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REALM QUICK START GUIDE

Log in to Realm at onrealm.org/ccindy.

Using Realm you can update your profile information, determine what information is accessible to other users, manage your contributions, communicate with other users, find new ways to get involved and more!



SECTION 1. Your Profile

Contact information is never public or searchable on the Internet. Any information you elect to make visible to the CCC community is always protected behind a login. For safety reasons, sharing contact information for children under 18 is limited. Children under 13 years of age may not participate and will not be able to sign in.

Profile Information

To update your profile information, click on your name in the top right corner and select My Profile. Review your contact information and if you want to change anything, click on the blue Edit Profile button. Please note there are two tabs for your profile information: Contact Information and Personal Information. On the second tab, Skills and Interests are new features that we hope will help members be matched to ministries.

Remember to click Save when you finish!

Your Photo

If you don't see a profile photo next to your name on your profile page. Click the large blue circle with your initials in it and select New Profile Photo.

Note: Uploaded images should be 172x172 pixels.

Your Privacy

To determine who can see your profile information, select Manage Privacy under your name in the top right corner. There are four levels of privacy, and if you choose Custom Privacy, you can set different privacy levels for different contact information.

Levels of privacy:

- Anyone in the church: Information is visible to all Realm users. Realm logins are limited to CCC members and regular participants.
- Leaders & group/serving team members: If you are a member of any groups, such as a committee or a worship guild, all group members will be able to see your information.

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- Leaders: If you are a member of any groups, only group leaders will be able to see your information.
- Users with permission only: Only staff and administrators will be able to see your information.

Note: Once you create a profile in Realm, all CCC members will be able to see your name and your photo (if uploaded).

SECTION 2. The Directory

One of the top requests from church members everywhere is to have a member directory. Unfortunately, member directories are notoriously unreliable because as soon as one is published, a family moves, a family joins, a baby is born, etc. With Realm's online directory, it's always up to date.

In addition, members' privacy concerns make it challenging to publish a traditional directory, but Realm users can specify exactly who gets to see which parts of their contact information. (See *Your Privacy* above.)

The directory is found in the left-hand menu. You can search by first name, last name or a combination of the two. Typing in "Gray" will pull up both Gray Lesesne and Merrill Grayson. Typing "Gr Le" will pull up Gray Lesesne.

Based on the user's settings, you can see contact information, personal information, group membership, and family members.

Note: Anyone who logs in to Realm will be included in the online directory. Members who have not created an online profile may not be found in the online directory. This opt-in criteria protects the privacy and security of all Cathedral members.

SECTION 3. Giving

In Realm, users can easily see their giving history, add or manage contributions, and create new pledges.

Giving History

To view your giving history, manage scheduled gifts or create a new pledge, click on Giving in the left-hand menu.

By default, giving history shows year-to-date gifts. To expand your results, select the filter icon and adjust the date range or select a specific fund.

Manage Scheduled Gifts

To schedule a one-time or recurring gift, click the blue +Give button. This is especially helpful for anyone who has pledged to two separate campaigns (such as general fund and covenant grants) because you can ensure each gift is directed appropriately.

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If you previously scheduled a recurring gift and want to update it, click on Scheduled.

Create a Pledge

To create a new pledge, click the gray +Pledge button and select which fund you want to pledge to. You can create up to one pledge per fund.

If you want to change an existing pledge for any reason, please contact the Cathedral office.

SECTION 4. Communications

When you first log in to Realm, you will see a News Feed reminiscent of Facebook. You will see posts for all users as well as posts for your specific groups.

Under Communications on the left, you will see Inbox, Chat, and History. Your Inbox contains any messages sent to you (perhaps messages from a group leader to the whole group, for example). Update your notification settings in the menu under your name at the top right of the screen.

You can create a new post on the news feed to share information with other users. For example, if you know of an event that might interest CCC members, share it here. If you read a news article that corresponds with CCC's mission, share it here!

The Chat section allows you to send and receive direct messages with other Realm users. To create a new message, click the plus sign at the top of the page.

The History section shows all communications activity.

SECTION 5. Get Involved

All CCC members using Realm are members of the Christ Church Cathedral group, but some members belong to additional groups, such as a committee or service group. All your groups are listed under Groups in the left-hand menu.

Group members can view news from their group leaders and other group members, share their own updates, view a participant list and send messages to all or some group members, and view any files the group leaders have added.

Note: Some group leaders may have disabled or limited posting to group news feeds.

Want to get more involved? Click on Find Groups to browse CCC groups. If you find a group that interests you, you can send a direct message to a group leader or click on Join Group.

Continue to Explore

We hope this guide has been helpful, but it is not meant to be comprehensive. Feel free to poke around and explore at your own pace!

Additional Help

Help is always available via the question mark at the top right of your screen.

If you have any questions or concerns, contact CCC Executive Coordinator Lauren Good at laureng@cccindy.org or at 317-636-4577, ext. 113.

DOWNLOAD THE MOBILE APP

Carry your CCC connections in your pocket with the **Realm Connect** mobile app, available for iPhone and Android. While it has a slightly different interface, the app has all the same capabilities as the desktop version. Find it in your app store!