



ST. FRANCIS  
IN THE FIELDS  
EPISCOPAL CHURCH

## USING REALM: A How-To Guide

### How do I get started with Realm?

If you have an email address on file with the church, you have a profile waiting to be activated. To activate your profile and get started with Realm, you need to open an email invitation from St. Francis in the Fields Episcopal. (The actual email address it comes from is [notifications@onrealmmail.org](mailto:notifications@onrealmmail.org).) The title of the email is "Welcome to Realm."

Follow these steps to activate your profile:

1. Open the email and create a password. You will then be sent a verification email.
2. Open the verification email and click on the link to verify your account. Your profile is activated!
3. To log in to Realm, click on the Realm login button.
4. Enter your email address and the password you created.

### I didn't receive an email invitation. What do I do?

You may have received your email invitation and did not realize it. If you did not receive an email invitation and you know you have a valid email address on file with the church, first please check your spam/junk folder. If the email invitation isn't there, please contact Emily Feeny at [emilyf@sfiff.org](mailto:emilyf@sfiff.org) and she will send you another invitation. If you think the email address we have on file could no longer be active, please email Emily to update it. If you did not receive an email invitation and you don't have an email address on file with the church, you will need to give Emily your email address.

FYI: Each profile is linked to a separate email address. Therefore, two or more people cannot use the same email address. Realm brings our church community online so we can stay in contact throughout the week. Being this private environment intended to be used by and for *our church community only*, Realm requires each user to log in with an individual email address and a password.

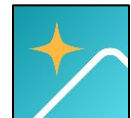
### How do I get to Realm on my computer?

You must first respond to the invitation email and activate your profile. After you have activated your profile, go to Realm through the church website. Click on "Realm" at the very top of the website page and click on the logo or go to [onrealm.org/stfrancisinthefields](http://onrealm.org/stfrancisinthefields). Then enter your email address and password.

### Is there a mobile app for smartphones and tablets?

Yes. To use the app, you must first respond to the invitation email and activate your profile. (If you did not receive an email, contact the church office.) To download the iOS or Android app, search for "Realm Connect." After you have activated your Realm profile, you need to change your email settings for Realm. Click on the arrow next to your name in the upper right corner of your profile. Select "Notification Settings" or "Email Settings." Select your specific setting for each of your groups "New Content" is the recommendation. In the app, go to "More" and "Settings."

This is the app's logo; look for it in your phone's app store.





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**What about privacy? Who can see my personal and contact information? Who can see my children's personal information?**

Realm is a private, password-protected system for members of our church community only. To check your privacy settings, click on the arrow next to your name in the upper right corner of your screen (or "More" in the app). Then, click on "Manage Privacy." We urge everyone over 18 to choose "Everyone in our church." Other Realm users in the church will be able to see your email and home address, phone number, birthday (month and day, not year), marital status, and the names of members of your household. If you prefer to keep certain information private, you can choose one of the other options.

Please note: to comply with our Safeguarding God's Children Policy, privacy settings for children and youth under 18 are set to "Only the church staff." Parents, please do not change these settings for your children. Children are given a parent's email address so that emails about children's groups will go to that parent.

**Can I make changes to my personal and contact information?**

Yes! We encourage everyone to update their profiles. To see your personal and contact information, click on the arrow next to your name in the upper right corner of your screen (or "More" in the app). Select "My Profile" to check the information about you. Click on "Edit Profile" to change any of this information. Be sure to update your contact information and your personal information if incorrect.

**Should I upload a photo to my profile?**

Yes, please! In a church as large as ours, it's helpful to connect names and faces. Headshots are best! To upload a photo from your computer, click on the circle containing your initials.

**Can I make a pledge or donate to the church online? Can I see what I've given?**

Yes. You can donate and pledge through the church website, the Realm website, and the Realm app. To see your giving history, you must log in to Realm. After logging in, look at the left column and click on "Giving." At this point you will see your giving history to date. To add an offering, click "+Give." Complete the amount and fund (use the arrow to choose a different fund), choose once or multiple times, and choose the date to schedule the offering. Click "Continue" and add your payment method.