

TO GET STARTED IN REALM

Here are some basics about your account profile and how to update and manage it.

Each person has their own unique record in Realm. Each person, therefore, will need their own unique email address to access Realm. (Don't worry about your kiddos. There is no need for an individual email address for them. They won't be accessing their own profiles.) If you share an email address with a spouse/partner, only one of you will be able to access Realm. I encourage you to reach out to me at 541-588-2111 or mstutzman@sisterschurch.com and provide separate email addresses.

Each person/record is assigned a *Family position* (head, spouse, child). By default Realm assigns the head of household position to the male record of household accounts. You can update/change as needed.

Each member of the church will have a record in Realm regardless of age. At the age of 21, child records convert to their own household account. **Please DO NOT add a member to your family in Realm.** You risk making a duplicate record for you or your family member. Please contact the church office if you feel you need to add a family member and we will make sure they do not already have a record first.

STEP 1: ACCEPT THE INVITATION

As mentioned before, you will receive an email with an invitation to join Realm within a couple of hours from receiving this one. This will come to the email account that is currently in Sisters Community Church database. This is the only way to log into Realm for the first time. The link will take you to a sign-in page. Enter the email that you received your invitation at in the Email Address field. Next, choose a password.

Again, Realm accounts are set up for each individual, therefore, each individual needs a unique email address to have and create a Realm log-in. See above.

YOUR REALM PASSWORD MUST:

- Be 8 or more characters long. There is no maximum limit on length.
- Meet 3 of the following additional criteria:
 - Contain at least 1 uppercase character
 - Contain at least 1 lowercase character
 - Contain at least 1 symbol (!,@,#,\$,%,&, etc.).
 - Contain at least 1 number
 - Contain 15 or more characters

YOUR PASSWORD CANNOT:

- Contain any 3-or-more-character sequence from your username or email. If, for instance, your username (email address) is jeffanderson@jeffs email.com, your password could not contain “jeff”, “ander”, etc.
- Include 3 or more repeating characters (222, etc.)
- Include 3 or more characters in sequence (123, 321, abc, etc)

FORGOTTEN PASSWORDS

If you enter the wrong password 5 times in a row, you cannot try again for 5 minutes.

STEP 2: UPDATE YOUR PROFILE

PROFILE OVERVIEW: To reach your profile in Realm, click on your name in the upper right menu bar. Next click “My Profile” in the drop-down menu. Your profile in Realm will consist of *Contact Information* and *Personal information*.

- Privacy setting and Your Online Security
 - Don't be afraid to include all of the information asked for on your profile. You can decide later what data you want to hide online by setting your privacy preferences by clicking the “Manage Privacy” button.
 - By default, the viewing of your personal and contact 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 all registered users of SCC's online community as part of the Member Directory.

UPDATE CONTACT INFORMATION by clicking the “Edit Profile” button, then “Contact Information”

- Full Name
- Home Address
- Email
 - Reminder, family members **CANNOT** share email addresses if they intend to each have their own login.
 - You can have a preferred email and an alternate email.
- Phone

UPDATE PERSONAL INFORMATION by clicking the “Edit Profile” button, then “Personal Information”

Gender, birthday, and marital status for example - SCC needs to keep this information current for its records and to give you accurate reports, statements, and updates.

- Your age
 - Feel free to enter your full birthdate. The year and your age will NOT be displayed on your church profile.

ADD, UPDATE, or DELETE YOUR PHOTO

In Realm, there are two photos on your record; an individual photo and a family (household) photo. You will see two dots under the profile photo. The first dot displays your individual photo and by clicking on the second dot, you can view and edit the family (household) photo.

- To add or update your photo
 - Click your name in the upper right menu bar
 - Select “My Profile”
 - Point to the image to the left of your name on the page and click it
 - Click CHOOSE FILE
 - Browse to the image you want to use and select it
 - Adjust the image size using the sliders on the sides
 - Click SAVE. You might need to refresh the page to see your changes
- To delete your photo
 - Click your name in the upper right menu bar
 - Select “My Profile”
 - Click the image to the left of your name on the page and select “Remove Profile Photo” .

STEP 3: WHAT'S NEXT?

THANK YOU! Your profile is now complete. We will share more on additional Realm features soon. However, two features you may wish to explore first are the Member Directory and Giving. Each can be found under the left-side navigation menu.

To now access Realm via a web browser visit <https://onrealm.org/SistersCommunity/Signin>

We encourage you to bookmark this page.

If you have any questions or need assistance, please know that I would be happy to help you! You can reach me at 541-588-2111 or email me at mstutzman@sisterschurch.com