



## 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](mailto:office@upbrookline.org), visit <https://help.acst.com/> or call Realm customer support at 1-800-669-2509.

1. You will be sent an email invitation with the subject line “The United in Parish Brookline: Join our online directory.” Check your spam folder just in case! Click the link that comes after “Create an account.”
2. You will be taken to the Registration page. Create a password.
3. Check your email.
4. Verify your email.
5. Log in to Realm at [onrealm.org](http://onrealm.org).
6. Verify your identity by entering either your phone number or birthday.
7. You will now be logged in and will see the homepage. 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.
2. Click the blue box “Edit Profile”.
3. Edit your Contact Information. Update or confirm your name, home address, phone number(s), and email addresses. Click “Save” at the bottom.
4. Edit your Personal Information. Update or confirm your birthday, gender, marital status, allergies, emergency contact and pronouns. Click “Save” at the bottom.

### **To update your privacy settings:**

1. Click the blue box “Manage Privacy”.
2. The default is “Leaders & group/serving team members.” 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 by selecting “Anyone in the church.”** That means anyone in United Parish’s Realm database can see your contact information.
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.

### **To add a 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.
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](mailto:office@upbrookline.org) or 617-277-6860, or visit <https://help.acst.com/> or call Realm customer support at 1-800-669-2509.

**To view the online church directory:**

1. On the left side option menu, select “Directory”.
2. You will see all of the congregants who have logged into Realm. Click on a person’s name to see their contact information.

**To view your giving information:**

1. On the left side option menu, select “Giving”.
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.

If you have questions about your giving information, please contact Treasurer Doug Johnson ([treasurer@upbrookline.org](mailto:treasurer@upbrookline.org)) or Assistant Treasurer Lietza Molloy ([assistanttreasurer@upbrookline.org](mailto:assistanttreasurer@upbrookline.org)), or visit <https://help.acst.com/> or call Realm customer support at 1-800-669-2509.