

Realm Instructions for New Users

You have been, or will be, invited to the OUUC church family as part of our Realm Information System. Look for your login invitation by email. Please follow the link in the email and create your login, and look around a little at the information and opportunities that exist on your personal Realm page.

The 1st email you get from Realm will have the subject **Join Your Church Family**.

Click on the link in the email.

Create a password (note the instructions for creating a secure password).

Click on "I'm Not a Robot."

When you have successfully completed this step you will see a message saying "check email to activate account."

The 2nd email from Realm will have the subject **Please Complete Realm Registration**.

Sign in using your email address and password.

Verify your birth day or phone number. (If you have problems with this step it may be because we do not have complete information in your profile. Contact the church office.)

When creating your account, if at any time it appears that you need to re-enter your name, please close your browser and start again from the login invitation email.

Login to your Realm account.

The first page you will see will be **NEWS**. This is where you will see the latest activity in your account.

Click on the small arrow in the upper right corner. The dropdown menu lists:

My Profile (manage your contact information)

Manage Privacy (control who sees your contact information)

Manage Account (change your email address or password)

Email Settings (control the amount of email you get from your groups)

Sign Out

Start by clicking on **My Profile**.

To change or add information, click the blue **Edit Profile** button. You can now update your own contact information at any time. Upload your picture for the directory.

To manage your privacy, click the blue **Manage Privacy** button. You can now control who sees your information.

You can choose to make information available to Everyone (everyone meaning everyone who is in our OUUC Realm database), My Groups + Group Leaders + Church Staff, Group Leaders + Church Staff, or Only the Church Staff.

*Note: If you want your contact information to be available in the church directory, please choose the **Everyone** option.*

On the left of each page you will see a menu listing:

News (see the latest activity in your groups)

Messages (post messages to your groups)

Events (see the calendar for your groups)

Giving (donate online – one time payments or payment plans)

Enter the amount of the payment, how to apply the payment (ex. Annual Fund – Pledge or Share the Plate), and whether it is a one-time payment or recurring. You can then add your payment information. Credit card payments are accepted, but please use the checking or savings account option when possible (this saves the church money because transaction fees are lower). See a record of your donations at any time.

Groups (a list of your groups, and the option to see all other church groups)

Directory (a listing of all people in the church directory, with the contact information they choose to share)

Scroll through the names or use the search feature.

How do I get back to Realm later?

Go to onrealm.org/OUUC and use your log-in information as before.

Questions? Wherever you are in Realm, you can click on the question mark in the top right corner of the page for helpful instructions.

Note: You can access the Realm website from your smartphone or tablet. A Realm app will be available later in 2017.

Note: Make sure you are using the latest version of your browser.

Just looking for HELP with Realm? Email Darlene Sarkela, resourceministry@ouuc.org or Bonnie Guyer Graham, communitylifeministry@ouuc.org.

Background Information

What is REALM?

OUUC has been using a database called Church Windows since 1998. It has provided the office with access to your contact information and donation records. But the system was cryptic and outdated, so Realm by ACS Technologies has been chosen to replace it, because of its user friendliness and overall capabilities.

Why is OUUC doing this?

OUUC Staff seek to simplify and streamline all business processes at OUUC in an effort to reduce the time and effort required of staff and volunteers devoted to mundane, repetitive details and communications. Realm offers these kinds of capabilities in many areas of church administration and leadership communication.

What does REALM provide for me as Member or Friend of OUUC?

As a Member or Friend of OUUC, REALM can provide several things:

The ability for you to edit all your contact and family information directly, upload personal pictures to your profile, and the ability to control who at OUUC has access to that information.

An online directory of everyone at OUUC (and their permitted contact information).

A record of contributions you have made to OUUC. This information is accessible only by you and a limited number of people involved with finances at OUUC. You will be able to check and see if your contributions are up to date and properly credited to the right funds. You will be able to print out pledge statements as needed.

A list of all the groups at OUUC of which you are currently considered a member, and visibility of upcoming events related to those groups.

A way to communicate with your groups and share documents.

The ability to indicate interest in a new group by direct email to its leaders.

And more!

