

Welcome to Realm, the online directory and community for Prince of Peace Lutheran. If you have not yet received an email invitation to login into Realm or have questions, please contact our church office at [office@popluther.org](mailto:office@popluther.org) or Karen Skarda at [kskarda@popluther.org](mailto:kskarda@popluther.org). Children under the age of 13 are not allowed to have Realm logins. Parents of children over the age of 13 can manage their children's privacy settings if they have Realm logins. Each login must have a separate email address (they cannot be shared).

If you are having technical difficulties logging into Realm, please check first to ensure that your internet browser is updated or that your mobile device is updated to the current operating system.

## 1

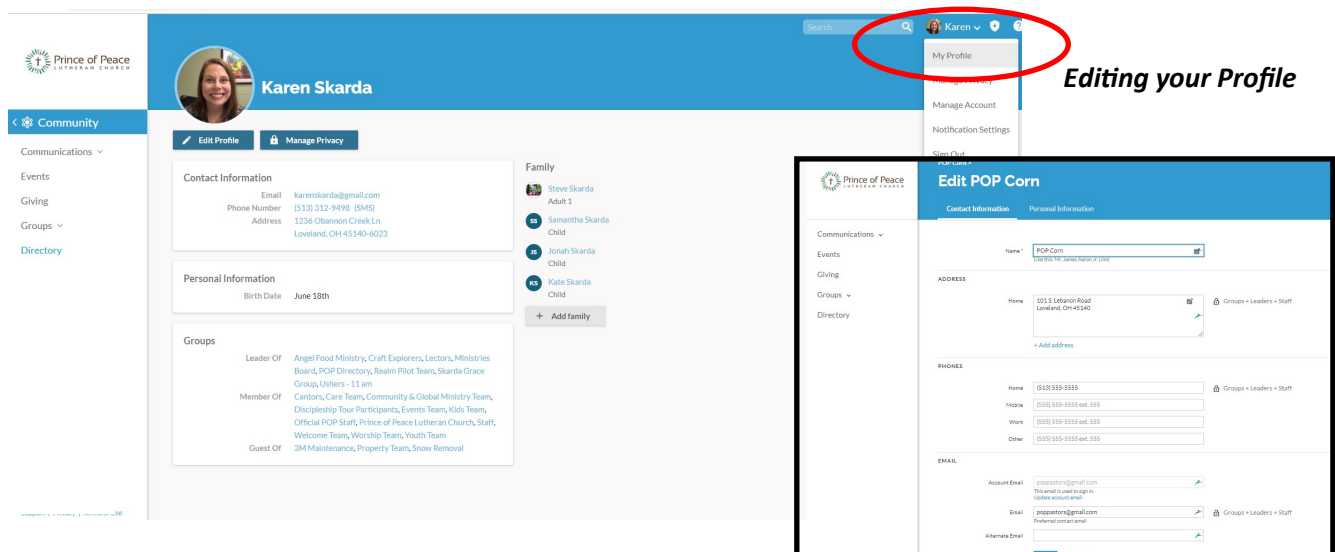
## UPDATING YOUR PERSONAL PROFILE

Everyone in our church gets a unique profile. Your profile contains everything you want people at POP to know about you and helps our staff and group leaders have your current contact information. Your profile also enables you to track your giving, join a small group, RSVP to events, give online, update your contact information, change family details, set notification preferences (e.g. email or mobile notifications), or replace that old outdated family photo.

Your Profile Includes:

- Contact Information (e.g. name, address, email, phone)
- Photo (yes, this is your time to take a selfie!)
- Family Members
- Personal Information (e.g. birthday)

You decide what data you want to hide online to the POP community by updating your privacy preferences. (see PRIVACY for more info). You can enter in your full birthday (your year and age is NOT displayed in the church directory profile).



**Editing your Profile**

The screenshot displays the user profile for Karen Skarda. The profile includes sections for Contact Information, Personal Information, and Family. A red circle highlights the 'My Profile' dropdown menu in the top right corner, indicating where to click to edit the profile. An inset image shows the 'Edit POP Corn' form, which contains fields for Name, Address, Phone, and Email, along with a 'Groups' dropdown menu.

Find others from POP in the directory using the DIRECTORY tab on the left hand side menu.

Or, type in a name, or a few of the first few letters of the name you are trying to find to see others who meet that criteria. Photos help in finding peoples names, so please update your profile with your current photo.

The screenshot displays the Prince of Peace Lutheran Church Directory. On the left, the 'Community' menu is visible, with 'Directory' circled in red. The main content area lists directory members with their photos, names, phone numbers, and email addresses. On the right, a search dropdown is open, showing results for 'ka skd'.

**Directory Members:**

- Judi Alemagno (513) 532-2344, tb14sh@gmail.com
- Pat Baker (513) 444-4597, pbaker1015@gmail.com
- Celia Ball, celia@mkice.com
- Ruth Becker (513) 314-0167, rb42jo39@yahoo.com
- Donna Bednar (513) 325-4480, donnabednar@juno.com
- Janet Blodgett (513) 979-4702, jbfyergirl@juno.com
- Amy Boynton (513) 218-4862, amy.m.boynton@gmail.com

**Search Results (ka skd):**

- People
  - Karen Skarda
  - Kate Skarda
- Groups
  - Angel Food Ministry
  - Craft Explorers
  - Lectors
  - Ministries Board
  - POP Directory

In Realm, under the COMMUNICATIONS tab on the left hand side, people can see the current information that pertains to the groups they are part of. If you are part of the Welcome team, you'll see the most current information that has been shared with the Welcome Team via Realm. Type of news include:

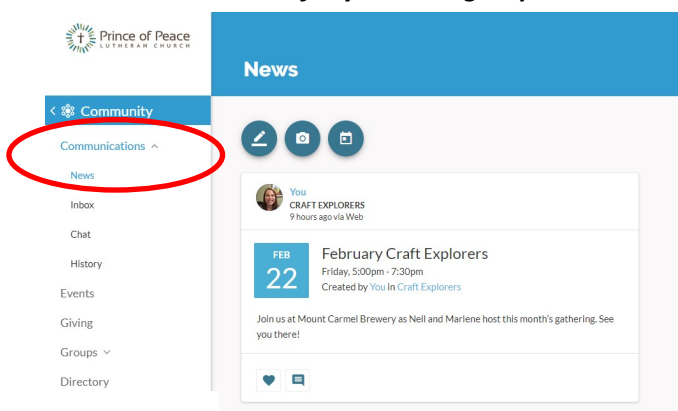
- A post (e.g. group announcement)
- An event
- A photo

In the INBOX, group leaders can email group members. You can view emails from group leaders.

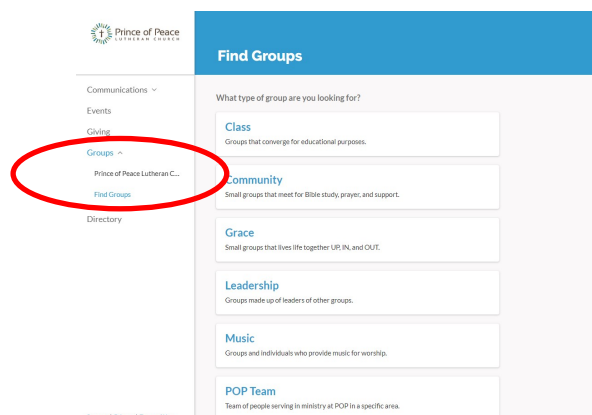
To CHAT with someone directly, use this function. This works similar to Facebook Messenger.

You may or may not yet be part of the REALM group that you are a part of in the real world. We are working on that! However, if you want to join a group, click on the GROUPS tab on the left hand side. You can join any one of the groups in Realm at any time, as that sends your request to the group leader.

### See the current NEWS for your POP groups

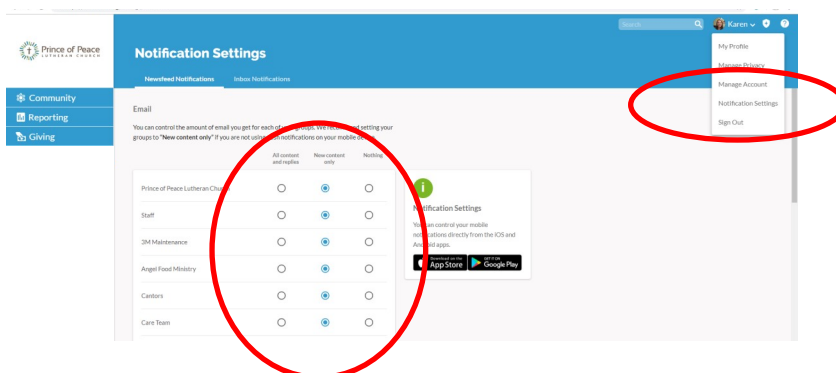


### Join a group!



You can choose in your ACCOUNT SETTINGS how you would like to receive notifications of new events, posts, etc in Realm. You can choose to receive emails, mobile notifications, neither...your choice.

### Choose how you would like to be notified in REALM



EVENTS, also found on the left-hand side tab, list upcoming events for your groups or for the entire church community. From these events, you can register and pay (if a cost) for specific events (e.g. retreats, classes).

Group leaders can create events for their groups (e.g POP Craft Explorers) where people in the group can RSVP from Realm, share what items they will bring, and you can add those events to your own electronic calendar, such as Google.

### See upcoming Events for POP!

The screenshot shows the Prince of Peace Lutheran Church website. On the left, a 'Community' sidebar lists various links, with 'Groups' highlighted by a red circle. The main 'Events' section displays a calendar view for January 19th to 23rd, 2019. Key events listed include 'Prince of Pizza!' on Jan 19 and 20, 'Discover Prince of Peace' on Jan 20, 'February Craft Explorers' on Jan 22, and 'New Member Weekend: Feb 2019' on Jan 23. Each event entry includes the church name, date and time, and a registration deadline.

### An example of a Group Event—how to RSVP

This screenshot provides a detailed view of the 'February Craft Explorers' event. At the top, it shows the event title, date (February 22nd, 2019), time (5:00pm - 7:30pm), and location (Mount Carmel Brewery). Below this, there's a 'WILL YOU ATTEND?' section with 'YES' and 'NO' buttons. To the right, 'REACH INSIGHTS' shows that 30 people have been notified. The 'Event Details' section repeats the date, time, and location. The 'DESCRIPTION' section at the bottom invites participants to join at Mount Carmel Brewery, hosted by Nell and Marlene.

Review your giving history or make new donations online or on your mobile phone. Simply sign in to look over your year-to-date giving, check pledge progress, print a contribution statement, or make a new one-time or recurring donation. It's always available and kept secure in an easy-to-use online environment.

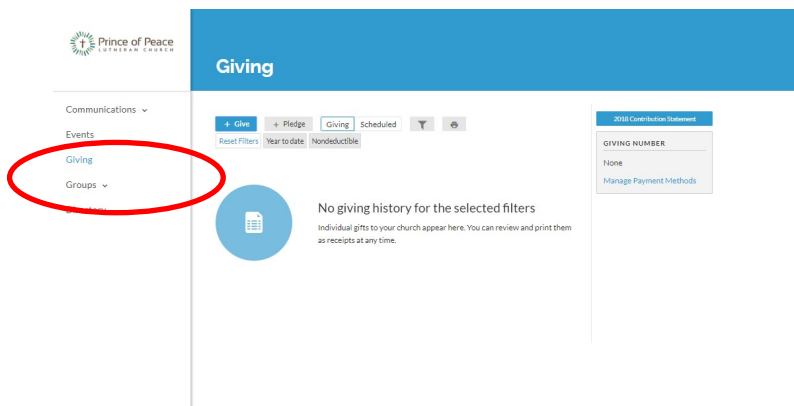
### Ways to Give

No matter how you choose to give toward our ministry, you can review all of your giving history online at any time. Giving online eliminates chances of errors and reduces administrative effort needed to enter manual giving. Recurring giving helps us plan for the future and enables giving even on vacation or snowstorms!

- Check or Cash
- Online Gifts (one-time or recurring)
- Text Giving
- Pledges

To view your giving, click on "Giving" from the left-hand menu. Once selected, you will see your giving for the current year. Then click on the blue "Give+" button. This will take you to a screen where you manage your online gifts, one time or recurring.

### *To view Giving or Pledge History*



### *To give online (Give+)*

 This screenshot shows the 'Give Now' page on the Prince of Peace website. The page has a blue header 'Give Now'. Below the header, there are two main sections: 'GIVING DETAILS' and 'PAYMENT INFORMATION'. In the 'GIVING DETAILS' section, there are fields for 'Give' (set to \$1.00), 'to' (Operating Fund), 'Frequency' (One Time), and 'On' (02/08/2019). In the 'PAYMENT INFORMATION' section, there is a checkbox 'Save for future use' and fields for 'Account Nickname', 'Account Type' (Credit/Debit Card), 'Account Number', 'Expiration Date', 'Name on card' (POP Cam), 'Billing Address Line 1' (101 S Lebanon Rd), 'Billing Address Line 2', 'Billing City' (Lorain), 'Billing State' (Ohio), 'Billing Postal Code' (43140-9326), and 'Email Address' (poppastors@gmail.com). At the bottom, there is a checkbox 'Contribute a little extra to help offset processing costs' and a 'Give' button.

## What is the Online Directory?

Being in the online directory just means that your privacy settings are such that other Realm users at POP can see your profile listed when they click **Directory** in the main left menu. Think of it like being in the printed directory booklet that we used to do many years ago.

## What's visible there?

If someone is in the online directory:

- His or her name and photo are always visible to other congregants.
- For other contact and personal information, congregants will only be able to see whatever the profile owner chooses to divulge by means of his or her profile privacy choices. In other words, if someone is in the online directory but sets his or her personal or contact information privacy to "Staff Only", other congregants will not be able to view it.
- Other congregants will be able to see what public groups this person is in. Groups are either public, hidden, or staff only. Staff with permissions and group leaders can determine these settings.

## Who is/is not in the online directory?

Most congregants with a profile (record) in Realm can be added to the online directory. The following, however, cannot:

- People with a login (because they are automatically added to the directory)
- Anyone with the family position of "Child" who does not have a birthday listed in Realm (their privacy settings cannot be opened even by their parents)
- Businesses
- Inactive profiles
- Profiles of those who have been marked "deceased".

## To change your Directory Privacy Settings

The screenshot shows the 'Manage Account Privacy' page for Karen Skanda. The page has a blue header with the church logo and name. A search bar and user menu are in the top right. The user menu is open, showing options: 'My Profile', 'Manage Privacy' (circled in red), 'Manage Account', 'Email Settings', and 'Sign Out'. The main content area shows a list of users with their privacy settings. The 'CUSTOMIZATION HISTORY' tab is selected, showing a list of users and their privacy settings. The 'Privacy' section is expanded, showing options: 'Everyone', 'My Groups + Group Leaders + Staff', 'Group Leaders + Staff', 'Only Staff', and 'Custom Privacy'. The 'Custom Privacy' option is selected, showing a message: 'Choose different privacy levels for specific contact fields and personal information.' At the bottom, there are 'Save' and 'Cancel' buttons.