



## **Introducing Realm: United Parish's New Online Directory and Database**

### **What is Realm?**

Realm is a secure online tool for members and regular attendees of United Parish. It's like Facebook for our church community. Realm has many features that include:

- Online church photo directory
- Your giving history and pledge information
- Communication tools to be in touch with other groups and ministry teams

### **How can I get an invitation to join Realm?**

If you're already in our database, you'll receive an email invitation. (Check your Spam/Junk folder just in case!) If you're new to United Parish or aren't sure if you're in our database, please fill out the "Invitation to Join Realm" form. Once your basic information is in the database, you'll be emailed an invitation to join Realm and claim your church record.

### **Realm contains my giving information. Is Realm secure?**

Yes. Realm uses bank-level encryption. Realm is part of ACS Technologies, which is the largest provider of church database software, serving over 40,000 clients, including several churches in the Brookline area.

### **Who can see my information?**

Only members of United Parish who have been invited to join may log in. Once you are invited and log in, you may choose your own privacy settings that you are comfortable with. Your giving information is only visible to you, our treasurers, and authorized members of staff.

### **How do I update my information? How do I edit my privacy settings?**

Please help church staff and treasurers by keeping your contact information up to date! To change your information and privacy settings, log in to Realm at <https://onrealm.org/>, click your name at the top right-hand corner, select "My Profile", then click "Edit Profile." To edit your privacy settings, click "Manage Privacy." See the step-by-step manual for more detailed instructions.

### **How do I view my giving information?**

You may check your giving statement at any time by logging into Realm, clicking "Giving" on the left-hand side, and then clicking the blue box on the right-hand side that says "Contribution Statement."

### **How do I access the church directory?**

Realm is our new online directory. The directory only works if everyone logs on, updates their contact information, and opts-in to the directory by unlocking their privacy settings. If you do not opt-in, your information will not be visible to other church members. Once you log into Realm, click "Directory" on the left-hand option menu. There you will find the contact information of all those who have logged in and opted-in by updating their privacy settings.

### **Do I have to participate in the online church directory?**

No. You are in control of your privacy settings. You do not have to share your information if you feel uncomfortable doing so. You can choose what information you want to share. You can decide who sees your information. (Please note that church staff will always be able to see your information.) We are suggesting that

you “unlock” and share your home address, phone number, and email address – in the same way you would if we had a printed directory.

**Can I get a printed copy of the directory?**

Realm is replacing the old printed versions of the directory. There will not be printed copies available except for people without computers or by special request. Realm is THE place to find someone’s contact information. To ensure we always have the most up-to-date records, we need your help by opting-in and keeping your contact information accurate.

**What if I forget my password?**

Go to [onrealm.org](http://onrealm.org). Click the blue “Forgot your password?” link. This link will take you through the process of creating a new password. Your username is the email address you used to create the account. If you get stuck, please contact the Church Office at [office@upbrookline.org](mailto:office@upbrookline.org) and we can send your username and password reset.

**What if I still have questions?**

Please contact Communications and Office Administrator Sarah Fitzpatrick at [office@upbrookline.org](mailto:office@upbrookline.org) or 617-277-6860. You may also visit the Realm online help page at [help.onrealm.org](http://help.onrealm.org) or call Realm customer support at 1-800-669-2509.