

Directions for Creating an Account in Church Realm Application

The starting point is that you will receive an email invitation from the church (see below). (If you have difficulty in following any of these directions, please call the church office at (401) 421-7970.)



First Unitarian Church: Join our online community!

Hi [redacted],

We at First Unitarian Church have an online community where we can connect with each other outside our Sunday gatherings. We'd love for you to take part!

Create an account: [https://onrealm.org/FirstUnitarianC79325/account/Register?user=\[redacted\]100%40gmail.com](https://onrealm.org/FirstUnitarianC79325/account/Register?user=[redacted]100%40gmail.com)

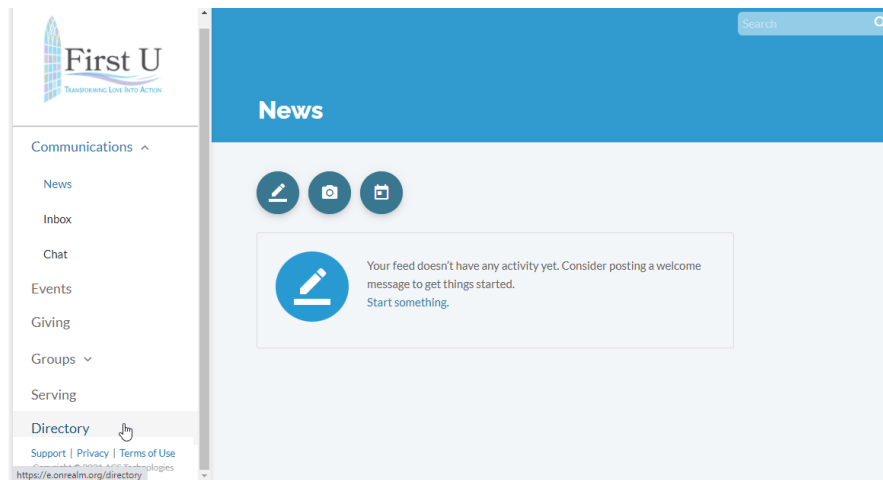
If you've already downloaded the Realm Connect app, use the code FirstUnitarianC79325 when creating an account.

Sincerely,
Your friends at First Unitarian Church

When you click on the link in the email, it will take you to a page for registering yourself. Do not change the email address provided. Complete the password information; click on "I am not a robot" and lastly click on "Register".

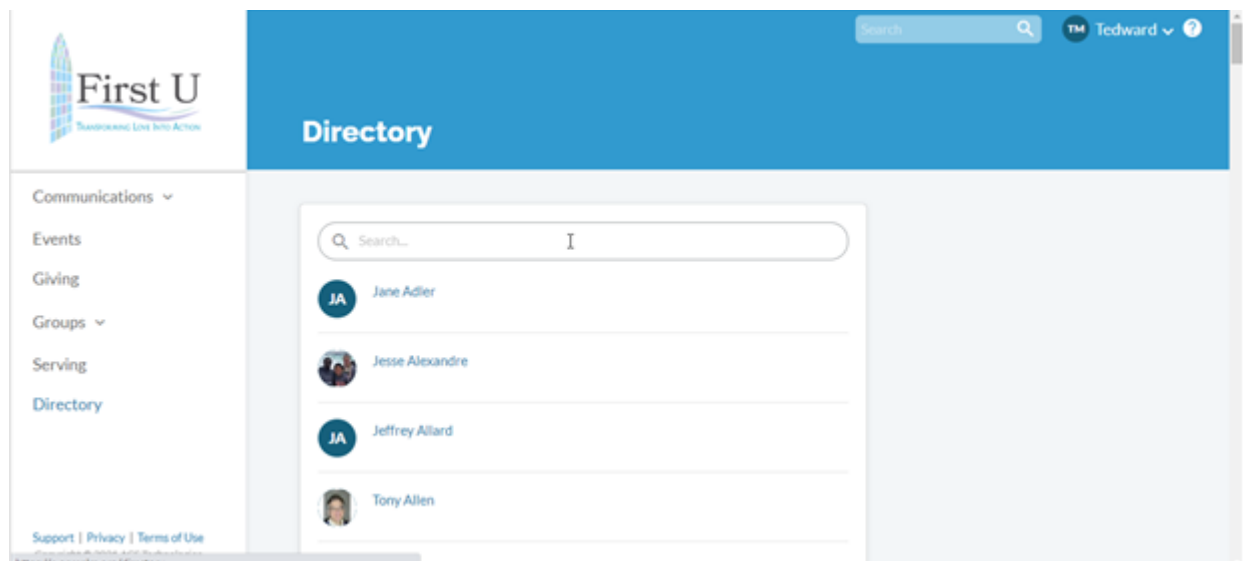
The screenshot shows a web browser window displaying the "Register" page. The page has a white background with a blue border. At the top, the word "Register" is written in a large, bold, black font. Below it, a sub-header reads "Sign-up is easy, and it's free! Get started by completing the fields below." There are three input fields: "Email Address" with a yellow highlight on the first part of the text and "@gmail.com" in the second; "Create Password (8 character min)" with a green checkmark on the right; and "Confirm Password" also with a green checkmark. Below these is a reCAPTCHA box with a green checkmark and the text "I'm not a robot". At the bottom, there is a blue "Register" button. A tooltip points to the button with the text "Click here to register. An email will be sent to the address you specified." The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock displaying "11:34 AM 9/18/2021".

Once you have established a login and password and you sign in you will be taken to a page that looks like this:

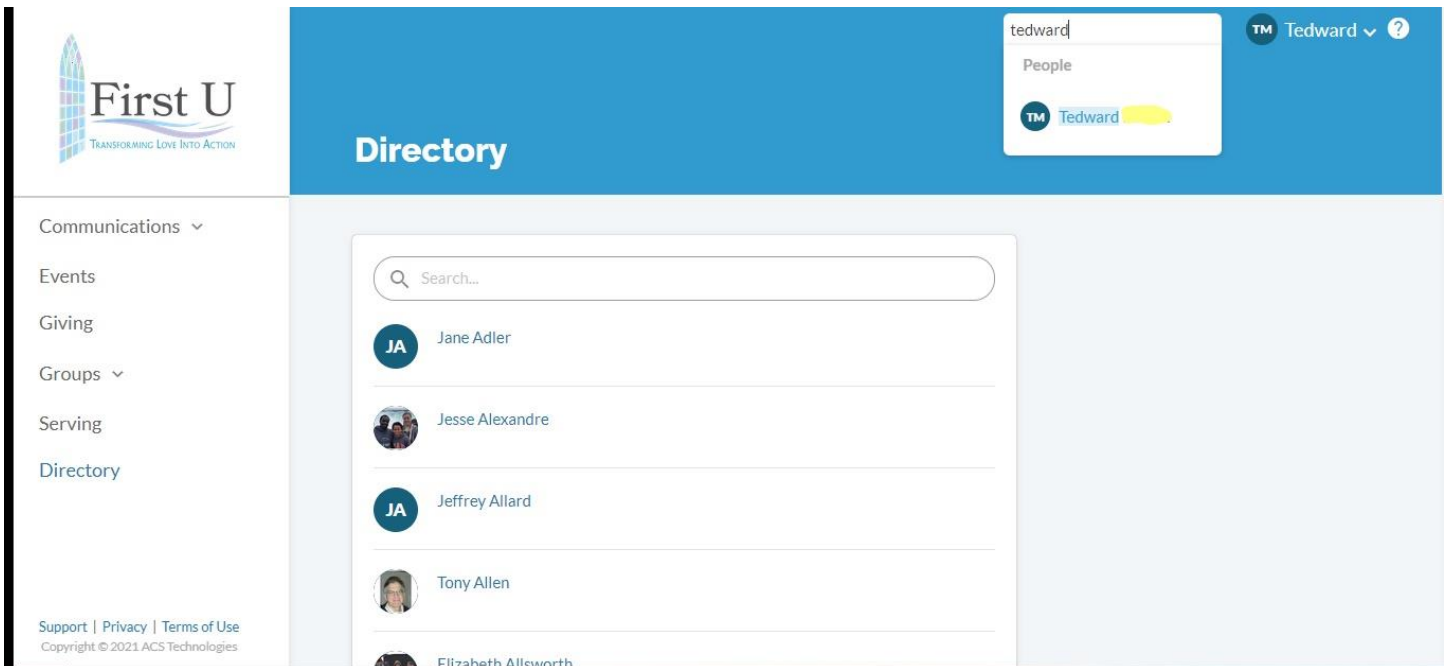


Click on "Directory" on the left-hand side. If your screen is too small to show the Directory option, then collapse the "Communications" option and the Directory option will appear at the bottom of the list.

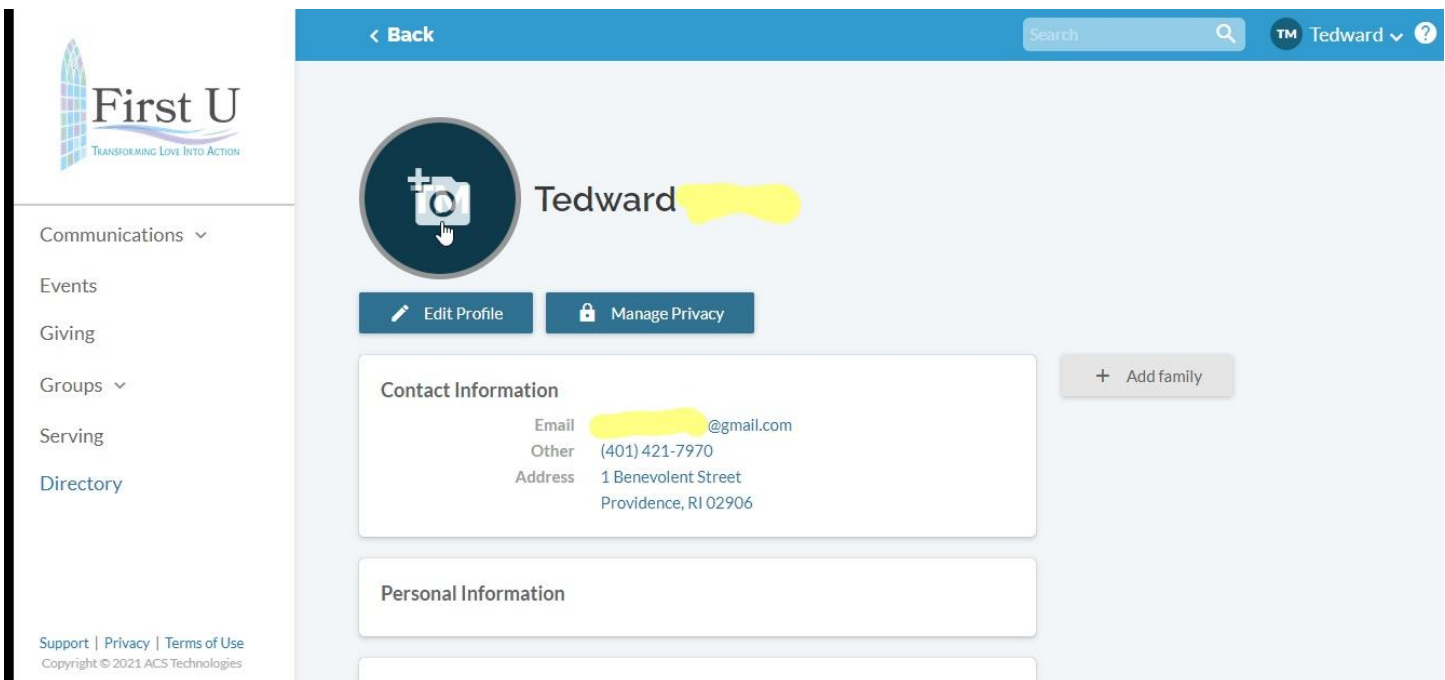
By clicking on "Directory", you will be taken to this page:



Type your name in the Search bar at the top of the page. Hit enter and then click on "You".



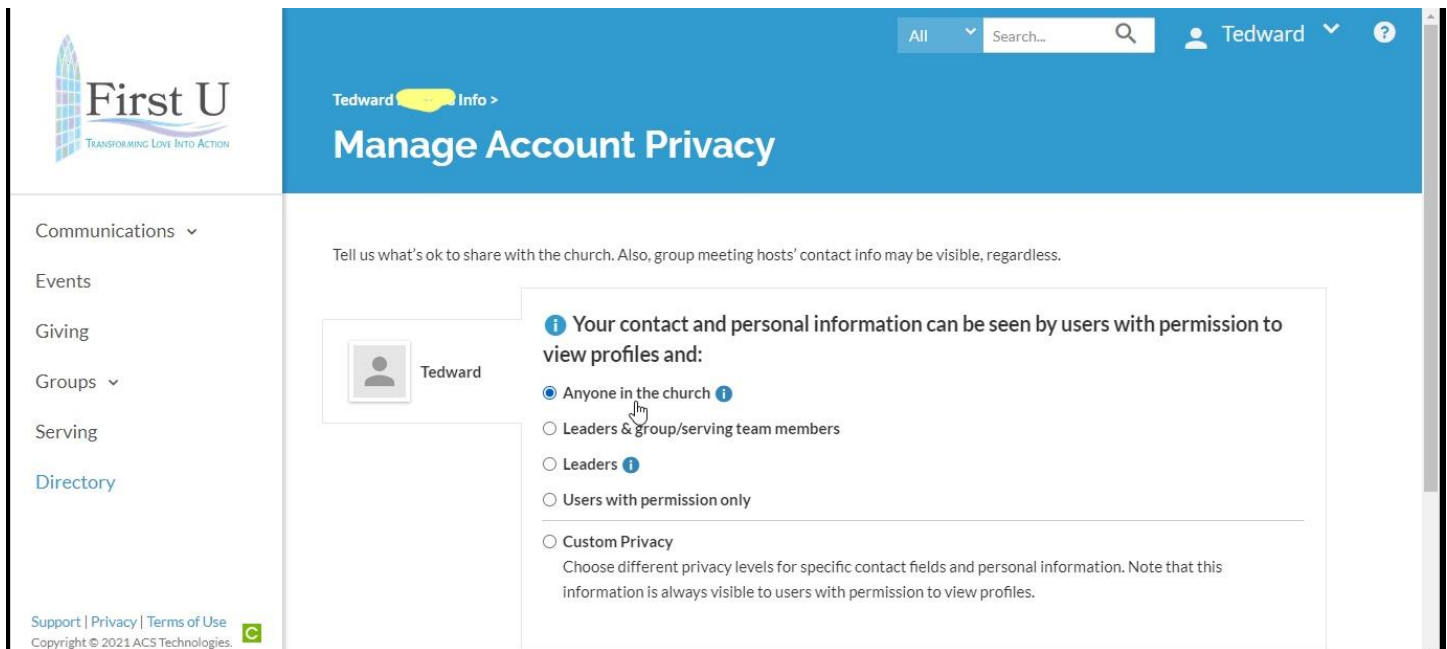
Your information will then show. Next, click on “Manage Privacy”.



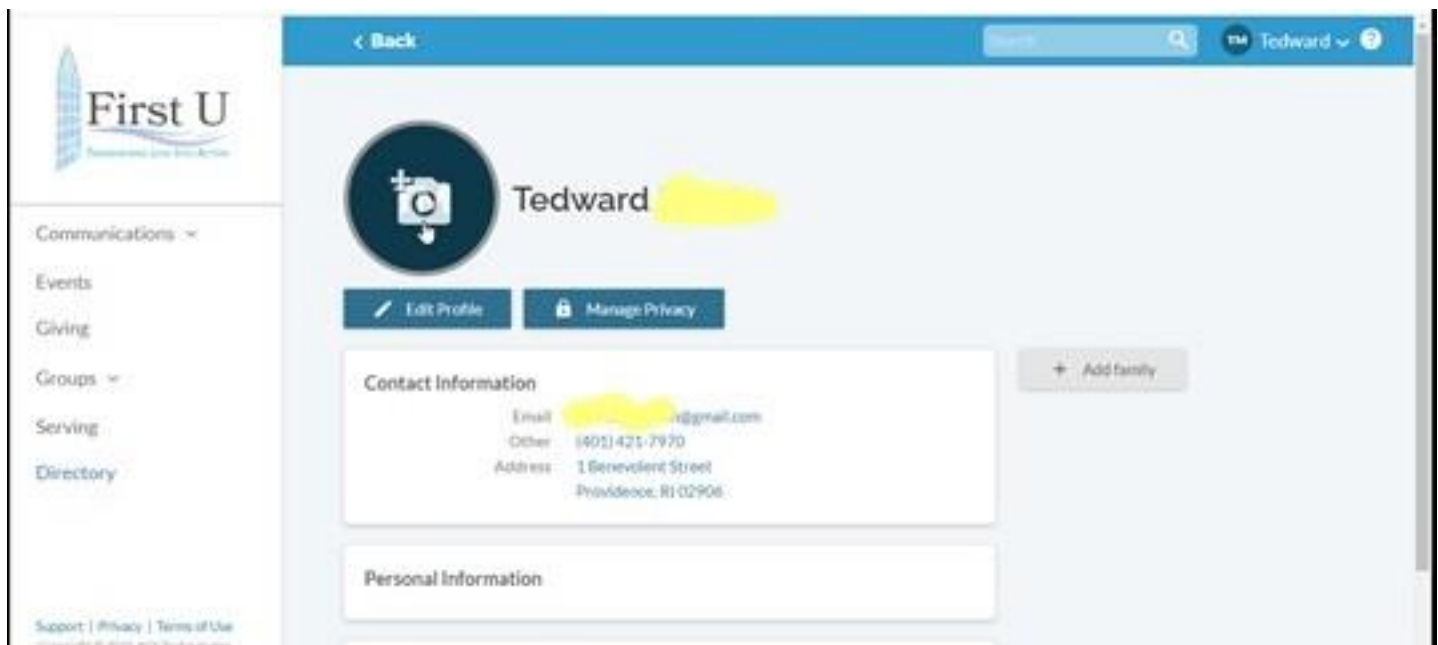
In this section you can choose who can view your contact and personal information, specifically:

- Your home address, phone #, and email address
- your month and day of birth, if that information is present in your record, and
- the names of committees or other church groups you participate in

If you want all members of the church to be able to see that information in the Directory (all of which has appeared in previous First U Directories), then select the first button (“Anyone in the church”). You can also click on “Custom Privacy” if you want to choose different privacy levels for specific contact fields and personal information.



If you want to upload a picture of yourself, click on the Directory option on the left-hand side and move your cursor over your initials. Click on the camera icon that appears and it will direct you to select a photo from your computer. You can also click on the “Edit Profile” button if you want to change any of the information in your profile.



Once you are finished, move to the upper right-hand corner where your name is listed and click on the down arrow. Click on “Sign Out” and your session will be ended.

The screenshot displays a user profile page for 'TM Tedward' on the First U website. The page layout includes a top navigation bar with a 'Back' button, a search bar, and the user's name 'TM Tedward' with a dropdown menu. The dropdown menu contains the following options: 'My Profile', 'Manage Privacy', 'Manage Account', 'Notification Settings', and 'Sign Out'. The main content area features a profile card with a circular avatar containing 'TM' and the name 'Tedward'. Below the name are two buttons: 'Edit Profile' and 'Manage Privacy'. The 'Contact Information' section lists the following details: Email (redacted), Other (401) 421-7970, and Address (1 Benevolent Street, Providence, RI 02906). A '+ Add family' button is located to the right of the contact information. The 'Personal Information' section is partially visible below. On the left side, there is a sidebar with navigation links: 'Communications', 'Events', 'Giving', 'Groups', 'Serving', and 'Directory'. The footer contains the text 'Support | Privacy | Terms of Use' and 'Copyright © 2021 ACS Technologies'.

When you want to sign back into REALM, go to www.onrealm.org.