



Steps for Joining Realm




These instructions will enable you to claim your church record, log onto Realm, access and update your online profile, manage your privacy settings, update your profile picture, view the church directory, and view your giving information. For questions, please contact the Church Office at office@upbrookline.org, visit help.onrealm.org or call Realm customer support at 1-800-669-2509.

- I. You will be sent an email invitation with the subject line "The United in Parish Brookline: Join our online community." Check your spam folder just in case! Click the link that comes after "Create an account."

The screenshot shows an email interface. At the top, there is a blue header bar with navigation icons: Keep as New, Reply, Reply All, Forward, Delete, Spam, and More. Below this is the email subject line: "The United Parish In Brookline: Join our online community!". The sender is identified as "The United Parish In Brookline (notifications@onrealmmail.org)" and the date is "Wed, Jan 30, 2019 11:44 am". The recipient is "To: you" with a "Details" link. The main content of the email is a white box with a grey border. It starts with the church logo, followed by the subject line "The United Parish In Brookline: Join our online community!". The text inside the box reads: "Hi Benji, We at The United Parish In Brookline have an online church community where we can connect with each other outside our Sunday gatherings. We'd love for you to take part! Create an account: [https://onrealm.org/TheUnitedParish/account/Register?user-\[redacted\]](https://onrealm.org/TheUnitedParish/account/Register?user-[redacted]) Sincerely, Your friends at The United Parish In Brookline". At the bottom of the box, it says "This message was sent to [redacted] by ACS Technologies on behalf of this organization. If you don't want to receive these emails from Realm in the future, please [unsubscribe](#)". Below the email content, there are navigation buttons: Reply, Reply All, and Forward.

2. You will be taken to the Registration page. Create a password.




Register

Sign-up is easy, and it's free! Get started by completing the fields below.

Email Address

Create Password (8 character min)

Confirm Password

I'm not a robot  reCAPTCHA
Privacy - Terms

By clicking the register button below, you agree to the [Software Services Agreement](#) and you are 13 years of age or older.

[Register](#)

Already have an account with The United Parish In Brookline? [Sign In](#)

Your password must have:

- At least 8 characters
- A mix of uppercase/lowercase letters, numbers and symbols

For your security, avoid:

- Repeating characters
- Sequences (abc, cba, 123, or 321)
- Any part of your email address

[Why?](#)

3. Check your email.

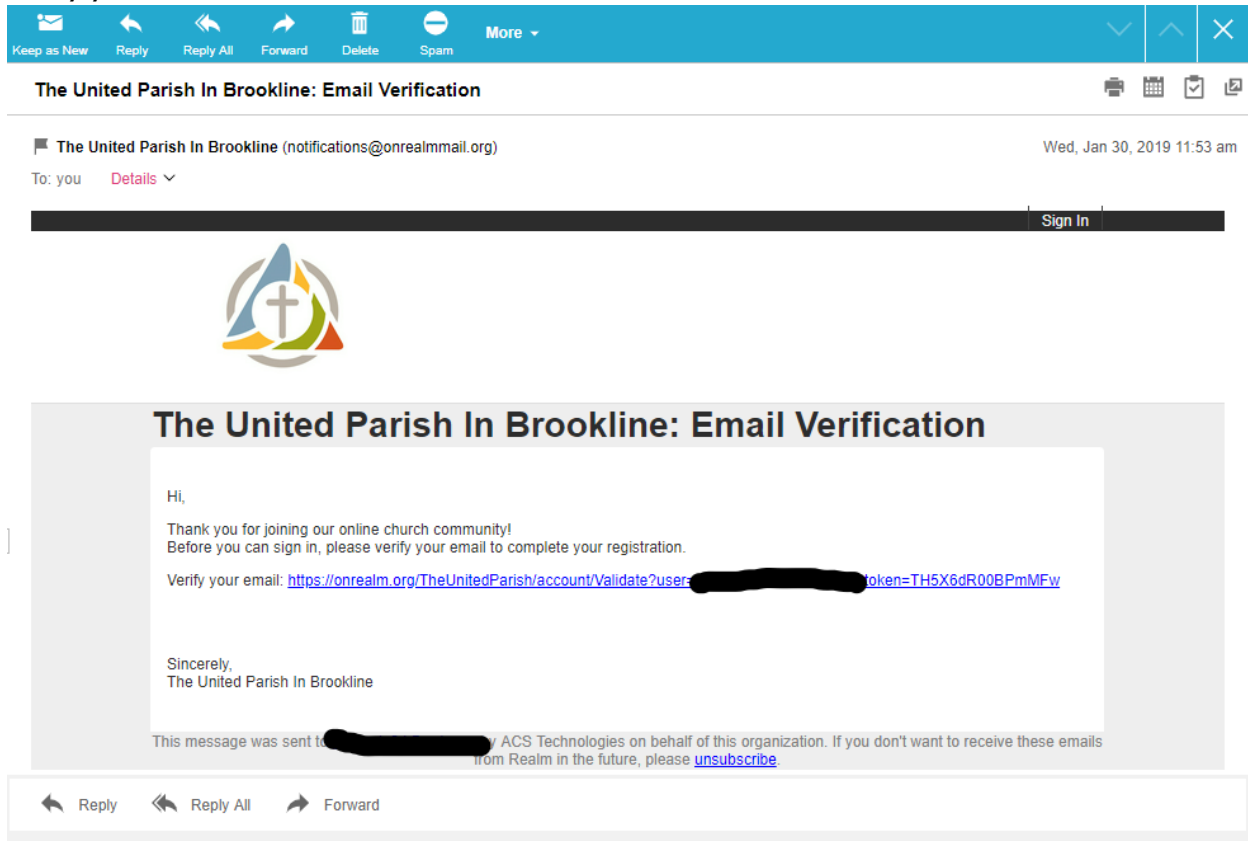


**Please check
your email.**

We are sending you instructions to activate
your account.

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4. Verify your email.

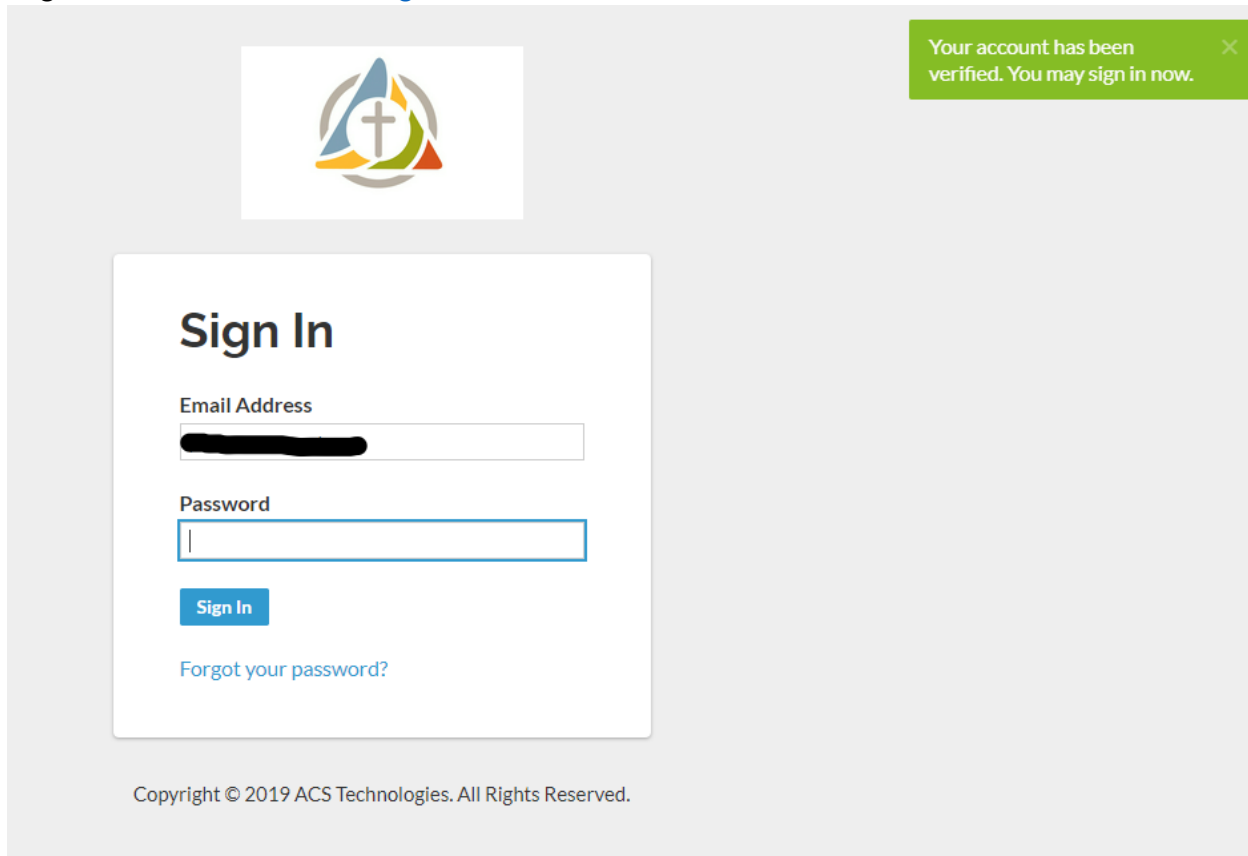


The screenshot shows an email interface with a blue header bar containing navigation icons: Keep as New, Reply, Reply All, Forward, Delete, Spam, and More. The email title is "The United Parish In Brookline: Email Verification". The sender is "The United Parish In Brookline (notifications@onrealmmail.org)" and the date is "Wed, Jan 30, 2019 11:53 am". The recipient is "To: you" with a "Details" dropdown. A "Sign In" button is visible in the top right of the email content area.

The email body features the United Parish In Brookline logo, a stylized cross within a circle. The main heading is "The United Parish In Brookline: Email Verification". The text reads: "Hi, Thank you for joining our online church community! Before you can sign in, please verify your email to complete your registration. Verify your email: [https://onrealm.org/TheUnitedParish/account/Validate?user=\[redacted\]&token=TH5X6dR00BPmMFw](https://onrealm.org/TheUnitedParish/account/Validate?user=[redacted]&token=TH5X6dR00BPmMFw) Sincerely, The United Parish In Brookline". A footer note states: "This message was sent to [redacted] by ACS Technologies on behalf of this organization. If you don't want to receive these emails from Realm in the future, please [unsubscribe](#)."

At the bottom of the email, there are navigation options: Reply, Reply All, and Forward.

5. Log in to Realm at onrealm.org.



The screenshot shows the login page for The United Parish In Brookline. The United Parish In Brookline logo is displayed at the top left. A green notification banner at the top right states: "Your account has been verified. You may sign in now." with a close button (X).

The main content area features a "Sign In" form with the following fields and elements:

- Sign In** (Section Header)
- Email Address** (Label) with a text input field containing a redacted email address.
- Password** (Label) with a text input field.
- Sign In** (Blue Button)
- [Forgot your password?](#) (Link)

At the bottom of the page, the copyright notice reads: "Copyright © 2019 ACS Technologies. All Rights Reserved."

6. Verify your identity by entering either your phone number or birthday.



Please Verify Your Birthday

For your protection, we ask users to validate their birth date against our records. Once we have verified you, we will send you a confirmation email.

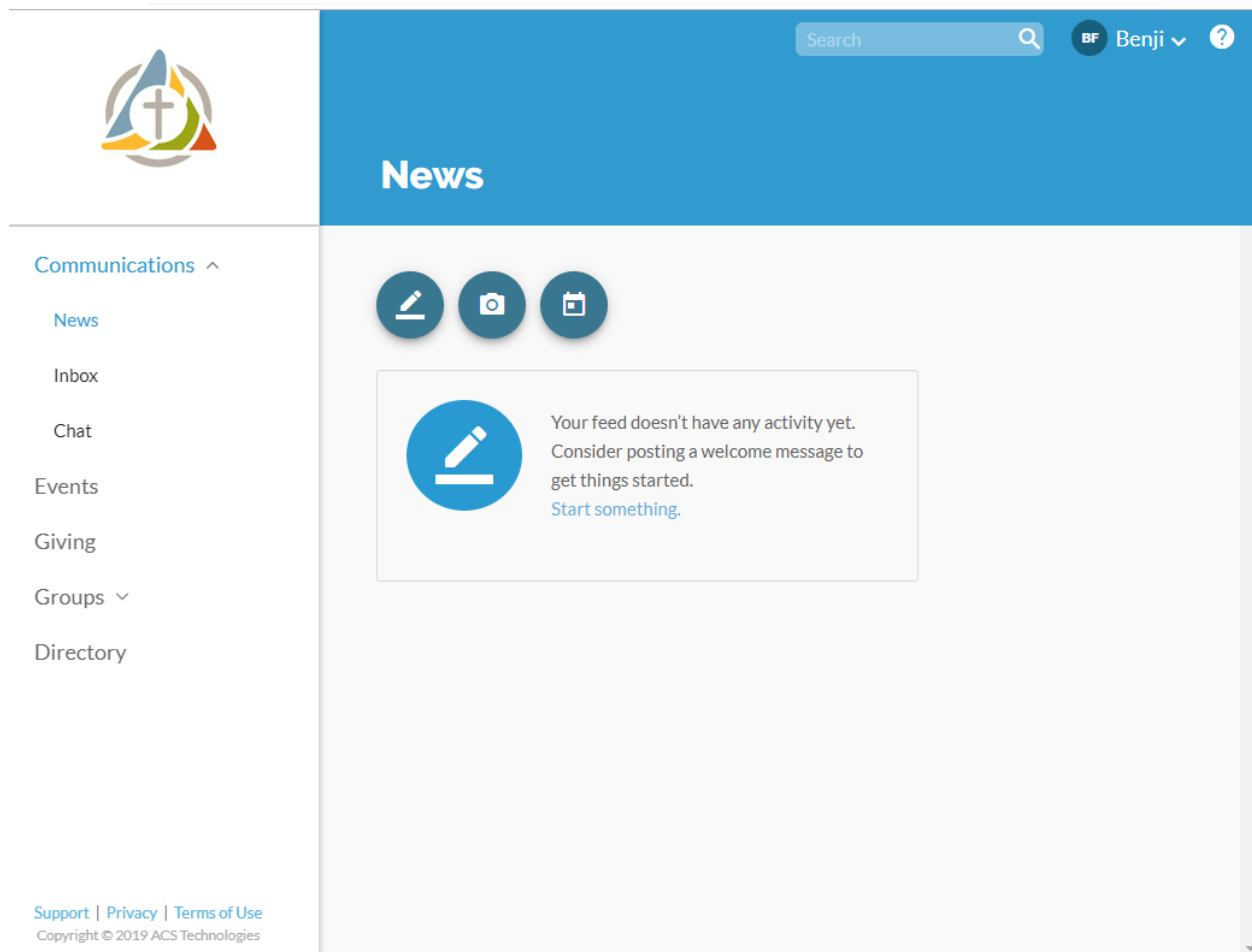
Birthday *

Month Day

[Verify Me](#)

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7. You will see the home screen that looks like this:



Explore your groups, account settings, giving history and the directory. If you have questions about a certain page, click the question mark in the top right-hand corner.

Now that you are logged in, you must do two things:

- 1. Update your profile or confirm that the information listed is correct.**
- 2. Update your privacy settings to opt-in to the directory.**

To update your profile:

1. Click your name at the top right-hand corner and select “My Profile” from the drop-down menu.

The screenshot displays a web application interface. On the left, there is a logo featuring a cross inside a circle with colorful segments. Below the logo is a sidebar menu with the following items: Communications ^, News, Inbox, Chat, Events, Giving, Groups v, and Directory. At the bottom of the sidebar, there are links for Support | Privacy | Terms of Use and Copyright © 2019 ACS Technologies. The main content area has a blue header with the word "News" in white. In the top right corner of the header, there is a search bar and a user profile dropdown menu. The dropdown menu is highlighted with a red circle and a red arrow pointing to it. The dropdown menu shows the user's initials "BF" and the name "Benji" with a downward arrow and a question mark icon.

2. Click the blue box "Edit Profile".

The image shows a user profile page for 'Benji'. At the top, there is a blue header with a search bar, the user's initials 'BF', and the name 'Benji'. Below the header, there are two buttons: 'Edit Profile' (circled in red) and 'Manage Privacy'. The profile is divided into sections: 'Contact Information' (with redacted email and address), 'Personal Information' (with birth date 'August 15th'), and 'Groups'. A '+ Add family' button is also visible on the right side.


3. Edit your Contact Information. Update or confirm your name, home address, phone numbers, email addresses, and include optional links to your social media. Click “Save” at the bottom.

Benji [redacted]



All Search... Benji

Edit Benji [redacted]

Contact Information Personal Information

Name 
Like this: Mr. James Aaron Jr. (Jim)

ADDRESS

Home   Groups + Leaders + Staff

[+ Add address](#)

PHONES

Home


Mobile

Work

Other

EMAIL

Account Email
This email is used to sign in.
[Update account email](#)

Email  Groups + Leaders + Staff
Preferred contact email

Alternate Email

SOCIAL MEDIA

Twitter Link

Facebook Link

LinkedIn Link

or

4. Edit your Personal Information. Update or confirm your birthday, gender, marital status and allergies. Click "Save" at the bottom.

The screenshot shows a user profile editing interface. At the top, there is a blue header with the user's name 'Benji' and a search bar. Below the header, there are two tabs: 'Contact Information' and 'Personal Information', with the latter being selected. The main content area is titled 'BASICS' and contains four form fields: 'Birthday' (with the value '08/15/2012' and a calendar icon), 'Gender', 'Marital Status', and 'Allergies', all of which are currently empty dropdown menus. At the bottom of the form, there is a blue 'Save' button followed by the text 'or Cancel'. In the top right corner of the main content area, there is a lock icon and the text 'STAFF'.

Benji [redacted]

All Search... [magnifying glass icon]

Benji [dropdown arrow] [help icon]

Edit Benji [redacted]

Contact Information Personal Information

BASICS STAFF

Birthday 08/15/2012 [calendar icon]

Gender [dropdown arrow]

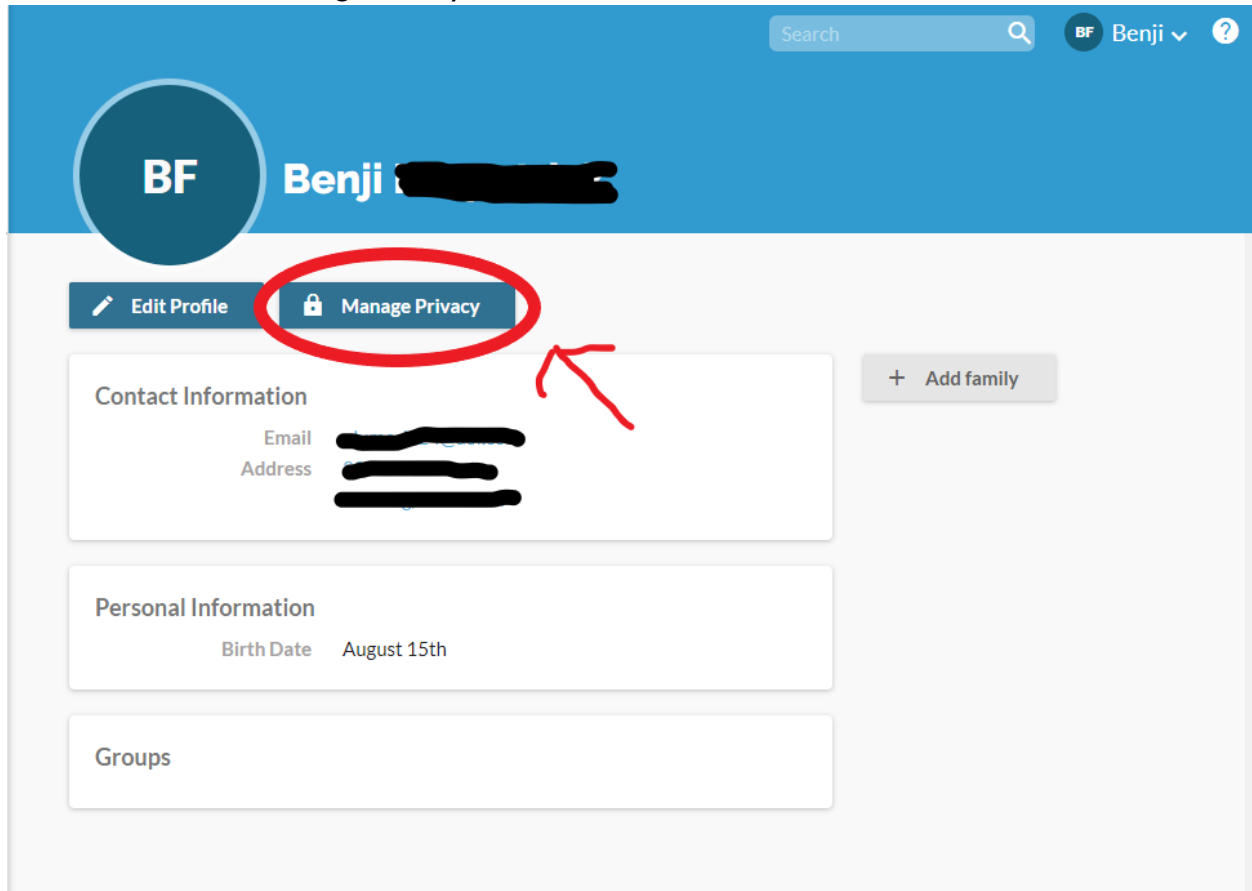
Marital Status [dropdown arrow]

Allergies [dropdown arrow]

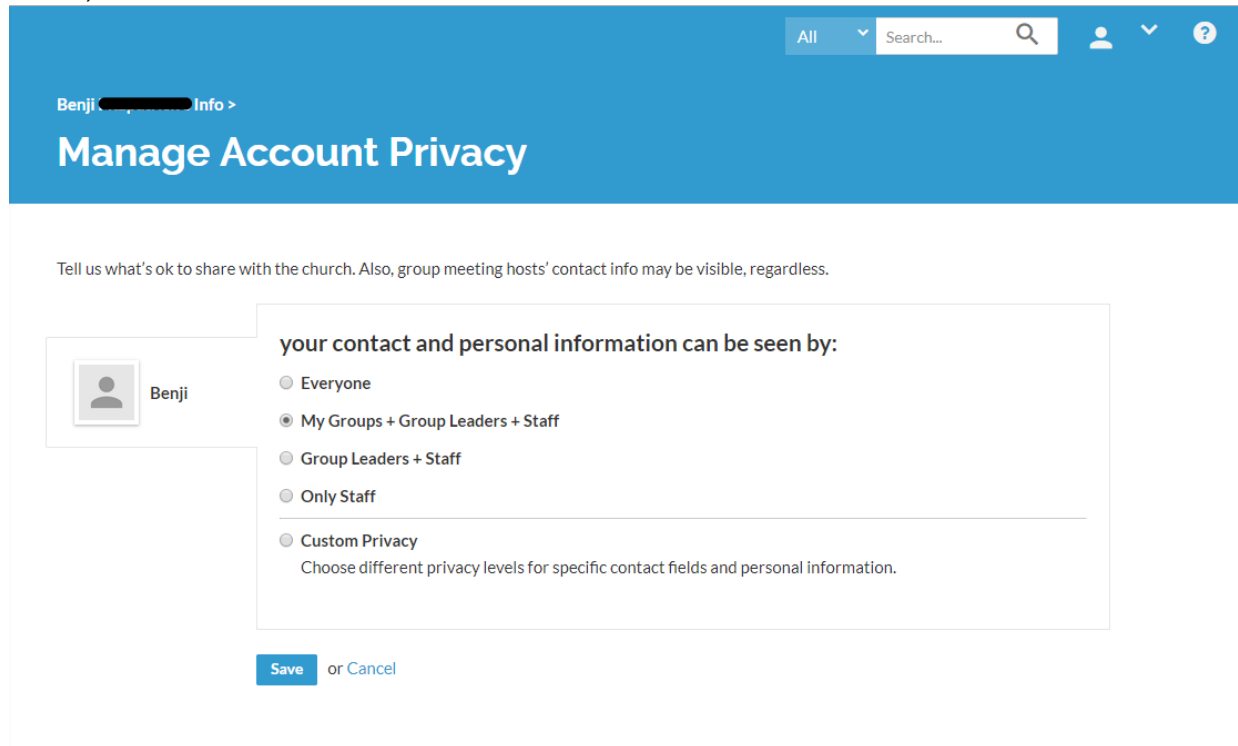
Save or Cancel

To update your privacy settings:

- I. Click the blue box "Manage Privacy".



2. The default is “My Groups + Group Leaders + Staff.” If you keep it at the default, you will not be included in the directory for other church members to see. **If you want to be included in the church directory, you must opt-in.** To do this, select the top option of “Everyone.” That means everyone in United Parish’s Realm database can see your contact information (not everyone in the world!).




The screenshot shows a user interface for managing account privacy. At the top, there is a blue header with a navigation bar containing 'All', a search box, and user profile icons. Below the header, the user's name 'Benji' and a link to 'Info' are visible. The main heading is 'Manage Account Privacy'. A sub-heading reads: 'Tell us what's ok to share with the church. Also, group meeting hosts' contact info may be visible, regardless.' The main content area is a white box with a title 'your contact and personal information can be seen by:' and a list of radio button options: 'Everyone', 'My Groups + Group Leaders + Staff' (which is selected), 'Group Leaders + Staff', 'Only Staff', and 'Custom Privacy'. A description for 'Custom Privacy' says 'Choose different privacy levels for specific contact fields and personal information.' At the bottom of the box are 'Save' and 'Cancel' buttons.

3. If you don't want all of your information listed, and only some of it, select "Custom Privacy" and choose your privacy level. Click "Save" at the bottom. You will receive an email notification alerting you that a change has been made to your privacy settings.



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



Benji

your contact and personal information can be seen by:

- Everyone
- My Groups + Group Leaders + Staff
- Group Leaders + Staff
- Only Staff
- Custom Privacy**
Choose different privacy levels for specific contact fields and personal information.

Home Address
[Redacted]

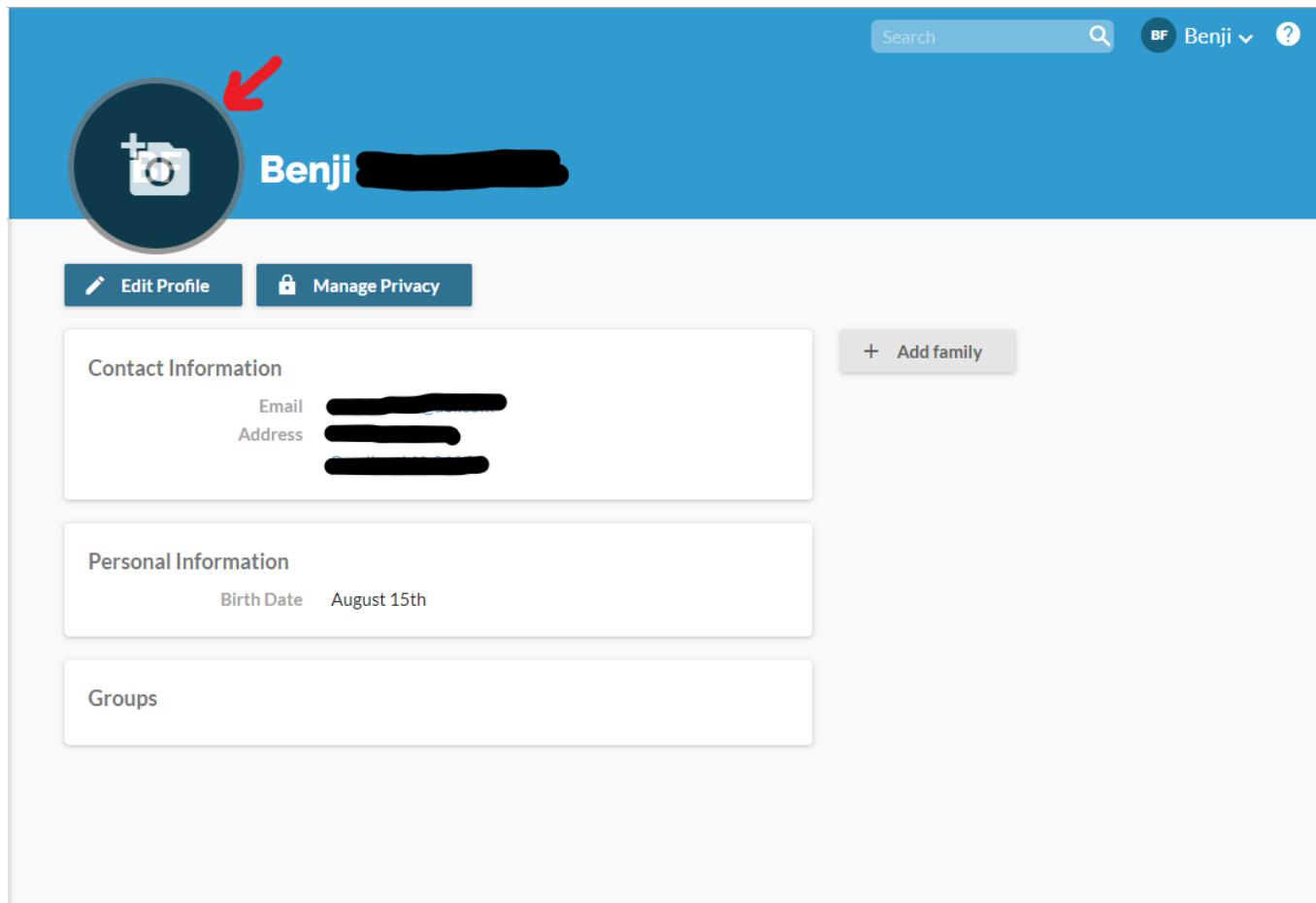
Primary Email Address
[Redacted]

Personal Information

or


To add an optional profile picture:

1. Hover over the dark blue circle to the left of your name with your initials in it. You will see a camera icon.



The screenshot shows a Facebook profile page for a user named "Benji". The profile picture area is highlighted with a red arrow pointing to a camera icon, indicating the option to upload a new profile picture. The page includes a search bar, a user menu, and sections for "Contact Information", "Personal Information", and "Groups".

Search BF Benji ?

 Benji [REDACTED]

[Edit Profile](#) [Manage Privacy](#)

[+ Add family](#)

Contact Information

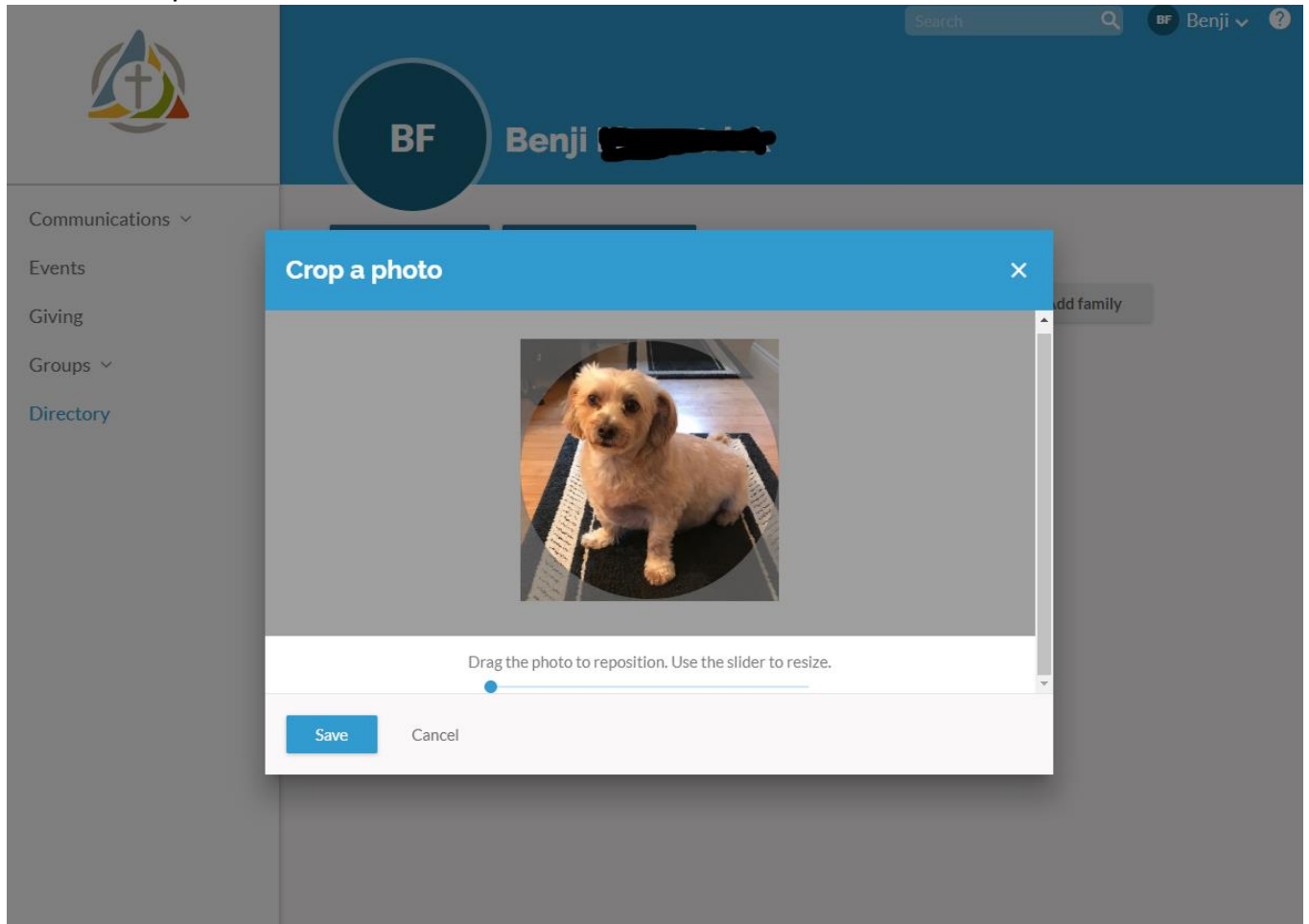
Email [REDACTED]
Address [REDACTED]

Personal Information

Birth Date August 15th

Groups

2. Click the camera icon. Upload your photo, crop it, and click “Save.” To edit your photo – either to upload a new profile photo, or to remove the existing profile photo – hover over your profile photo and click the pencil icon.



If you need help with logging on, editing your profile or managing privacy settings, please contact Sarah Fitzpatrick in the Church Office at office@upbrookline.org or 617-277-6860, or visit help.onrealm.org or call Realm customer support at 1-800-669-2509.

To view the online church directory:

- I. On the left side option menu, select "Directory".

The screenshot shows a web interface for a church. At the top left is a logo featuring a cross inside a stylized flame or leaf shape. The top right has a search bar and a user profile for 'Benji'. The main header is blue with the word 'News' in white. Below the header, there are three circular icons: a pencil, a camera, and a calendar. A central message box contains a pencil icon and the text: 'Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. [Start something.](#)'

On the left side, there is a navigation menu under the heading 'Communications ^'. The menu items are: News, Inbox, Chat, Events, Giving, Groups ^, and Directory. The 'Directory' item is circled in red, and three red arrows point to it from the bottom right.

At the bottom left, there is a footer with the text: 'Support | Privacy | Terms of Use' and 'Copyright © 2019 ACS Technologies'.

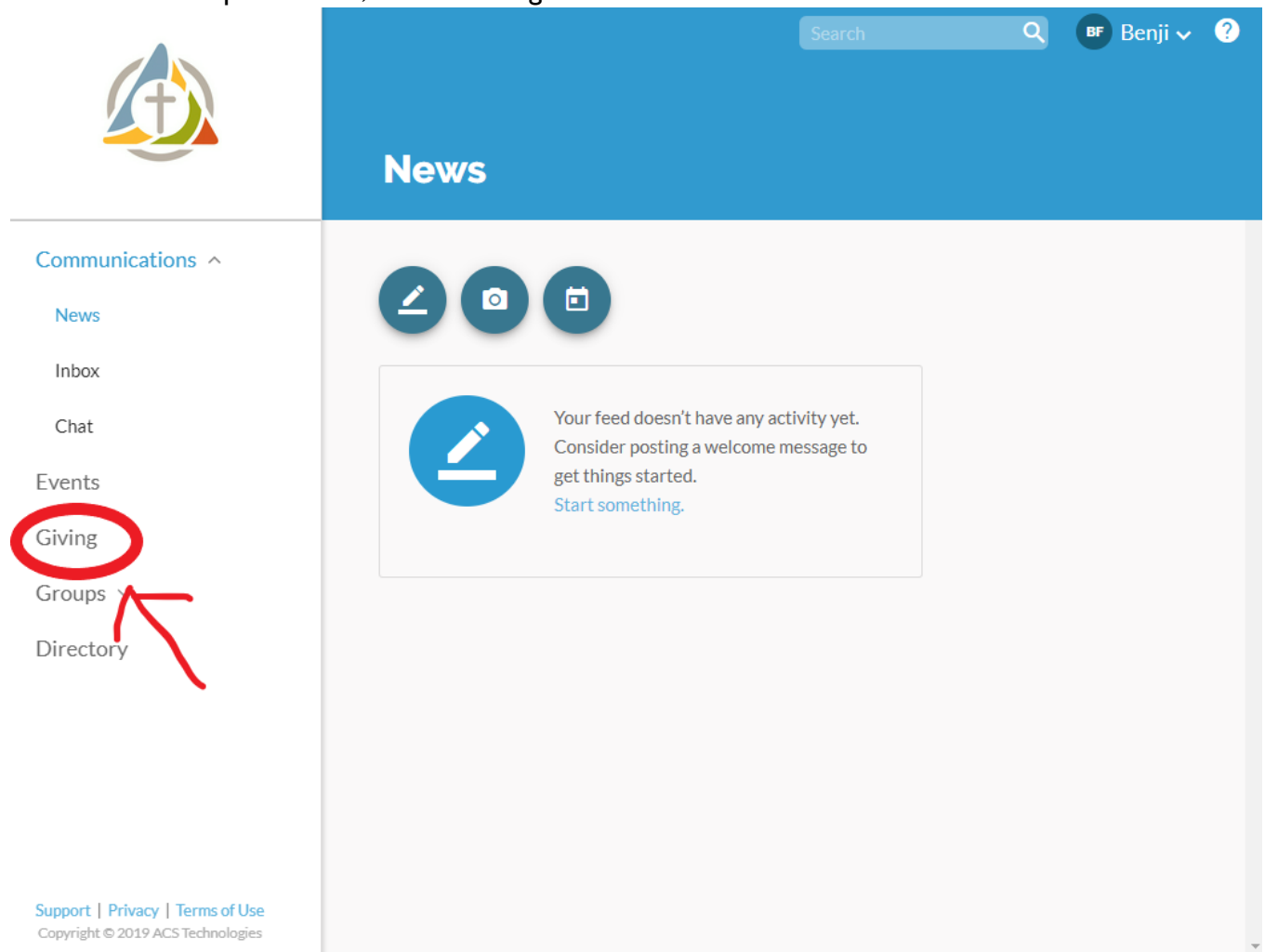
2. You will see all of the congregants who have logged into Realm. Click on a person's name to see their contact information.

The screenshot shows a web application interface. At the top left is a logo with a cross and colorful shapes. The top right has a search bar and a user profile for 'Benji'. The left sidebar lists navigation options: Communications, Events, Giving, Groups, and Directory. The main content area is titled 'Directory' and shows a list of congregants. Each entry includes a profile picture or initials and a name. The last entry is Sarah Fitzpatrick, with contact information: (617) 277-6860 and office@upbrookline.org.

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To view your giving information:

1. On the left side option menu, select "Giving".



The screenshot displays a web application interface. On the left side, there is a navigation menu under the heading "Communications ^". The menu items are: News, Inbox, Chat, Events, Giving (circled in red), Groups (with a red arrow pointing to it), and Directory. At the top right of the page, there is a search bar, a user profile icon labeled "BF Benji", and a help icon. The main content area has a blue header with the word "News". Below the header, there are three circular icons: a pencil, a camera, and a calendar. A message box contains a pencil icon and the text: "Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. [Start something.](#)" At the bottom left, there are links for "Support | Privacy | Terms of Use" and a copyright notice "Copyright © 2019 ACS Technologies".

2. On this page you can:
 - a. set filters to see your giving history for a certain period such as the calendar year or the fiscal year.
 - b. view your giving number.
 - c. manage payment methods.
 - d. make a contribution.
 - e. print giving statements.
 - f. view current pledges or make a pledge.

The screenshot shows a web application interface for church giving. At the top left is a logo with a cross and colorful triangles. The main header is blue with the word "Giving" in white. To the right of the header is a search bar with "All" and "Search..." and icons for user profile, dropdown, and help. A left sidebar lists navigation options: "Communications", "Events", "Giving" (highlighted), "Groups", and "Directory". The main content area has a blue bar with buttons: "+ Give", "+ Pledge", "Giving" (selected), "Scheduled", a funnel icon, and a printer icon. Below this are "Reset Filters", "Last 30 days", and "Nondeductible" filters. A large blue circle with a calendar icon contains the text: "No giving history for the selected filters" and "Individual gifts to your church appear here. You can review and print them as receipts at any time." On the right, a box titled "GIVING NUMBER" shows "None" and a link "Manage Payment Methods". The footer contains "Support | Privacy | Terms of Use" and "Copyright © 2019 ACS Technologies."

If you have questions about your giving information, please contact Treasurer Doug Johnson (treasurer@upbrookline.org) or Assistant Treasurer Kathy Phenix, or visit help.onrealm.org or call Realm customer support at 1-800-669-2509.