

Realm Launch Guide for UNITARIAN UNIVERSALIST SOCIETY OF MILL CREEK

Mill Creek has launched a new online community called Realm! Here's all the info you need to navigate our community online with Realm. If you need support beyond this guide, feel free to contact administrator@uusmc.org, or click the **question mark icon** in the top right corner of your screen to access Realm Help.

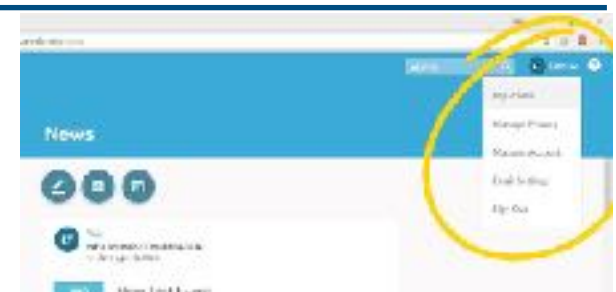
Realm also has an app for your mobile device, called "Connect – Our Church Community." You can find it by searching "Realm Connect" on your app store. This guide will show you how to use Realm on the web, but will note where functions are also available on the app.

When you first log in, we ask you to do three things: **1) Check Your Profile, 2) Set Notifications**, and **3) Review Your Giving**. Over the next few weeks, stay tuned to your News Feed for more of our Realm tour!



1) Check Your Profile

- In the top-right corner, click your name to view a drop-down menu. Click "My Profile."
- On the left, under your name, click the blue "Edit Profile" button. On the next page, check both the Contact Information and Personal Information tabs, and make any needed updates. Once you've reviewed your information, click the blue "Save" button at the bottom of the page to return to your profile.
- Click the blue "Manage Privacy" button. On the next page, choose who can access your information. Choose "Custom Privacy" if you want different information (e.g. phone, e-mail, address) to be available to different groups of people. Click the blue "Save" button at the bottom of the page.
- Finally, click the circle to the left of your name to upload a profile photo. Our whole community benefits when we can all put a name to a face!
- **On the app:** you can edit your contact info, manage privacy, and upload a photo!



2) Set Notifications

- In the top-right corner, click your name to view a drop-down menu. Click “Email Settings”
- Realm can e-mail you when something happens in one of your groups, (“groups” are committees, teams, classes, chalice circles, etc..)
- Scroll through all your groups and set your notification preferences for each one, to be sure you don’t miss an important message or invitation.
- You can also turn on the “Daily Digest” option to receive an e-mail at the end of each day with news from across all your groups.
- **On the app:** if you’d rather receive push notifications on a smartphone than add more e-mail to your inbox, you can enable push notifications from the “Settings” menu on your Realm app (click the “More” menu button at the bottom-right corner of your screen). You can also edit your e-mail notification settings on the app.



3) Review Your Giving

- On the left-side menu, click “Giving.”
- A new page will open that shows your giving history for the calendar year to date. Click the grey button near the top of the page that says “Year to date” to select a different range of your giving history to view.
- Under the blue header, you’ll see a white box with a grey border that says “Scheduled.” Click that box to view any regular scheduled giving set up through Realm. You can edit your recurring gift by clicking the three grey dots on the right-hand side of the page.
- You may also set up a new one-time or recurring gift by clicking the blue “+ Give” button.
- **On the app:** you can review your giving history and follow a link to open Realm on your web browser, to create a new one-time or recurring gift. You can also set up text giving on your phone by texting **MillCreek** to **73256**.

