



Realm Users Guide

Olympia Unitarian Universalist Congregation


What is Realm?

Realm is the secure online database OUUC uses to keep track of OUUC member/friend contact information and giving history.

And Realm can make it easier for you to connect with others at OUUC.

- Realm holds OUUC's Directory.
- Through Realm you can use to send messages to OUUC members and friends.
- Look in Realm for announcements and learn about upcoming events.
- Groups can use Realm to email each other, store documents and files, and remind each other of upcoming events.

You're invited You have been, or will be, invited to the OUUC church family as part of OUUC's Realm church management system. Look for your login invitation by email. Please follow the link in the email and create your login.

Help If you need help on any page in Realm, click on the  in the upper right corner of the page. An instruction page will appear on a new tab. Step by step instructions, background information, and sometimes a video will be provided.

Updates Realm continues to be improved and updated. Sometimes these updates change the format or add or remove features.

Note on screen size Realm is designed to be used on devices of all different sizes: laptops, tablets, and smart phones. On devices with differently sized screens, elements of the Realm may appear in different locations, so please take the time to learn what Realm looks like on the different devices you use.

Set up your REALM PROFILE:

Everyone at OUUC gets a unique profile. Your profile contains everything you want people at OUUC to know about you. Your profile also enables you to join a small group, RSVP to events, track your giving, update your contact information, change family details, set notification preferences, or replace that outdated family photo.

From your profile page you can update your contact information, change family details, set email and privacy preferences.

SETTING YOUR PASSWORD & VERIFYING YOUR ACCOUNT:

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.



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LOGGING IN to your Realm account at www.onrealm.org/OUUC

Enter your email address and password.

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

First: Correct your Profile information, then set your preferences for email and privacy.

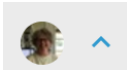
How to find your Profile information:

Click on the small arrow  next to your name 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

Note: On smaller screens or tablet – find your Profile info:


Click on the menu symbol: .

At the bottom of the listed menu, Click on your Profile photo  to access the above listed options.

EDIT YOUR PROFILE:

Click on “My Profile” in the list of settings.

1. Contact Information and Personal Information:

To change or add information, click .

You can now update your own Contact Information and Personal Information at any time.

2. Privacy Settings: To manage your privacy settings, click .

By default, the viewing of your contact and personal information is limited to members of groups you are in, group leaders, and staff members. If you choose to, however, you can make your information visible to the entire congregation. But if you prefer to be more private, you can customize how people see specific information.

***Note: If you want your contact information to be available in OUUC’s *Realm Church Directory*, please choose the “Everyone in Our Church” option.**

Privacy, continued... Choose who at OUUC can see your contact information - Select one option:

- **Everyone in Our Church** — Like a church directory listing, everyone in our congregation will be able to see whatever profile information is marked as visible to everyone.




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- **My Groups + Group Leaders + Church Staff** — This setting means information will only be shared with the people you are involved with at church. This is the default setting.
 - **Group Leaders + Church Staff** — You would use this setting if you wanted to keep some profile information hidden from anyone who is not a group leader or on staff.
 - **Only the Church Staff** — This setting effectively removes you from the church directory. Your information will only be available to authorized church staff.
 - **Custom Privacy** — choose different privacy levels for specific contact fields and personal information.
3. **Photo:** To add your picture click the circle image next to your name.
Click Choose File and browse to your image. If necessary, adjust or move the area that will be displayed.
Click "Save".
*Each member of your family must add their own photo to their own profile.

Realm MENU –


On a PC you will see the MENU on the left-hand side of each page:

*Note: On a smaller screen/tablet **menu symbol:** look for the  on the left-hand side of each page.

- **News** (see the latest activity in your groups)
- **Messages** (send messages to another OUUC Member/friend using Realm. You can only send and read Messages by logging in to Realm or using the Realm Connect App. Messages will not be sent via email.)
- **Events** (see the list of Events for your Groups)
- **Giving** Give online to OUUC.
- **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.

Finding People in OUUC's directory

Look up another OUUC member/friend (and see the contact information they choose to share)

Click on the search box  at the top of the page.
Begin typing in their name. A list of profiles that match your entries will appear. When you see the name you want, click on it.

View the Realm Directory:

You can access the complete online directory by clicking **Directory** from the left-hand main menu. You will see a list of OUUC Members and Friends.
Click on the name to see the information that person has chosen to share in the directory.

GIVING to OUUC



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Review your giving history or make new donations online or on your mobile phone. Simply sign in to look over your year-to-date giving, check pledge progress, print a contribution statement, or make a new one-time or recurring donation. It's always available and kept secure in an easy-to-use online environment.

Ways to Give


No matter how you choose to give toward our congregation, you can review all of your giving history online anytime.

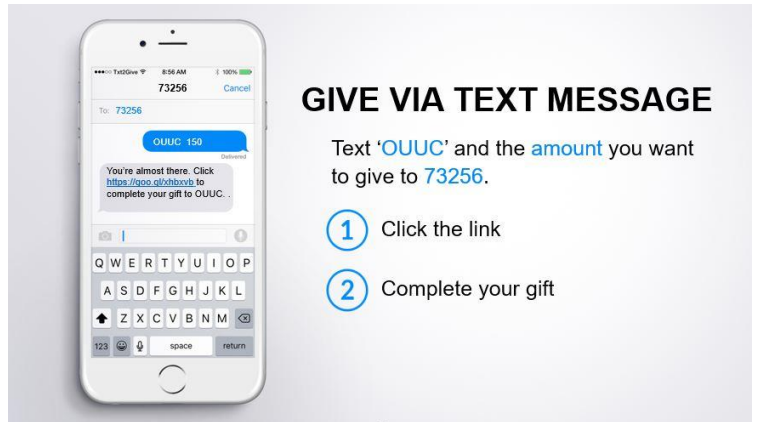
- Check or Cash
- Online Gifts (one-time or recurring)
- Text Giving
- Pledges

To donate by text:

- Text "OUUC" and "amount" to 73256.

To give online:

- Select "Giving" on the Menu (left side of page)
- Click on 
- 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).





GROUPS

Groups are an important part of our church, and now you can connect with the people in them throughout the week. You can keep track of upcoming meetings, who's bringing what, and find those documents and plans your group has been working on.

See which groups you are a part of by clicking on the "Groups" tab from your profile page. Click on the name to go to the group page.

To Search for Groups:

- Click Groups (on left-hand main menu) > Find Groups.
- Click the group type.
- To search for a group by name, Click  and enter your search in the box.
- Click the name of a group to see its details.
- Want to Join a Group? Click , then click Send request to let the group leader know you want to join. Check back later to see if your name has been added to the list of Group participants.



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Have a question about a Group? Click on the name of the Group Leader (right margin of the Group page) and on the following screen, either send that Leader a Message or an Email.

Group pages

Group pages include a news/events page, a files section, and a list of the participants. For more information on how to use these functions, read the info provided in Realm's Congregants' Guide, <https://wiki.acstechnologies.com/display/realm/Your+Groups>

To see who is in your Groups:

Click **Groups** in the menu.
Click the name of a group, then click the **Participants** tab.

Group communication


Church groups are the heart of connecting with other people for worship, service, and fellowship. Realm's group communication keeps you in touch with your groups from your desktop or on your mobile device. Realm's Congregants' Guide explains:

<https://wiki.acstechnologies.com/display/realm/Introduction+to+Group+Communication>

REALM app for smartphones and tablets:

CONNECT – Our Church Community

Stay connected to our church wherever you go by downloading the free **Connect - Our Church Community app** for *iPhone and Android* devices. Use it to communicate with your groups, RSVP to events, manage your giving, update profile information, and more. It makes it easier for us to connect throughout the week and know what's happening.

 **Connect – Our Church Community** app is available for iPhones on the [iTunes store](#) or for Android phones on the [Google Play](#) store.

In your appropriate App store: **Search for** *Connect – Our Church Community*. The app is free.

Sign in to the Realm Connect App:


Sign in using the SAME Email and Password you use to Login to your *Realm* account on your computer.

NEWS feed: You will see the NEWS feed when you first open the app.

At the Bottom of the Screen: You can choose to see Messages, Events, Giving, and More.

To find People in OUUC's Directory:

1. **To look up another member/friend and go to their profile page,**

Click on the magnifying glass  at the top right corner of the screen. Begin typing in their name. A list of profiles that match your entries will appear. When you see the name you want, click on it.

2. **View the OUUC Realm Directory:**

Access the complete online directory by **clicking**  at the top right corner of the screen.

Type "Olympia".



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Select the GROUP: "Olympia Unitarian Universalist Congregation".



Click on the list of participants:
to see the list of names in the Directory.


When you select someone's name, you will be able to see the information they chose to share in the Directory.

QUESTIONS?

How do I get back to Realm later?

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



What if I don't know what to do on a particular Realm page?

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

Is there a Guide available for more information?

Yes!

There is a complete "CONGREGANTS' GUIDE" available online at <https://wiki.acstechnologies.com/display/realm/Congregants%27+Guide>

Note: OUUC subscribes to the  &  subscription packages. All tools with those symbols next to the help feature are available to OUUC Realm users.

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

Who can answer my questions?

Just looking for HELP with Realm? Email our Administrator at resourceministry@ouuc.org or our Community Life Coordinator at communitylifeministry@ouuc.org.

BACKGROUND INFORMATION

What is *Realm*?

OUUC had been using a secure online database called Church Windows since 1998. It provided the office with access to your contact information and donation records. But the system was cryptic and outdated. After much research, staff chose to transition to using *Realm* by ACS Technologies 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.



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And, Realm makes it easier for OUUC Members and Friends to communicate with one another. Our members and friends are the heart of this congregation, and Realm should improve communication in our congregation.

Groups are an important part of our church, and now you can connect with the people in them throughout the week. You can keep track of upcoming meetings, who's bringing what, and what's going on in each other's lives.

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 way to send a message to anyone in the OUUC directory through the Realm program.
- 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.
- An updated list of many of OUUC's congregational events.
- 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!