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INTRODUCING REALM, OUR CONGREGATIONAL DATABASE

We are excited to introduce our members and friends to our new online directory and database, Realm. Realm is a cloud-based database that not only serves the day-to-day operational and administrative needs of our staff, but also offers some exciting opportunities to support the way you are involved. It will make it easier for our St. John Lutheran community to connect with each other, keep up with what's going on, and grow. Realm is a private, password-protected system for members of our church community only. To comply with our Safe Conduct 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.

Among many things, Realm can be used by you to:

- **Connect** – get contact information for other members, friends, and groups and communicate with them directly through the database. Help you match names and faces – look up current members and friends and see their profile pictures.
- **Give** – check on your contribution history and make contributions
- **Get Involved** – Register for events and keep up to date with current events and social justice activities
- **Share** – Connect and share with groups you are part of as well as;
 - Find new affinity groups to be involved with
 - Learn more about groups you are interested in

YOU ARE INVITED

- You must have an invitation to join Realm.
- Only members of our community are invited to join.
- An invitation will be sent to your email address.
- If you haven't received a Realm invitation, email your full name, birth date, and preferred email address to
- Registration for Realm is a multi-step process
 - a. Answer the invitation
 - b. Register-create a password (write it down)
 - c. Verify Email
 - d. Initial Sign-in
 - e. Verify Birthdate
 - f. You are in!
- Visit www.onrealm.org to log in with your user name and password that you set up during the initial login process.
- Your Realm login works on your home computer and on your mobile devices. Please create a login on a computer browser first and then use the login for the app on your mobile device. NOTE: Realm does not support IE (Internet Explorer) browser. Please use Mozilla Firefox, Google Chrome, Microsoft Edge, or Safari.

SETTING UP YOUR PROFILE

Your profile contains all the information applicable to church life at St. John.

Making basic contact info and profile picture available on your account builds community – members and friends can connect a face to a name, and contact you.

1. Three steps to setting up your profile:
2. updating your contact information
3. and updating your personal information
4. setting your privacy settings
5. Look at Giving to view your pledge entering credit card or bank account information for easy online giving.
6. You can also create a photo post by clicking on the camera.

SEARCH ANOTHER PROFILE

- Look for friends, members on realm
- See a list of who is active in Realm in the Directory

DIRECTORY

Our church directory is found under “Community” on the left side of the page. People that have joined Realm will be able to be searched to find phone numbers etc.

GROUPS

All of our existing committees, and affinity groups have ‘Group’ pages on Realm

We’ll go over:

Groups and how to use them

What is included in Groups?

What are ‘Group Leaders’?

How to find a group you’d like to join

Finding Groups | If you simply want to browse our small groups without committing to joining we have a space for that on Realm. When you do spot the group for you, send the leader a note and you’re in!

Group Management | Groups and group leaders can use Realm to message/email other group members, create and manage events, take attendance, and share content with one another all through Realm.

Is your group on Realm?

In order to fully take advantage of Realm, you should try to spot your groups. What are your groups? Groups are everything from Bible studies, to ministry teams, to Sunday school classes. Chances are, if you are in a group – any group – it’s on Realm. And if not, we can get it there.

How do I find my groups?

Check the Realm menu for the Groups tab. When you click on it, it will reveal all the groups that you are currently a part of. At least, you’ll see that you are a part of “St. John Lutheran Church” with other groups listed below. If you click on the name of one of your groups, it will take you to the group’s info page where you can further interact.

What if my group isn’t listed?

If your group isn’t listed, then you should click Find Groups located in the Groups tab of the main menu. Next, choose what kind of group it is using the group descriptions as a guide. If you aren’t sure, you can just browse the groups by categories – it won’t take long. Once you find your group, open the info page and click “request to join group” (the group leader must accept your request before you’re official in). Once you’ve been accepted, you’re all set.

How do I interact with my group?

Once you find your group’s info page, you’ll be able to interact with the members of your group by creating posts, sharing photos, or seeing when your next meeting is. If you’ve used various social media before, this should feel very familiar. You can also message between members of your group in the Messages tab in the main menu.

My group doesn't exist in Realm. What do I do?

No problem! Just send us a message letting us know what kind of group it is, when you meet, and who the leaders are. We'll get you set up so others can find you and you can take advantage of Realm's group management.

Find out what else you can do in Realm by checking out some of our other Realm Tips.

As the leader of a small group, how do I set up my group on Realm?

Contact Diana Grim in the church office to have your group set up on Realm. She will designate the leader(s). To add and remove group members, go to "Participants" and "Manage Roster."

What you post depends on you and your group. Some leaders may want to post questions, Bible verses, photos, and links to prompt reflection and discussion among the group. Leaders of task-oriented groups may prefer who's-bringing-what types of posts. As you consider what to post, think about your long-time group members and what might make newer members feel welcome.

Above all, be yourself! Add a photo of yourself and encourage others in your group to do so.

NOTIFICATION SETTINGS

Notifications can be pushed out to your email inbox

This way you won't miss communications from Realm, even if you are not logged in...

Do you want notifications from all groups or just some?

EVENTS

Events are more than just all-congregational events-events include group meetings and registration events. All group and congregational events are published in Realm! – Keep all you upcoming St. John events in one place.

In this section we'll cover

- How to check upcoming events and find out more
- How to add events to your calendar
- How to register for an event
- Event Registration | All future events at St. John will be managed from Realm. Being a part of Realm means registration and payments should be a snap.

COMMUNICATION

There are a few ways to communicate on Realm

1. Post to a group page (post message, file, photo, or event)
2. Reply to a post
3. Send a message to an individual or group

REALM APP

Using an iPad, tablet or cell phone to use Realm? Download the app!

In addition to using Realm on your standard desktop or laptop, you may also download the Realm app to get connected with St. John Lutheran (SJL) on the go:



REALM SUPPORT

For login, user/password questions, email sjlrealm@defnet.com

For more advanced questions go to the support link on Realm <http://help.onrealm.org/>

REALM GIVING

In order to text give, you will need the following number and keyword. Number: 73256 Keyword: sjldefiance. Text the keyword (sjldefiance) to the number(73256) and follow the text instructions popup.

Give | Realm will allow you to give a one-time gift, or set up recurring giving. Your financial information is kept secure and available to you at all times. You can track your giving and print your own statements at tax season.

On Realm, you have access to your giving records. You can view them at any time and print out reports for tax purposes as well. Here's how.

1. Go onrealm.org and fill out your username and password
2. Find the GIVING page from the main menu on the left side of your screen and click it.
3. When the next page opens, look to the right side of the screen and you'll see a blue button that says "2019 Contribution Statement. Click that button.

NOTE: if you haven't given anything or only given loose cash, we'll have no official record of your giving, and you won't see that button.

4. You'll see a new window open prompting you to make an optional comment on your statement. The comment will show up on your statement as a personal note, but won't be recorded anywhere else. When you are ready, click the blue "Print" button.

5. You should see a new pop-up window indicating that your report is generating.

6. The next window will give you a print preview of your contribution statement. Depending on your computer, you might have the option to print directly from this page, or download a document to print whenever you want. If you choose to download the file will download to wherever your computer downloads files by default. Typically, this will be in your Downloads folder in "My Documents" (PC users).

Once you've saved your giving statement, you can keep it in your records or print it out for tax purposes.

A NOTE ABOUT PRIVACY

- We take your privacy very seriously. Realm has great features to keep your information safe.
- Your information is only viewable to the people you allow to view.
- Only adults are viewable people in Realm. Children's information is never available to anyone except parents.
- By default, you are not included in any online directory unless you opt-in.

SUPPORT

Potential users should start by watching the informative overview videos in their [“self-guided tour”](#) taking about 30 minutes to watch about dozen should videos. They teach people what Realm can do for church.

Realm Support: sjlrealm@defnet.com

Realm Resources can be found at <https://www.stjohndefiance.com/realm/>

Realm help at: help.onrealm.org