

Everyone in our church gets a unique profile. Your profile contains everything you want people in our church to know about you. Your profile also enables you to join a small group, RSVP to events, track your giving, update your contact information, change family details, set notification preferences, or replace that outdated family photo.” Optional Details “By keeping your information current, you are helping our staff, group leaders, and our church community. Your Profile includes: • Contact Information (e.g. name, address, email, phone) • Photo • Family Members • Personal Information (e.g. marital status, birthday, etc.) • Connected Social Media accounts *

You can decide later what data you want to hide online by setting your privacy preferences. **Feel free to enter your full birthday. The year and your age will not be displayed on your church directory profile.”

You can also view upcoming church events and register for the ones you'd like to attend. If an event's registration requires payment, you'll see its cost, any required deposit amount, acceptable forms of payment, and its no-refund date, if applicable. You can also manage your active registrations and see any outstanding balances.

Your information is your information.

1. You have complete control over who can see your contact and personal information.
2. Contact information is never public or searchable on the Internet. Any information you elect to make visible to your church family is always protected behind a login.
3. Authorized staff will always have access to your profile information.
4. You and certain authorized staff may update your profile information. In some cases, your group leader may update your contact information if you have made it visible to group leaders.
5. For safety reasons, sharing contact and personal information for children under 18 is limited. Parents determine whether or not to display their child's name in the church directory.
6. Children under 13 may not participate and will not be able to sign in.

What people may see by default, the viewing of your contact and personal 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 the entire church. But if you prefer to be more private, you can customize how people see specific information. • Contact Information: Name, Address, Phones, and Email. • Personal Information: Marital Status, Family Position, Member Status, but you also have the option of sharing your birthday, gender, allergy information, and skills with people in your church. If you are a group leader or host an event, certain contact information may be visible regardless of the settings you choose. Privacy Settings • Everyone—Like a church directory listing,

everyone in our church will be able to see whatever profile information is marked as visible to everyone.

My Groups + Group Leaders + Church Staff—This setting means information will only be shared with the people you are involved with at church. This is the default setting. • Group Leaders + Church Staff—You would use this setting if you wanted to keep some profile information hidden from anyone who is not a group leader or on staff. • Church Staff Only—This setting effectively removes you from the church directory. Your information will only be available to authorized church staff. • Custom Privacy—Choose different privacy levels for specific contact fields and personal information. You can do this in two places: when you edit your profile information or when you manage your privacy settings While you can hide the majority of your information from most of your church, you should know that, regardless of your settings, contact data will still be visible to certain members of our church staff. The Directory page shows all individuals who have a login, along with individuals without a login who have been opted-in to the directory. Currently, individuals with a login cannot opt out of being listed in the directory. Family Privacy A family member with a primary position such as "Head" or "Spouse" can change privacy settings for other members of the family and opt family members into the church directory. Birthdays are required for children (as a means to prohibit access), but it's up to you if you want to share the birth date with your church family.

Step 1: Check Your Email and Activate your Profile

If you have an email address on file with First Presbyterian, you should have received an email message from us inviting you to join Realm, our online community (links are good for 72 hours). Open the email and follow the instructions to create your password. Then watch for a verification email, and follow the instructions to activate your profile.

If you do not receive an email invitation and know that you have a valid email address on file with the church, please check your spam/junk folder. If the email invitation isn't there, or if you haven't given the church an email address, contact the office at office@fpccr.org

Step 2: Log in to Realm (<https://onrealm.org>) After you have activated your profile, you can log in to Realm from this page. Click the Realm login button and enter your email address and the password you created. Remember to bookmark your URL login and also remember to logout of REALM each time you are in REALM.

Step 3: Check Your Contact Information and Privacy Settings

After you have logged in, click on the arrow next to your name in the upper right corner of your profile screen. Select "My Profile" to check the information about you and your privacy settings. Click on "Edit Profile" to change your contact information.

You can change the contact information for any member of your family, as well.

To see your privacy settings, click on "Manage Privacy." We urge everyone over 18 to choose "Everyone in our Church" so that you will be part of the parish directory. 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.

Parents: To comply with Safe and Sacred policies, privacy settings of children under 18 are set to "Only the Church Staff" and should not be changed.

Step 4: Change Your Email Settings

Click on the arrow next to your name in the upper right corner of your profile screen. Select "Email Settings." Select "New posts only" or "All posts and replies."

Step 5: Upload a Photo of Yourself

In a church as large as ours, connecting a name with a face helps us get to know each other. Please add a headshot that shows your face clearly. To upload a photo from your computer, click on the circle containing your initials.

Step 6: Explore!

You can find a tutorial for "Congregants" by clicking the "?" in the upper right hand corner from wherever you are at on the page.

In the coming months, your giving records will be updated and be current, ministry teams and small groups are presently under construction, and event registration (for Youth Faith Formation) will migrate to Realm sometime in May. Stay tuned!

Step 7: If You Use a Smartphone or Tablet, Get the Realm App

After you have activated your profile, you can use Realm on your smartphone or tablet. To download app from the Apple App Store or the Google Play Store, search for “Connect – Our Church Community” from ACS Technologies