



HAMLIN CHURCH UNITED METHODIST



INTRODUCTION TO REALM

Realm is Hamline Church's new online directory and electronic giving platform! It is extremely useful both as a directory, an online giving tool, and a way to keep in touch with your areas of ministry. We hope that everyone is able to use Realm as the central hub for getting things done!

Log in at onrealm.org

How do I get signed up?

We have most of your emails on file. During the week of November 8, you will receive an email titled "Please Complete Realm Registration" from Hamline Church to that email address. There will be a link in that email which will guide you through the process. This email may go to your spam filter. Please search for it if you do not receive it.

If you do not receive the email, please contact the church office.

What if I am not online?

We hope that you are excited about Realm as we are! It is a great way to keep in touch, communicate with those who share your ministry areas, give online, and keep the church office and your church friends up to date on your contact information. However, if you choose not to sign up, we will still have your information, and you can keep it updated by getting in touch with us. Printed directories will be available in January by request.

Can you help me get signed up?

Yes! We will have open office hours where staff and volunteers can assist anyone in signing into Realm. Stop by at any of these times to get assistance:

Tuesday, November 10 from 11:00 to 1:00;

Friday, November 13 from 12:00 to 2:00;

Tuesday, November 17 from 6:00 pm to 8:00 pm

How do I log in?

After your initial sign up, you can log in by going to onrealm.org, using your email address and the password you set.

What if I lose my password?

You can reset your password like most online accounts, with an email address and a security question. If you are unable to do this, the staff can reset your password for you.

My photo is old, or I don't have a photo.

You can select a new one! Just click on the photo to add a new photo from your computer. It's that easy!

How do I update my contact information?

When you log in, you will be shown your own profile. When you hover over your information, a blue circle with a pencil will appear. Click on that button to edit your information. **Please update your information!** We have done the best we can to keep accurate records, but you know better than we do what is correct. We're especially hoping to have accurate records for contact information, birthdays, and grade levels for children. You are able to edit the people in your family without creating an account for them, or logging in as them. Realm separates information into Contact Information and Personal Information. Edit your personal information by selecting the "Personal Information" tab under "Edit Info."

Who can see my contact information? How do I control who can see my contact information?

You control who can see your contact information. The default setting is Groups, Leaders, and Staff. To change this, click on the grey padlock next to any field when you are editing your information. You can select different privacy settings for each and every piece of information in your profile. Other privacy settings are: Group leaders and staff only, staff only, and everyone.

What are groups?

Groups are areas of our ministries that you participate in. Some groups include: choir, lay readers, communion ministers, Sunday School teachers, etc. You have the ability to post messages to these groups, which will send emails to everyone on the roster. (Like, "I'm sorry I can't read on November 1 after all. Who can take my place?") Some groups have already been set up, but some are still in the works. You can request to join groups. Best of all, if you change your email address, you don't have to tell all 12 different ministry leaders to change their lists! Realm will automatically do it for you!

Can a group be made for my ministry area?

Yes! We need your input to help our groups be fully functional. Plenty of potential groups are awaiting you to get them set up! Contact Maggie at the church office to get the ball rolling.

How do I sign up for online giving?

On your profile, you will see a tab under your name called "Giving." Click there. You will see a record of your giving in the past. You will also see a record of your 2015 Pledge. Click on the blue "+ Give" button. You will be taken to a page where you can enter any amount, select the destination fund, and select the frequency of this gift. It is the same process for one-time or re-occurring gifts. You can also select multiple funds by clicking on "Add additional fund."

Next you will be asked to enter credit card, checking account, or savings account information. Realm will save this information for future use automatically. You can disable this by unchecking the button "Save for Future use".

Click Give! You're done! Realm will now show you the gifts that you have scheduled.

Can I make a pledge using this system?

Yes! You can pledge on Realm by clicking the grey "pledge" button next to the "give" button. Click on that button and then select an available pledge campaign. You will see "General Fund - 2016". Click there and follow the simple steps to completing your pledge. If you choose to use your paper pledge card, this information will be entered for you in the months after November 22.

How do I get back to my home page?

Your info page is your home page. Just click on "Info" in the tabs under your name. You can also select your name in the black banner at the top of the page, then select "My Profile".

How do I find my friends' contact information?

In the black banner above, search their first or last name and hit enter.

Is this system secure?

Yes. This system is very secure. In fact, it's more secure than a paper directory, which someone could abscond with. The data in realm is **only** accessible to people with log-ins to this system.

How can I find help?

Realm has extensive built in help. On any window, click on the question mark at the far right side of the black heading. It will take you directly to the help page for what you are currently looking at. You can also get in touch with us at the church office, and we can help you.