Instructions for signing up for a Realm account at First Presbyterian Church

You will receive an email from First Pres, inviting you to join Realm. Realm is a web-based system at www.onrealm.org. Please click on the link in the email, set up your account with a user id (your email address) and a password, and sign in. (If you have not seen the email within an hour after receiving this Instruction document, please check your Spam folder). There are several steps in setting up an account. You will be asked to prove you are not a robot and to give your birth day (not year) to verify you are you. Please bear with it. Realm goes a long way to ensure only those who are in our church system can access church on-line information.

Once in Realm, you can browse around and see the church groups you are in, your giving history, etc. Once the church members have joined Realm and we begin to implement the features, you will be able to communicate with your groups, see group events, see other groups you may want to join, register and pay for church events, give and pledge on-line, and more. You can get back to your information anytime at www.onrealm.org.

Please take time to check out your **profile** and **privacy settings**.

If you are on a computer or tablet, you can access your profile and privacy settings by clicking the **down arrow beside your name in the top right hand corner,** or if you are on a smaller device (smart phone), you can access your profile by clicking the three bar menu icon and then the up arrow by your initials.

You can edit your profile if something is out-of-date. Please specifically check your **primary phone number.** You can also add your photo!

Managing **Privacy** is very important. Your profile is initially set up for only your groups and church staff to see your information; you will not automatically have information in the on-line directory. Go to **Manage Privacy** and select **Everyone** if you would like to be in the Church's on-line directory. Everyone means everyone in the church who has an account with Realm can see your information. You can also choose **Custom Privacy** and allow only parts of your information to be in the on-line directory. For instance you can hide your address. It is totally up to you.

Lastly, go out to the app store (either Apple's App Store or GooglePlay) and download the **Realm Connect - Our Church Community** app to your device. It has a light blue icon with a star. Sign into the app with your email address and password you selected for Realm. You can also update your profile and privacy settings on the app by going to **More** and selecting Profile.

As a matter of convenience, you will probably generally access Realm via the **Realm Connect** app. And you can always access it on a computer or device via a browser at www.onrealm.org.

There are a few issues. First, old computers, phones and tablets may not be able to use Realm. The Realm vendor, ACS, continues to enhance the software and discontinues support for older operating systems and browsers. Second, to sign up with Realm, you must have a unique email address. If you share your email address with others in your family, then only one person can sign up with Realm.