

Here's a screenshot of what the email invitation will look like in your inbox:

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

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.

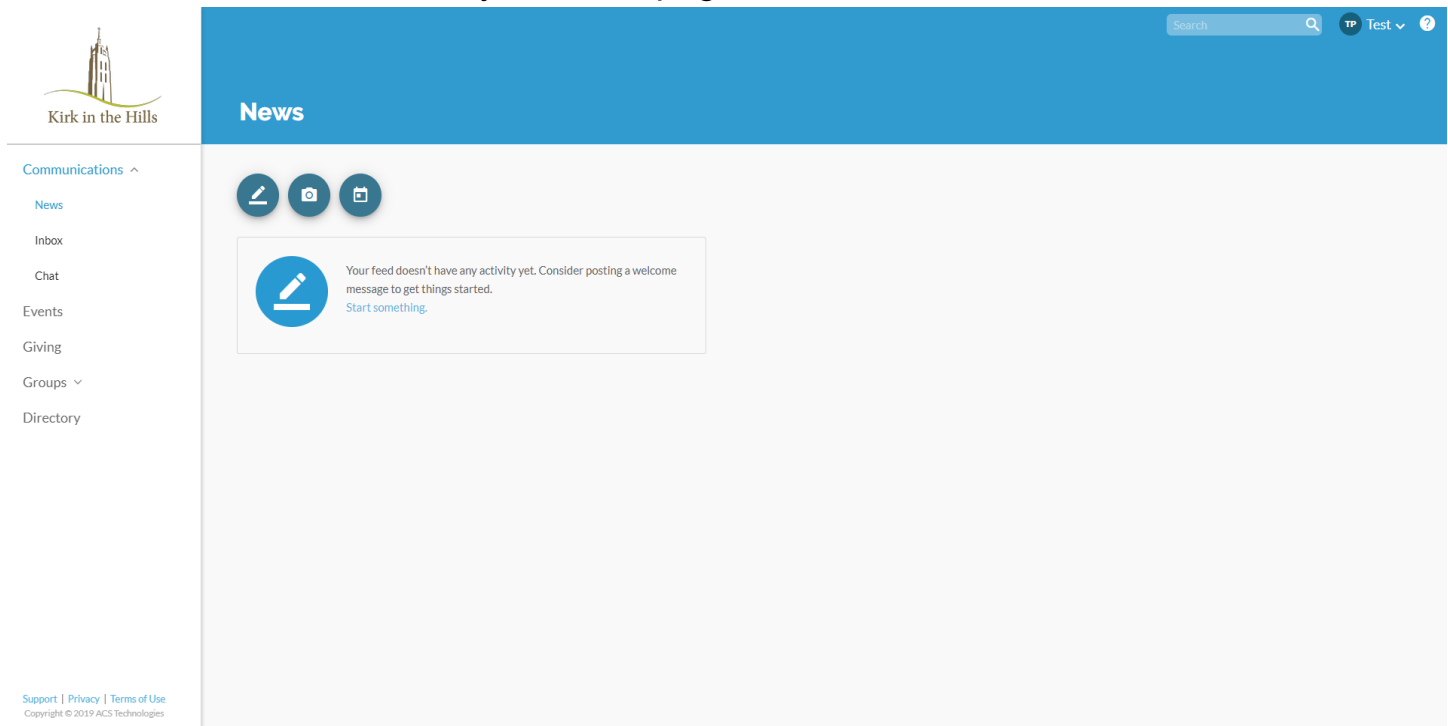
You will see a webpage asking you to login with the email and password you just created.

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 the office 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 see this menu.

- **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.

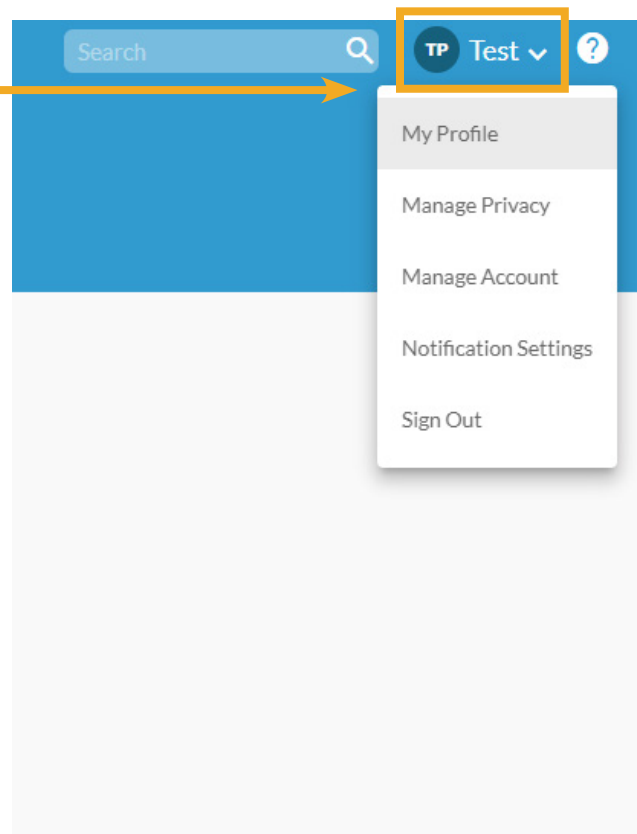
- **Manage Account**

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

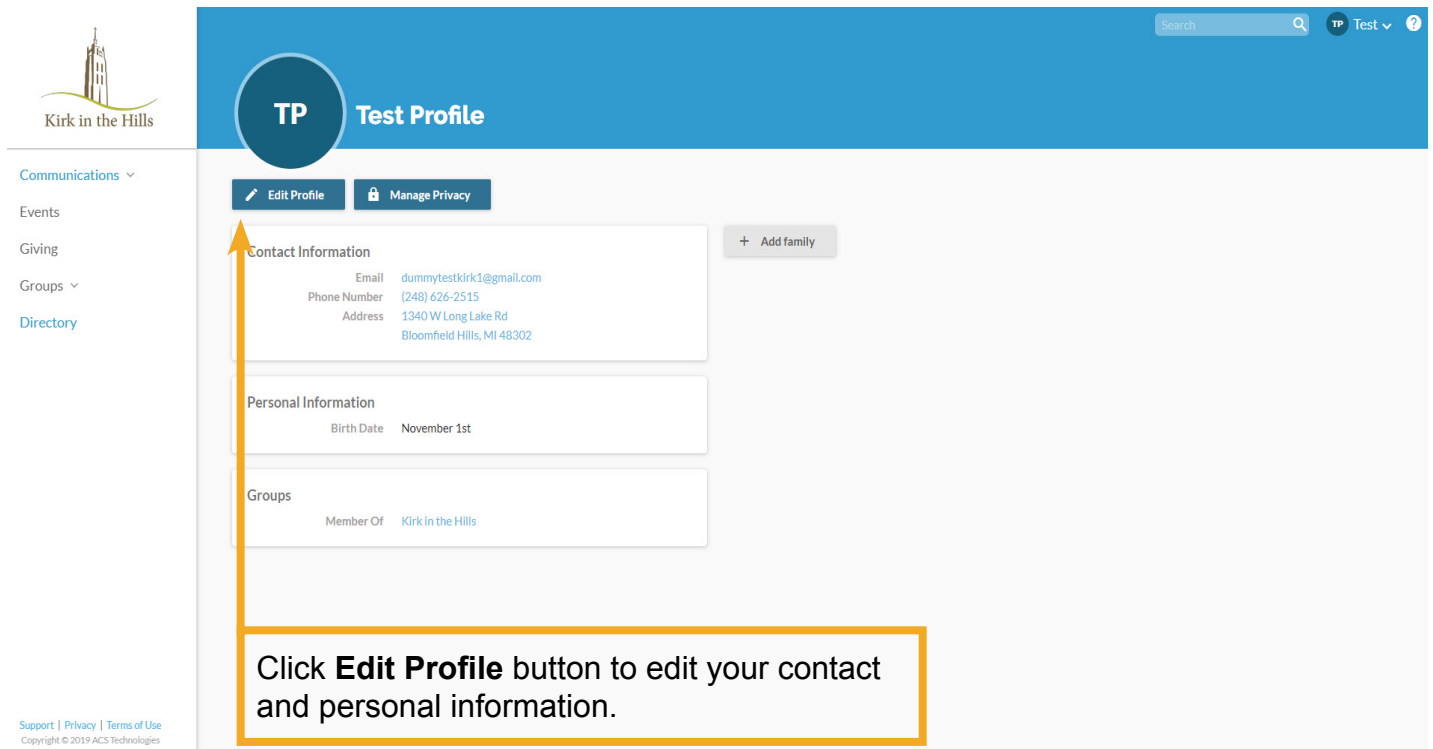
- **Notification Settings**

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

- **Sign Out**



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



Kirk in the Hills

TP Test Profile

Search TP Test

Communications ▾

Events

Giving

Groups ▾

Directory

Edit Profile Manage Privacy

+ Add family

Contact Information

Email dummytestkirk1@gmail.com

Phone Number (248) 626-2515

Address 1340 W Long Lake Rd
Bloomfield Hills, MI 48302

Personal Information

Birth Date November 1st

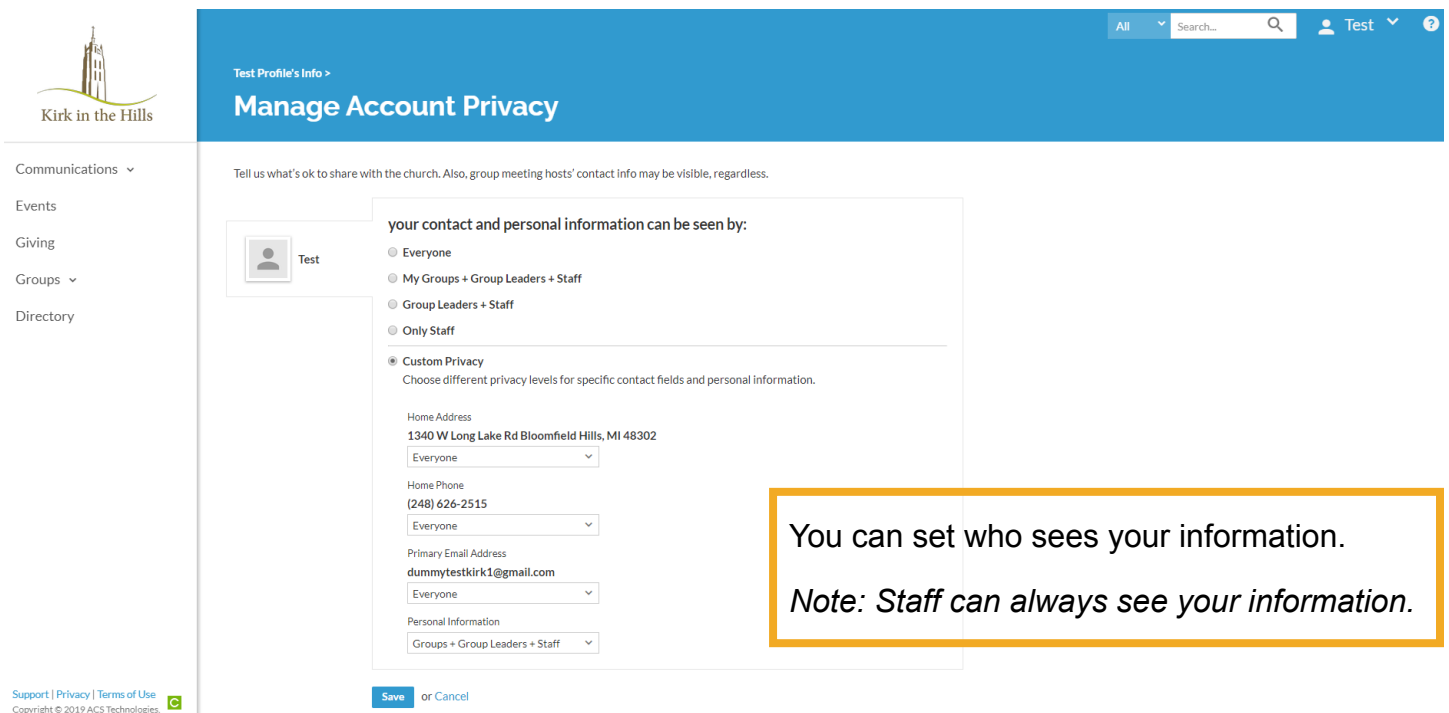
Groups

Member Of Kirk in the Hills

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

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



Kirk in the Hills

All Search... Test

Test Profile's Info >

Manage Account Privacy

Tell us what's ok to share with the church. Also, group meeting hosts' contact info may be visible, regardless.

Test

your contact and personal information can be seen by:

- Everyone
- My Groups + Group Leaders + Staff
- Group Leaders + Staff
- Only Staff
- Custom Privacy
Choose different privacy levels for specific contact fields and personal information.

Home Address
1340 W Long Lake Rd Bloomfield Hills, MI 48302
Everyone

Home Phone
(248) 626-2515
Everyone

Primary Email Address
dummytestkirk1@gmail.com
Everyone

Personal Information
Groups + Group Leaders + Staff

Save or Cancel

You can set who sees your information.
Note: Staff can always see your information.

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

My Groups + Group Leaders means all participants/leaders in groups you belong to.

Staff includes pastors, administrative, and support staff.



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 of names, from which you can select.



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.



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.