

Welcome to Realm: a Better Way to Connect



What is Realm

ECMN's online database that you can use as a directory to connect with each other

What to do

1. Create an account
2. Update your contact information
3. Set your privacy level
4. Upload a photo

Why

- Better, more accurate information at *your* fingertips
- Better, more accurate information at the diocesan office

1] Create your account

A) Look for an email & click on the link

The email is from: notifications@onrealmmail.org

Email Subject is:

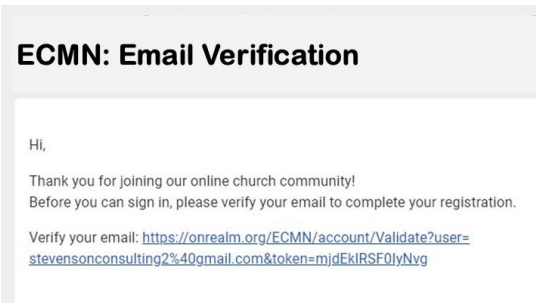
“REALM: Join ECMN's New Online Database”

or

“REALM Reminder: Please join ECMN's New Online Database!”

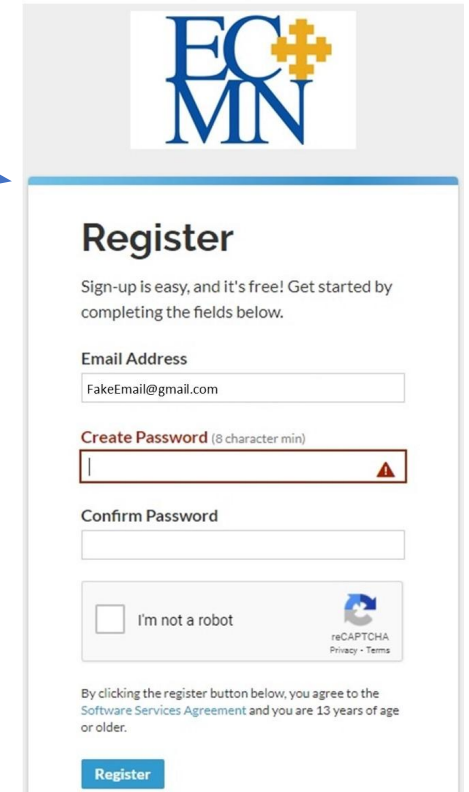
Can't find the email? Check your spam folder

C) Check your email & “Verify your email”



B) Register

- Create a Password
- Confirm the Password
- Confirm you are not a robot



The screenshot shows the registration form with the following fields and elements:

- ECMN logo at the top.
- Register** heading.
- Text: "Sign-up is easy, and it's free! Get started by completing the fields below."
- Email Address** field with placeholder text "FakeEmail@gmail.com".
- Create Password** (8 character min) field with a red warning triangle icon.
- Confirm Password** field.
- I'm not a robot checkbox with a reCAPTCHA logo and "Privacy - Terms" link.
- Text: "By clicking the register button below, you agree to the Software Services Agreement and you are 13 years of age or older."
- Register** button.

D) Verify your phone number

- If your real phone number does not work, try: 555-555-5555
- If *that* doesn't work, contact Sandra Stevenson at: sandra.s@episcopalmn.org

2] Update your contact information & 3] Set your privacy level

Select the down arrow next to your name, then My Profile, then Edit Profile

Select Edit Contact Information, then Personal Information

- Birth date is required but only staff can see the year
- Be sure to *Save*


Manage your privacy settings: at the down arrow, select “Manage Privacy”:

- *Anyone at the church* = everyone with an account in the ECMN Realm database can see your contact information
- *Leaders & group/serving team members* = others in a Group to which you belong, i.e. Clergy, Retired Clergy Cohort, Trustees, or a committee can see your contact information

Note: you must choose one of these two options to opt into the directory!

Manage Account Privacy

Tell us what's ok to share with the church. Also, group meeting hosts' contact info may be visible, regardless.

Sandra

i Your contact and personal information can be seen by staff and:

- Anyone in the church **i**
- Leaders & group/serving team members
- Leaders **i**
- Staff only

Custom Privacy
Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to staff.

Save or Cancel

4] add a headshot photo

Add your photo:

- Select the drop down box, then My Profile
- Hover over the circle, select & upload a photo

Or, send Sandra Stevenson a photo and she will upload it for you: sandra.s@episcopalmn.org



HOW TO RETURN TO YOUR ACCOUNT:

Save or bookmark this URL: www.onrealm.org

Questions? Contact: sandra.s@episcopalmn.org