



Realm - Activate Your Account

I've been invited to join Realm, now what do I do?

- Click on the link in your invitation email
(The email is from REALM, so if you don't see it in your INBOX, check your Junk/Trash/Spam folder)
- Create your password - make it simple so you don't forget!
- You will receive an email verification in your email - click link to verify your email
- Verify your birthday
- Celebrate! You have activated your Federated Church Realm account!

But your work is not yet finished, keep going!

- In the upper right corner, click on your name
- Click on "My Profile"
- Take a selfie and add your photo (our very own photo directory!)
- Click on "Manage Privacy"
 - We hope you will choose "Anyone in the church" as this provides all members with your Name, Address, Phone and Email. They will NOT see any of your personal and/or giving information.
 - If you would rather, you may choose "Custom Privacy" and choose who can see different parts of your personal information. (Note: Staff always has access to your contact information, and certain staff have access to your giving information.)
 - Make sure to scroll to the bottom of the screen and SAVE your changes.
- Now click on "Edit Profile"
 - From here you can look at the information that is currently in the system for you and your family members and make any updates that are needed.
- Click on "Giving" in the left column
 - From here you can see your pledge payments/gifts, current and past pledges, set up automatic giving, make a pledge for the 2023-2024 Generosity Campaign, etc.
 - If you would like to set up automatic giving in Realm, but already have automatic giving set up, please contact Janis (bookkeeper@fedchurch.org). She will need to delete your old automatic giving so that you are not charged twice.
- In the left column, click on "Groups"
 - From here you can see any groups where you are a leader or member. You can also ask to join a group.
- In the left column, click on "Directory"
 - This is your new Federated Church Directory. As more members activate their accounts, you will begin to see more information. If you have uploaded your photo, your photo will also show here.

- Please encourage members to activate their Realm account so that our directory will be more useful for everyone!
- In the left column, click on “Events”
- From here you will be able to see a list of “Your Events” and a list of “All Events.” When you click on “All Events” you will have the ability to filter which events you see.

FAQs

What if I get stuck and I’m not sure what to do?

- In the upper right corner of your Realm screen is a question mark (?). Click on that to get help. It will automatically bring you to the help page that goes with the page you are currently on. However, at any time, you can click on the question mark and search for the topic you need. You are welcome to contact Peggie Jo Shinagawa at 216 401 2287 or pjshinagawa@windstream.net.

What about smartphone apps?

- You can find the Realm App at the App Store by searching Realm Connect. This App will give you access to your personal information, allow you to set up giving, provide you with the most up to date directory, etc.

What if I forget my password?

- You can select “forgot my password” to reset it.

What if I didn’t get the invitation email from Realm?

- The invitation will come directly from Realm (not a person) so it may have gone into your spam or junk email. Check those places and if it’s still not there, contact Brooke (bstrong@fedchurch.org) to ask for it to be resent.

What if I am getting too many emails about things happening?

- You can go to “Notifications” and select where you want to receive information about events and activities that are coming up. You can choose your email, your Realm app, or both.

