



realm® 101

WHAT IS REALM?



Realm is the online portal for Meeting House members where you can find information on happenings at the church, connect with other members through small groups, manage your personal and family information, and make donations or pay for events in a secure environment.

HOW DO I GET SET UP?

- (1) Log in.
- (2) Edit your profile.
- (3) Edit privacy settings.
- (4) Manage your notifications.
- (5) Edit family member profiles.



Flip over for detailed instructions.



HOW DO I MANAGE MY GIVING?



Use the GIVING tab to set up a one-time or recurring donation using a bank account or credit/debit card, manage your pledges, pay for events, and see your giving history-- all in one convenient location.

HOW DO I CONNECT THROUGH GROUPS?

- (1) **Join a Group.** Click GROUPS in the left sidebar to see the groups you are a member of.
- (2) **Find a Group.** Use FIND GROUPS to explore small groups at the Meeting House. Joining the "#Connect" group is a great place to start. It's a Meeting House bulletin board for sharing news, events and items of interest.
- (3) **Start a Conversation.** Use the COMMUNICATIONS menu to start a news post, send a message to one of your groups, or chat with someone in your groups.



THERE'S AN APP FOR THAT



Download the free CONNECT app (by ACS Technologies) from the Apple Store or Google Play.



realm® SETUP

(1) LOG IN



Visit onrealm.org/OPMH to set up your account. Click on "Forgot your password?" to set a new password.

EDIT YOUR PROFILE

- (1) Click on your name in the upper right and go to MY PROFILE.
- (2) Use EDIT PROFILE to verify or update your contact and personal information. (We encourage everyone to add a personal and family photograph.)
- (3) Under your profile, use MANAGE PRIVACY to set the information you want to share with the congregation.



MANAGE NOTIFICATIONS



Click on your name in the upper right and use NOTIFICATION SETTINGS to choose how often you receive notifications from your groups.

We recommend setting notifications to NEW CONTENT ONLY, but you may also opt for a DAILY DIGEST, which consolidates all email activity into one email per day.

EDIT FAMILY MEMBER PROFILES

Do you have family members or a spouse who's unlikely to update their own profile? Repeat the steps above for them.



STILL HAVE QUESTIONS?

Contact Ellen Haas in the Meeting House office.
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