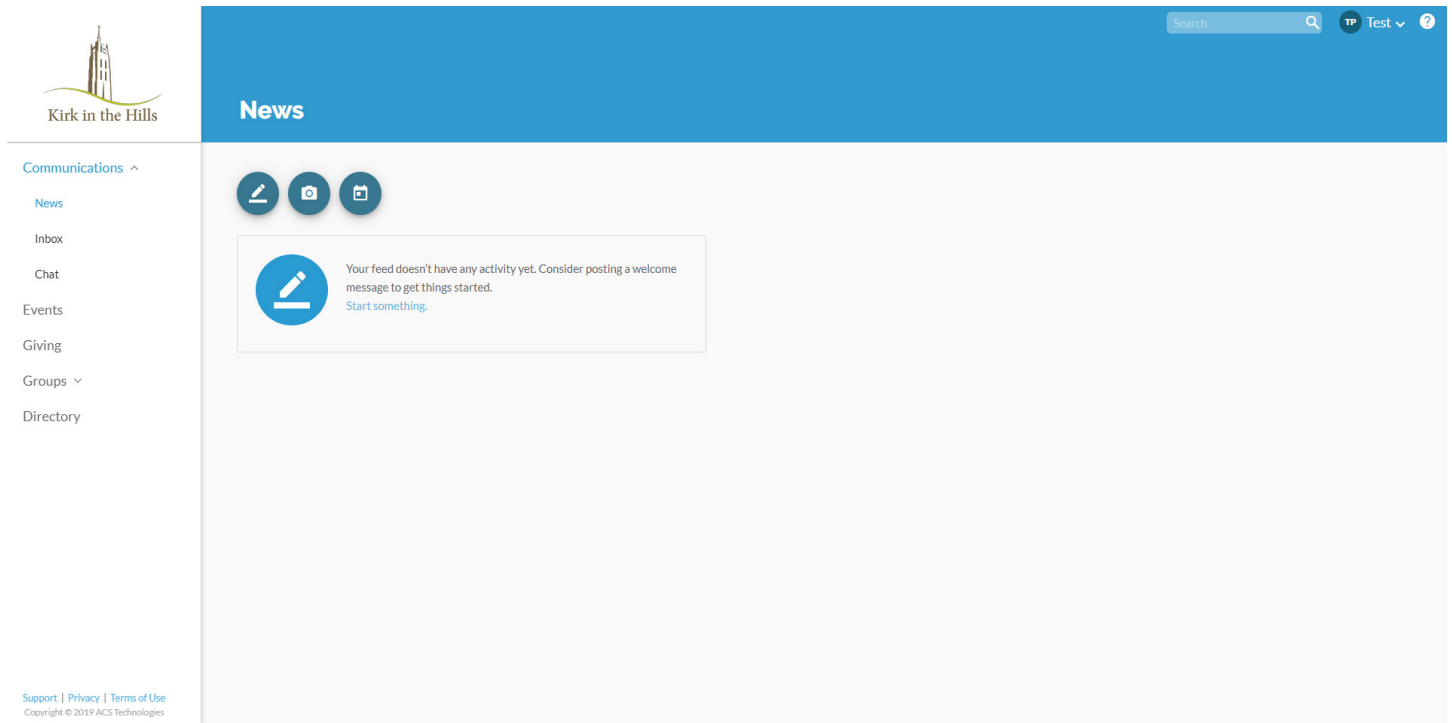You will see a webpage asking you to login with the email and password you just created.

Once you click sign in, you may see **Please Verify Your Birthday** or **Phone Number**. Please enter your information, as this is a security measure to validate account for the first time logging in.

*If it cannot verify your date of birth or phone number, you may have an incorrect one on file with us. Please contact Nancy to add either a date of birth or telephone number to your file.*

Next, you will be logged into Realm and see the homepage. **Welcome to Realm!**

Here's a screenshot of what your homepage will look like:



At the top right, you will see your name.

Click on it to bring down this menu.
It includes:

- **My Profile**

This is where you can edit/update your contact information, and edit/update personal information like your allergies, skills & interests, and other optional information.

- **Manage Privacy**

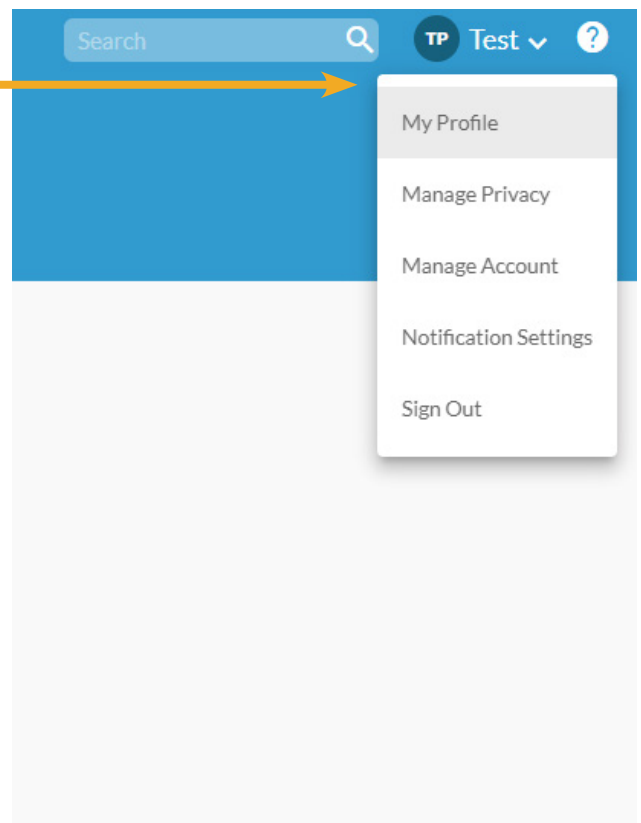This is where you can set who can see your information.

- **Manage Account**

This is where you can change your password, update your account email address, and add/edit payment method(s).

- **Notification Settings**

This is where you can customize how you receive communication notifications, including email, newsfeed, and text.

- **Sign Out**

onrealm.org

When you click on the drop down **My Profile**, this is similar to what you will see:



Click **Edit Profile** button to edit your contact and personal information.

When you click on the drop down **Manage Privacy**, this is similar to what you will see:



You can set who sees your information.

Note: *Staff can see your information*.

**Everyone** means everyone with a Realm login. This is our staff and church members, and active attenders in groups.

**My Groups** and **Group Leaders** means all participants and leaders in groups you belong to.

**Staff** includes pastors, administrative and support staff.

Search  TP Test ⌄ ❓

This is the **Realm Help Center**.

You can click on it to find step-by-step instructions.

You can use this as an **online directory** to find **people** and to find **groups**.

Just begin to type and it will autopopulate a list, from which you can select.

# Realm® Connect

*After* you have activated your profile on the website, you can use Realm on your smartphone or tablet.

To download app from the Apple iTunes App Store or the Google Play Store, click the icons below or search for **Connect – Our Church Community** from ACS Technologies.

Download on the App Store

GET IT ON Google Play

## FAQs

### Where is the online directory on the app?

The magnifying glass search icon at the top right of the screen functions as the online directory, as well as a search function for groups.

### Who can see my information?

Only those with a login can access Realm; it is for Kirk members and staff only. Kirk Pastors and staff can always see your information. Outside of staff, you control who sees your contact and personal information, and can update those settings anytime.

For questions related to Realm and Realm Connect app, please contact
Nancy Scully at nscully@kirkinthehills.org or (248) 973-8010.
*Thank you!*

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