

Entering the Realm

Welcome to St. Gregory's New Communication System!

Frequently Asked Questions

- **What is Realm and why are we using it?**

- Realm is a communication tool that provides users with a dashboard, or single source, for all information regarding church activities and events
- Realm is an administrative tool that allows Kendall to streamline such activities as updating contact information and managing financial processes

- **Do I have to sign up for Realm? What happens if I don't?**

- Realm signup is not required, but hopefully everyone will take advantage of the opportunity and at least check it out
- You can still receive communications from St. Gregory's and your groups via regular email

- **How vulnerable is my private information?**

- By default, your address, phone number and other contact information can only be seen by staff members, leaders, or members of groups you are in. In order for anyone else to see your information, you must adjust your privacy settings and opt-in to the Directory.
- Only business office personnel who handle giving can see giving data; e.g.. pledge progress or gifts.
- Banking and financial information is validated through a third-party firm that specializes in financial and transaction security

Get started with Realm

You should have received an email that looks like this:

St. Gregory The Great Episcopal Church: Join our online community!

Hi St.,

We at St. Gregory The Great Episcopal Church have an online church community where we can connect with each other outside our Sunday gatherings. We'd love for you to take part! This would be a way for us to easily connect with one another especially if you belong to a certain Group (i.e. Flower Guild, Parish Life, etc.)

Create an account: <https://onrealm.org/stgregoryathens/account/Register?user=tl30605tech%40gmail.com>

Sincerely,

Kendall Kookogey, Parish Administrator
St. Gregory The Great Episcopal Church

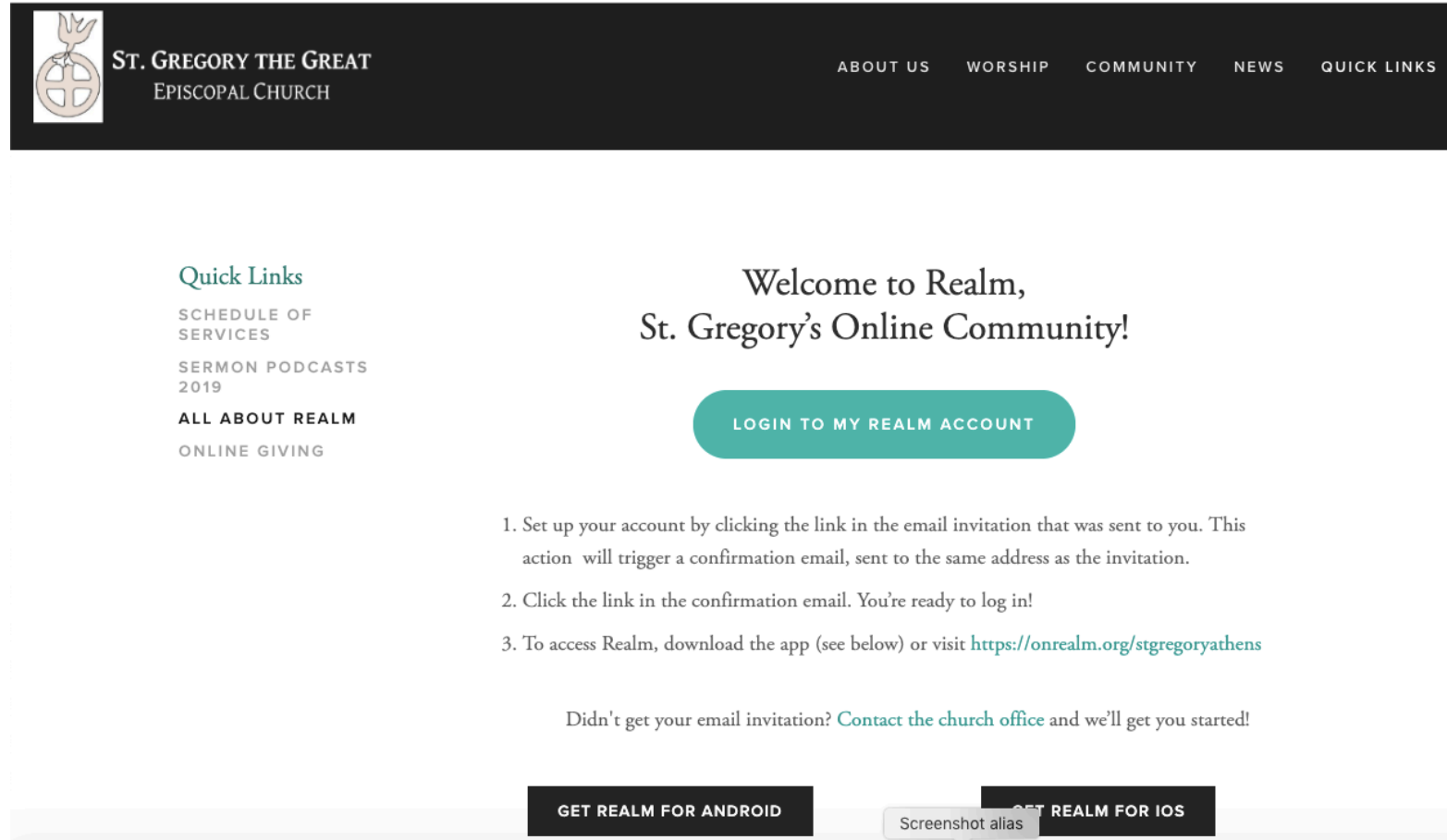
This message was sent to tl30605tech@gmail.com by ACS Technologies on behalf of this organization.

Click on this link and follow the instructions to activate your Realm account

This is the email address that is on file for you at the church

Note: this invitation will expire after 30 days. If your link doesn't work, contact the church office for a new invitation.

You can access the Realm Login page from our website, www.stgregoryathens.org



The screenshot shows the website header for St. Gregory the Great Episcopal Church. The header is dark with a logo on the left and navigation links on the right. The main content area is white and features a 'Quick Links' sidebar on the left, a central welcome message with a 'LOGIN TO MY REALM ACCOUNT' button, and a list of instructions for setting up an account. At the bottom, there are two buttons for downloading the Realm app for Android and iOS, with a 'Screenshot alias' label pointing to the iOS button.

ST. GREGORY THE GREAT
EPISCOPAL CHURCH

ABOUT US WORSHIP COMMUNITY NEWS QUICK LINKS

Quick Links
SCHEDULE OF SERVICES
SERMON PODCASTS 2019
ALL ABOUT REALM
ONLINE GIVING

Welcome to Realm, St. Gregory's Online Community!

LOGIN TO MY REALM ACCOUNT

1. Set up your account by clicking the link in the email invitation that was sent to you. This action will trigger a confirmation email, sent to the same address as the invitation.
2. Click the link in the confirmation email. You're ready to log in!
3. To access Realm, download the app (see below) or visit <https://onrealm.org/stgregoryathens>

Didn't get your email invitation? [Contact the church office](#) and we'll get you started!

GET REALM FOR ANDROID **GET REALM FOR IOS**

Screenshot alias

Scroll down for more information about Realm

Instructions for activating your account

LOGIN TO MY ACCOUNT

Already have an account? Click here to log in!

1. Set up your account by clicking the link in the email invitation.
2. Click the link in the confirmation email.
3. Download the app (see below), click the My Profile link at the bottom of any page or visit <https://onrealm.org/stgregoryathens>

Didn't get your email invitation?

Having trouble activating your account? Click here!

Contact Us

Check out these options to learn more about what Realm can do



Profile

Join us in helping our leadership keep accurate records and helping our leaders shepherd the flock they love.



Groups

Groups are a great way to get and stay connected. For example, your Ministry Group (i.e. Flower Guild, Parish Life



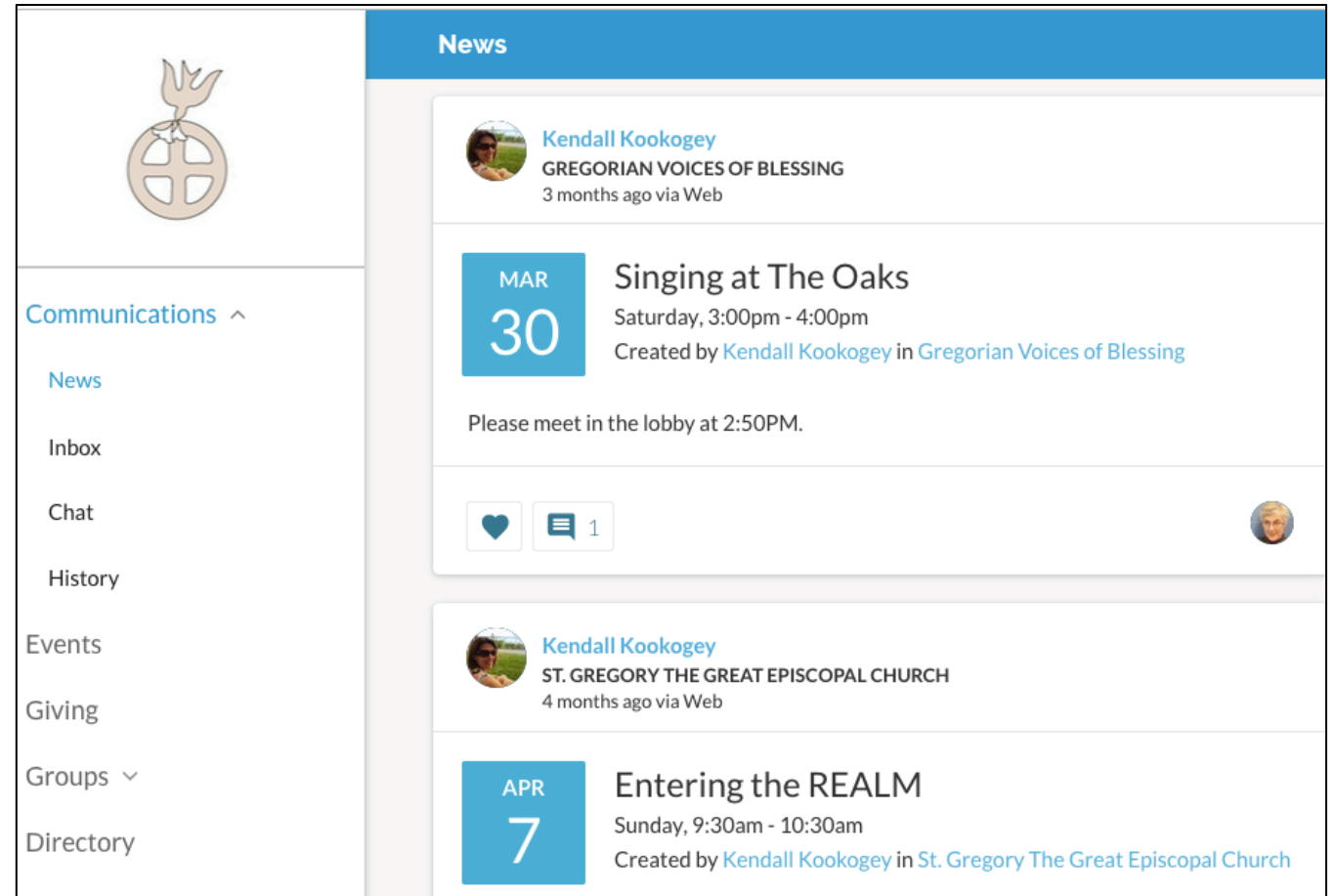
Online Giving

Give Now or **Log into your Realm Account**

Realm allows you to manage your

Communications in Realm: News

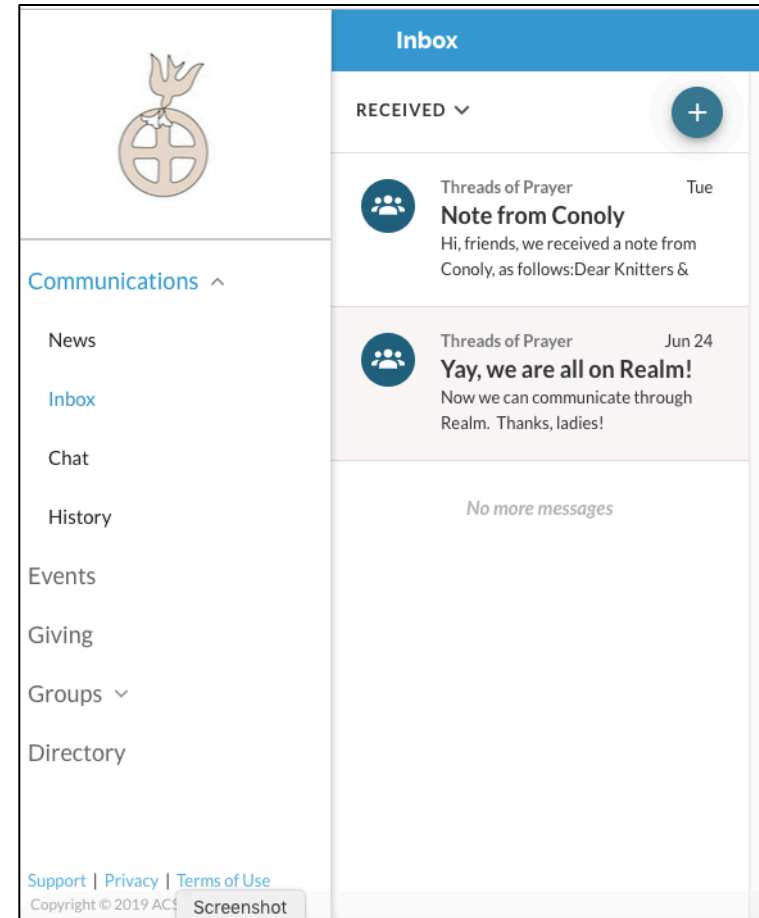
- The **News** section is the page you will see first in the application
- This section contains notifications from the church office to all parishioners and posts from leaders of your group or ministry



The screenshot displays the 'News' section of the Realm application. On the left is a navigation sidebar with a logo at the top (a cross with a flame) and menu items: Communications (with a dropdown arrow), News, Inbox, Chat, History, Events, Giving, Groups (with a dropdown arrow), and Directory. The main content area is titled 'News' and features two news items. The first item is from Kendall Kookogey, representing Gregorian Voices of Blessing, posted 3 months ago. It includes a date card for 'MAR 30', the title 'Singing at The Oaks', the time 'Saturday, 3:00pm - 4:00pm', and the creator information. A note says 'Please meet in the lobby at 2:50PM.' Below the item are icons for a heart and a comment bubble with the number '1', and a profile picture of the creator. The second item is also from Kendall Kookogey, representing St. Gregory The Great Episcopal Church, posted 4 months ago. It includes a date card for 'APR 7', the title 'Entering the REALM', the time 'Sunday, 9:30am - 10:30am', and the creator information.

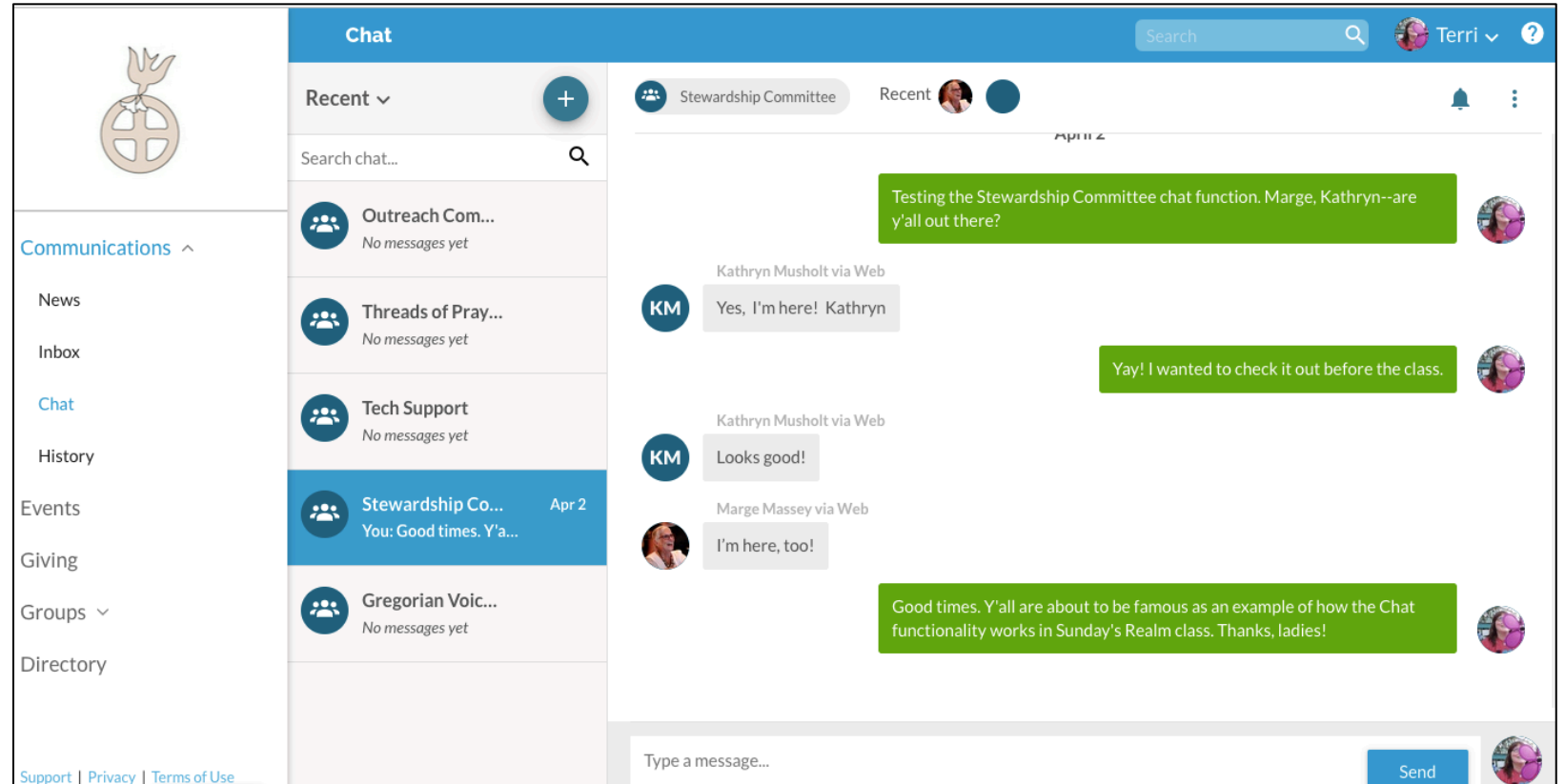
Communications in Realm: Inbox

- The **Inbox** section contains emails that were sent to the email address associated with your Realm account
- This section allows you to read all of your church-related emails in one place. However, if you prefer to read them in your regular email client, you can do so without affecting Realm or missing any correspondence.



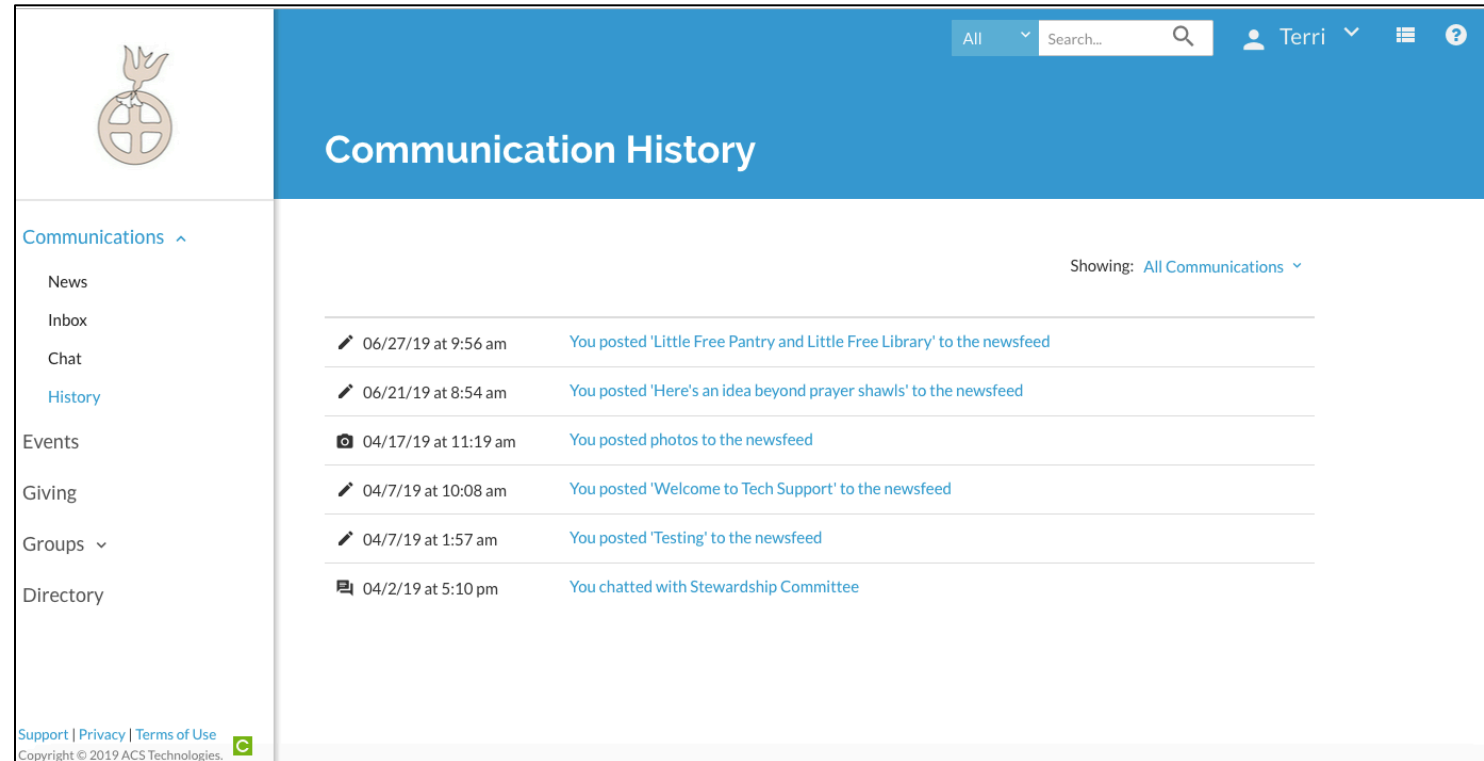
Communications in Realm: Chat

- Having trouble getting your team together for a meeting? Do you need a quick decision or action? The **Chat** option allows for a group discussion online.
- For easier navigation, Realm maintains separate chat histories for each of your groups.
- Permissions to initiate chat sessions are controlled by the group's leader.



Communications in Realm: History

- The **History** option keeps a log that allows you to see all of your posts, chats, emails, and other activity within the Realm application.
- This function is useful if you wonder how you became responsible for an action item, or if you need to keep track of a sequence of events. It's all set forth right here in chronological order.



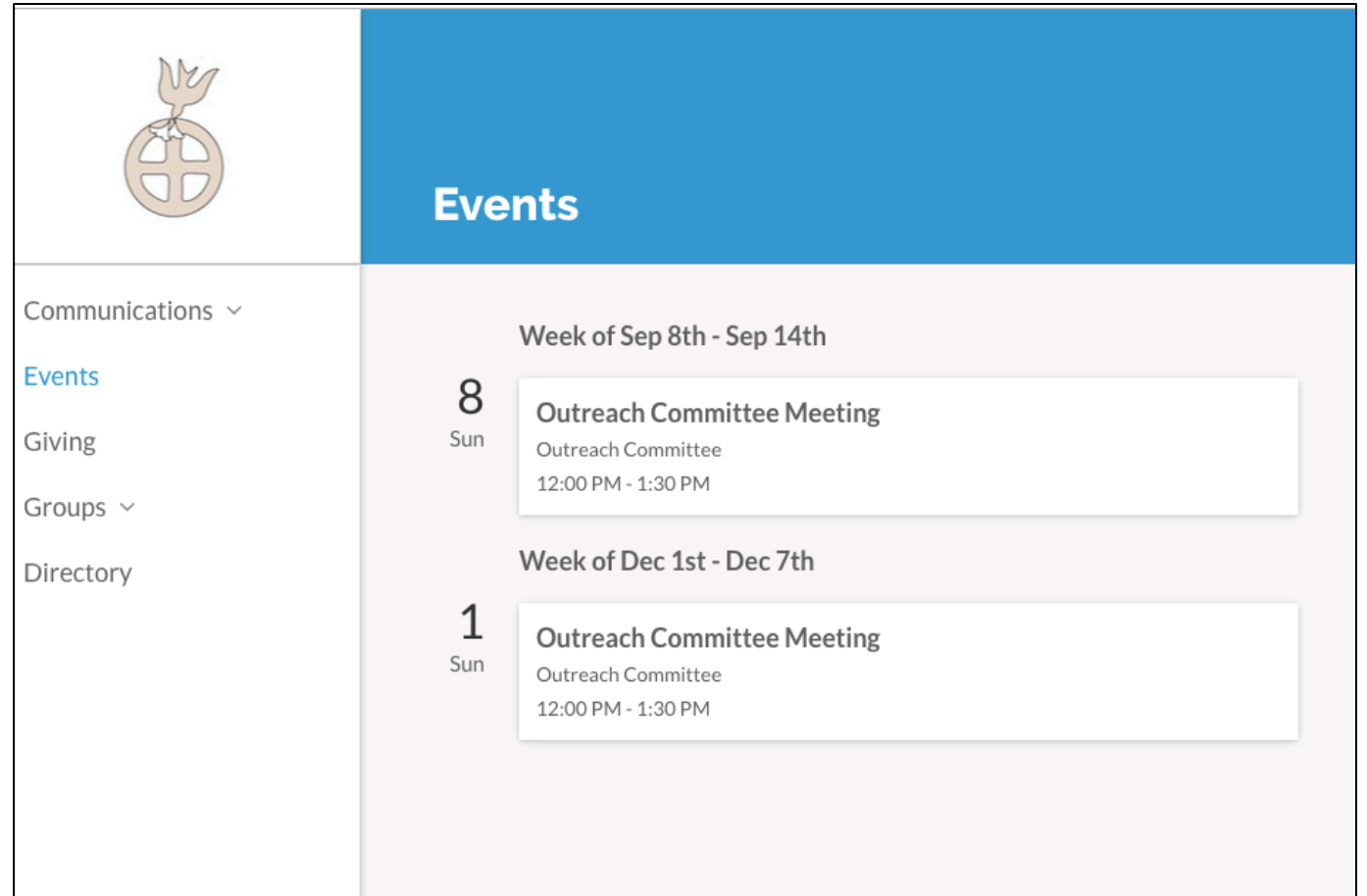
The screenshot displays the 'Communication History' interface within the Realm application. The page features a blue header with the title 'Communication History' and a search bar. A left sidebar contains navigation options: News, Inbox, Chat, History (highlighted), Events, Giving, Groups, and Directory. The main content area shows a list of communication events in chronological order, including posts to the newsfeed and a chat session.

Timestamp	Activity
06/27/19 at 9:56 am	You posted 'Little Free Pantry and Little Free Library' to the newsfeed
06/21/19 at 8:54 am	You posted 'Here's an idea beyond prayer shawls' to the newsfeed
04/17/19 at 11:19 am	You posted photos to the newsfeed
04/7/19 at 10:08 am	You posted 'Welcome to Tech Support' to the newsfeed
04/7/19 at 1:57 am	You posted 'Testing' to the newsfeed
04/2/19 at 5:10 pm	You chatted with Stewardship Committee

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Keeping up with Events in Realm

- Realm displays future events only. Events that have already occurred are archived as soon as they are over.
- Events are posted by the Parish Administrator or leaders of the groups within Realm.
- Only parish-wide events and events for groups in which you are a Realm member will appear in your feed.
- Our version of Realm does not currently support a parish calendar. You will still need to check the website for that.



The screenshot shows the Realm interface. At the top left is a logo featuring a dove above a globe. The top right has a blue header with the word "Events". On the left side, there is a navigation menu with the following items: "Communications" (with a dropdown arrow), "Events" (highlighted in blue), "Giving", "Groups" (with a dropdown arrow), and "Directory". The main content area displays two event cards. The first card is for the "Week of Sep 8th - Sep 14th" and shows a large "8" for Sunday, with the event "Outreach Committee Meeting" by the "Outreach Committee" from 12:00 PM to 1:30 PM. The second card is for the "Week of Dec 1st - Dec 7th" and shows a large "1" for Sunday, with the event "Outreach Committee Meeting" by the "Outreach Committee" from 12:00 PM to 1:30 PM.



- Online giving will be available in Realm beginning in June 2019
- This popular option will allow you to:
 - Make and pay your pledge directly online
 - Schedule payments and manage payment options
 - Make one-time and recurring gifts to non-pledge designations
 - Track your pledge progress through the year
 - Pull a detailed report for tax purposes
- **Online giving will be covered in a separate training program. Watch the church calendar for a class in August 2019!**

Groups: the backbone of Realm

- A Realm group is composed of people with a common interest or purpose. Examples at St. Gregory's include Altar Guild, the Hebrew class, Children's Ministries, Dream Group, and Voices of Blessing, to name a few. As a group member, you are able to see and participate in discussions relevant to the group's purpose and interests.
- The Parish Administrator is the only person who can create a new group in Realm. Contact the church office if your group is missing from the list.
- You do not have to be an active member of a ministry in order to join its Realm group. For instance, if you are curious about the work of the Parish Life committee but not yet ready to commit full-time, you can become a Parish Life group member in Realm to follow the committee's activities, then volunteer through the group when you are ready.
- **Realm resource training for group leaders is coming in September 2019!**

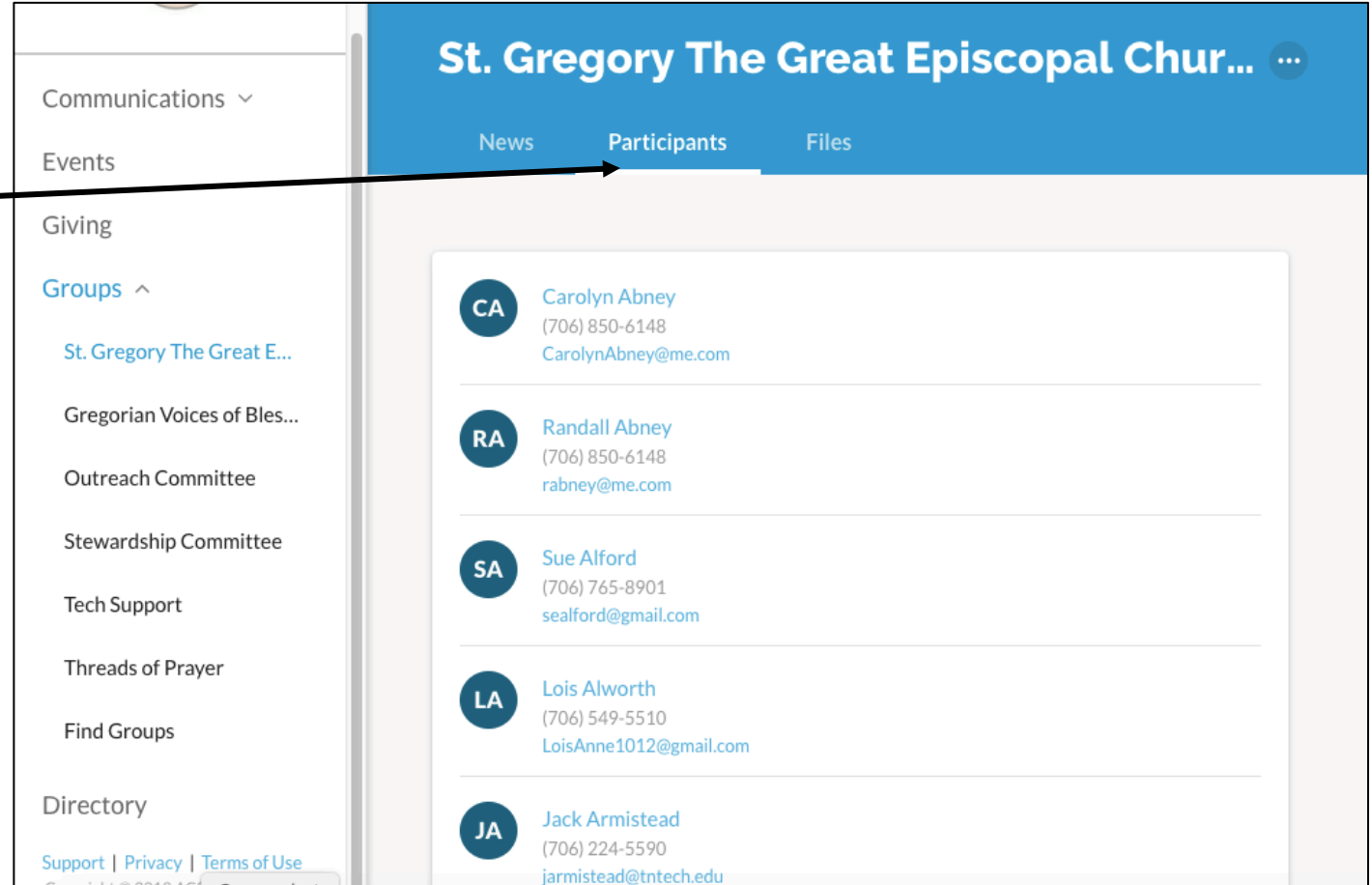
St. Gregory the Great Realm Group: News

- All St. Gregory's parishioners are automatically enrolled in the St. Gregory's group upon signing up for Realm
- Parish-wide news and special information is posted here by the Parish Administrator.
- The **News** tab is where you would go to find items of general interest, such as whether services are canceled for inclement weather, or to find the date of the next Realm class.

The screenshot displays the user interface for the St. Gregory The Great Episcopal Church Realm Group. At the top, a blue header bar contains the group name and navigation tabs for 'News', 'Participants', and 'Files'. The 'News' tab is currently selected. On the left, a sidebar menu lists various group categories: Communications, Events, Giving, Groups (expanded to show 'St. Gregory The Great E...', 'Gregorian Voices of Bles...', 'Outreach Committee', 'Stewardship Committee', 'Tech Support', 'Threads of Prayer', and 'Find Groups'), and Directory. The main content area features a 'VOLUNTEER' section titled 'Interests and Skills' with a 'Manage Skills and Interests' button. Below this is a post by Kendall Kookogey, dated 4 months ago, titled 'Entering the REALM' for Sunday, 9:30am - 10:30am, created by Kendall Kookogey in St. Gregory The Great Episcopal Church.

St. Gregory the Great Realm Group: Participants

- The **Participants** tab in a group is where you would go to find a list of the group's members and their available contact information.
- This tab is automatically updated as parishioners change their information and privacy preferences.



St. Gregory The Great Episcopal Chur... ⋮

News Participants Files

Communications ▾

Events

Giving

Groups ^

St. Gregory The Great E...

Gregorian Voices of Bles...

Outreach Committee

Stewardship Committee

Tech Support

Threads of Prayer

Find Groups

Directory

Support | Privacy | Terms of Use

CA Carolyn Abney
(706) 850-6148
CarolynAbney@me.com

RA Randall Abney
(706) 850-6148
rabney@me.com

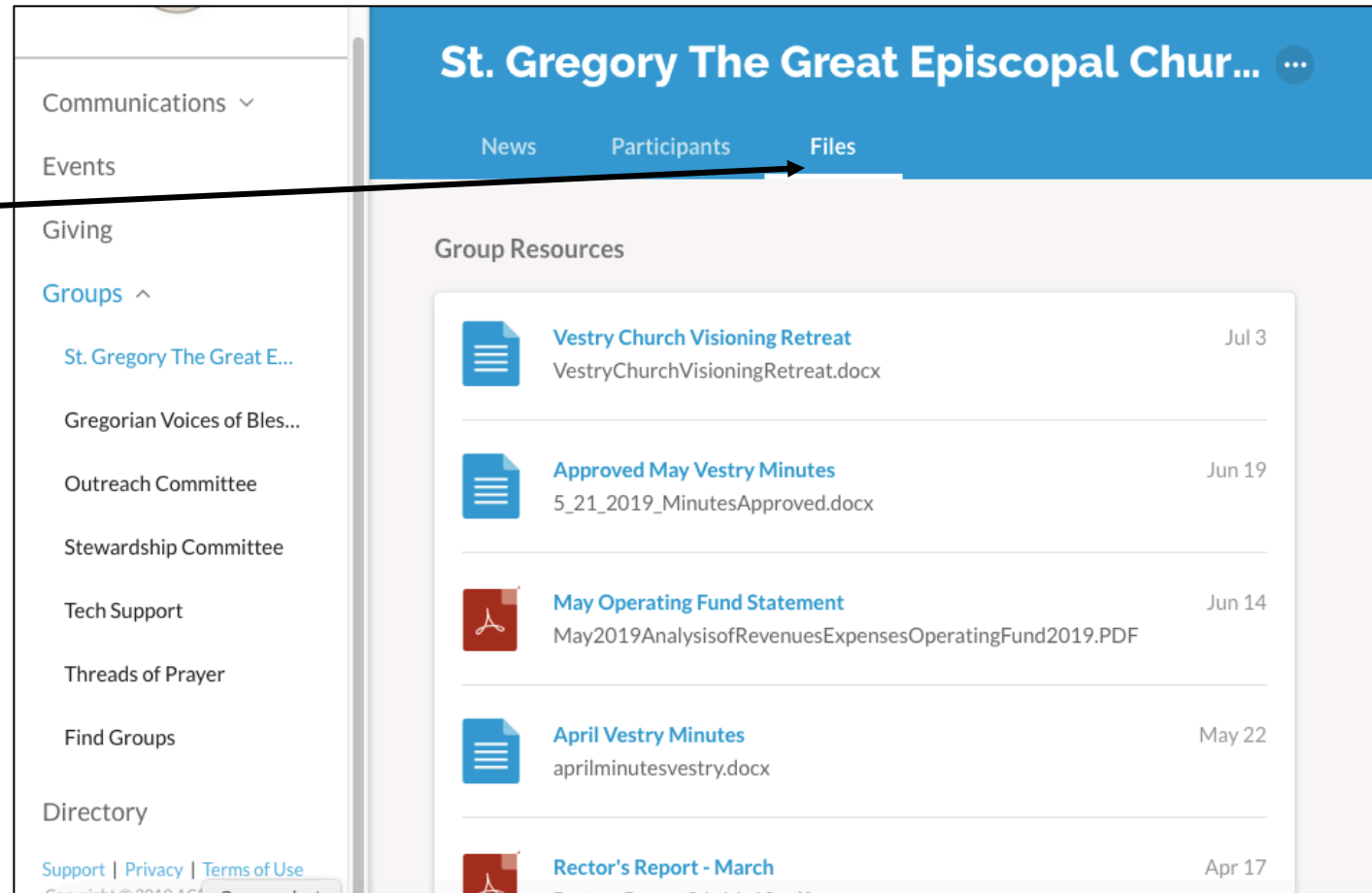
SA Sue Alford
(706) 765-8901
sealford@gmail.com

LA Lois Alworth
(706) 549-5510
LoisAnne1012@gmail.com

JA Jack Armistead
(706) 224-5590
jarmistead@ntech.edu

St. Gregory the Great Realm Group: Files

- The **Files** tab in a group is where you would go to find pictures, reports, and other uploaded documents that are germane to the group's interests and purpose
- Click on a document link and the file will automatically download to your computer
- Note that all group pages follow the general structure of the St. Gregory's page



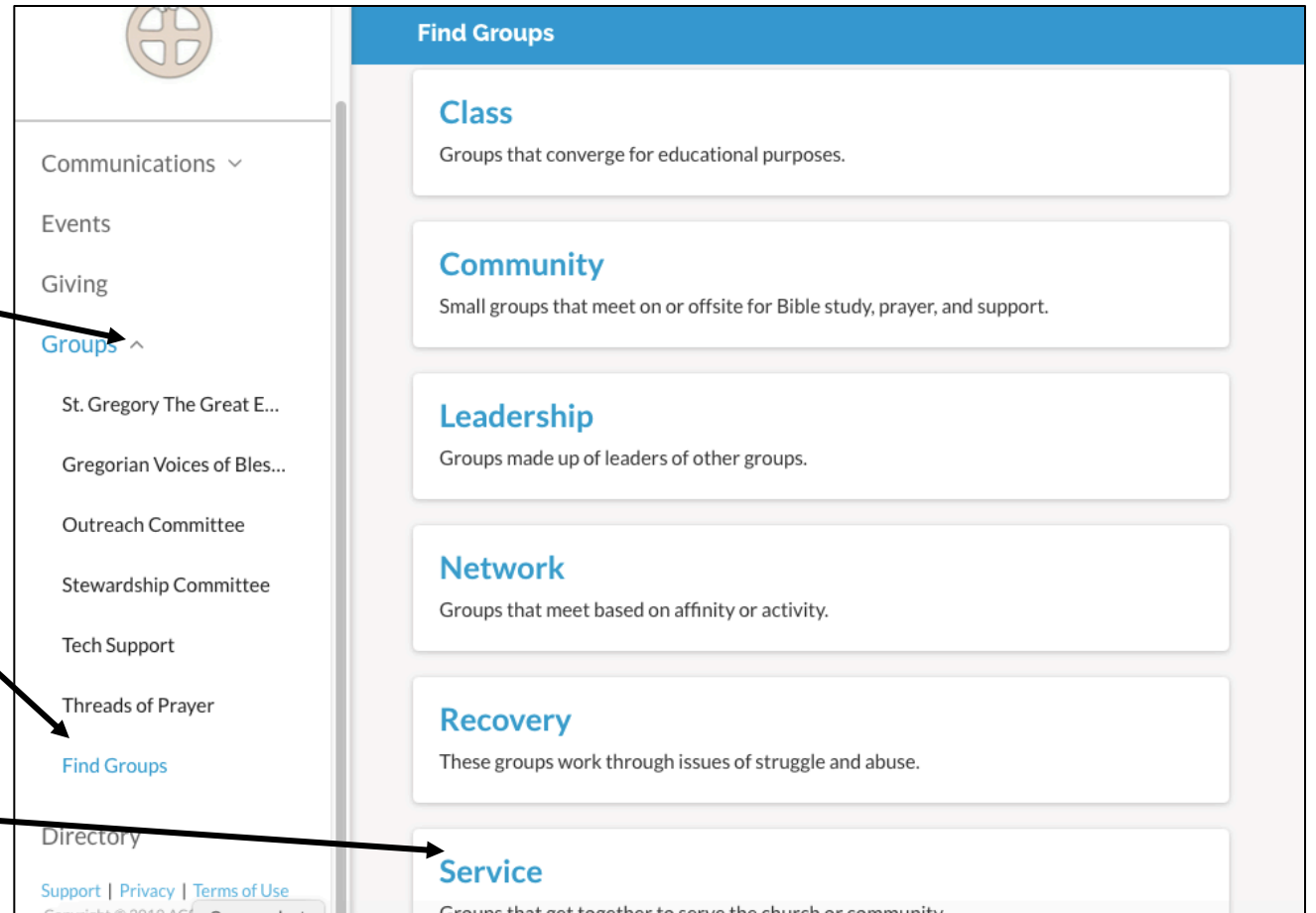
The screenshot displays the website interface for St. Gregory The Great Episcopal Church. The top navigation bar is blue and contains the text "St. Gregory The Great Episcopal Chur..." followed by a menu icon. Below this, there are three tabs: "News", "Participants", and "Files". The "Files" tab is currently selected, and an arrow points from the text in the adjacent list to this tab. The main content area is titled "Group Resources" and lists several documents with their titles, file names, and dates:

Document Title	File Name	Date
Vestry Church Visioning Retreat	VestryChurchVisioningRetreat.docx	Jul 3
Approved May Vestry Minutes	5_21_2019_MinutesApproved.docx	Jun 19
May Operating Fund Statement	May2019AnalysisofRevenuesExpensesOperatingFund2019.PDF	Jun 14
April Vestry Minutes	aprilminutesvestry.docx	May 22
Rector's Report - March		Apr 17

The left sidebar contains a navigation menu with the following items: Communications (with a dropdown arrow), Events, Giving, Groups (with an up arrow), St. Gregory The Great E..., Gregorian Voices of Bles..., Outreach Committee, Stewardship Committee, Tech Support, Threads of Prayer, Find Groups, and Directory. At the bottom of the sidebar, there are links for Support, Privacy, and Terms of Use.

Joining a Realm Group: find a group

- Navigate to the Groups section and expand the menu by clicking on the arrow
- Click on “Find Groups” at the bottom of the list
- The group categories are arbitrary, set up by ACS (the developers of Realm), so groups are assigned to a category that is the best fit
- Click on a group type to see a list of available groups in that particular category, then select the group you want to join.



Joining a Realm Group: Group Info page

- In a group's information page, you can read about the group's purpose and email the leaders for more information if you need it
- To initiate the group access request process, click on the "Join <group name>" button.

Rhythms of Grace

Search

Info

[+ Join Rhythms of Grace](#)

About

St. Gregory the Great Episcopal Church hosts Rhythms of Grace, a family worship service where all forms of physical and vocal responses are embraced, every second Sunday of the month. Rhythms of Grace is an adaptive church service for those for whom conventional worship may be difficult, including those on the Autism Spectrum. This service has scripture and storytelling that includes spoken and visual cues, therapeutic play for the response, and a simplified prayer for Holy Communion.

Leadership

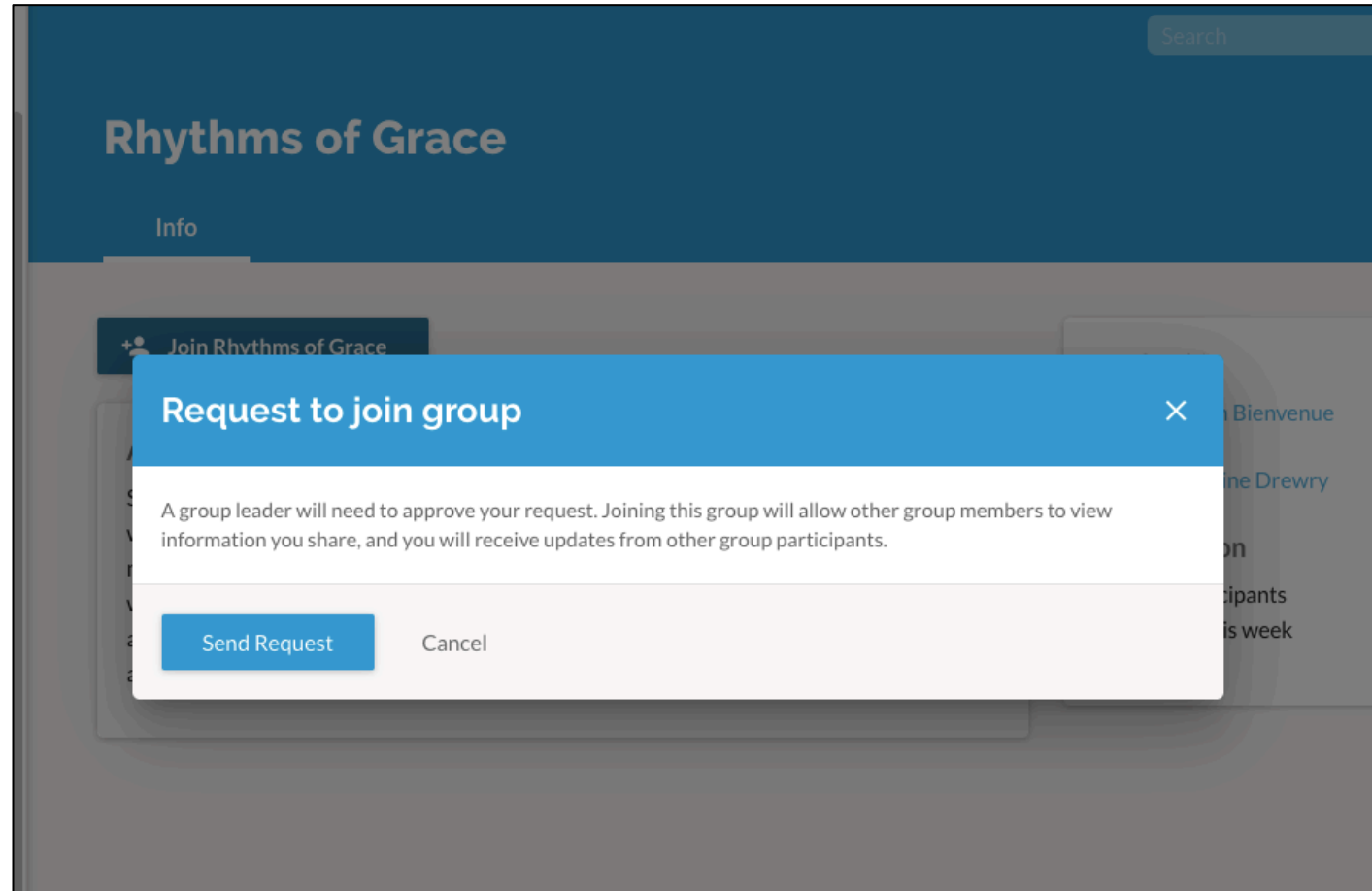
- GB Gordon Bienvenue
- CD Catherine Drewry

Participation

2 active participants
No activity this week

Joining a Realm Group: Confirmation

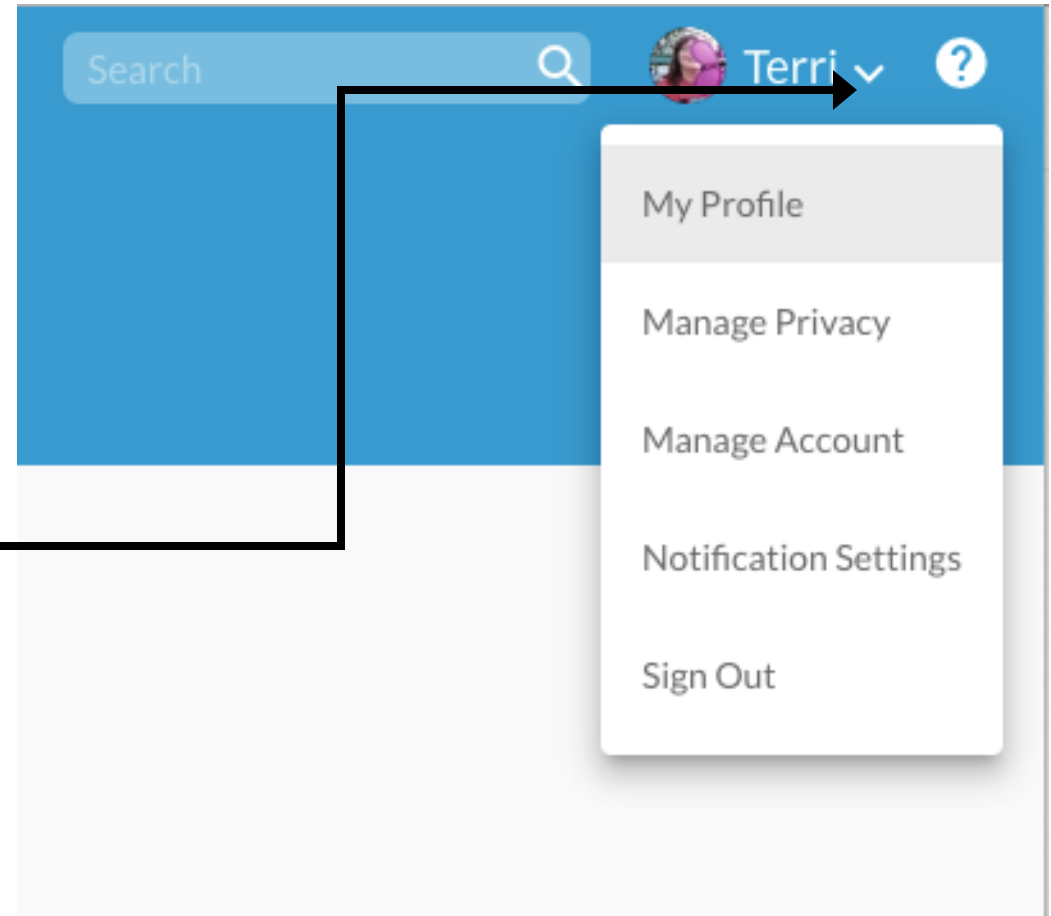
- Once you have clicked on the “Join” button on the Group Information page, this confirmation window will pop up. Click on the appropriate link to either request to join the group or cancel the process.
- The group leader will send you an email confirming your request, at which time you will have access to the Realm activity for that group. Whether you can post, comment, or read only is based on settings for the entire group as determined by the leader.



Managing Your User Preferences

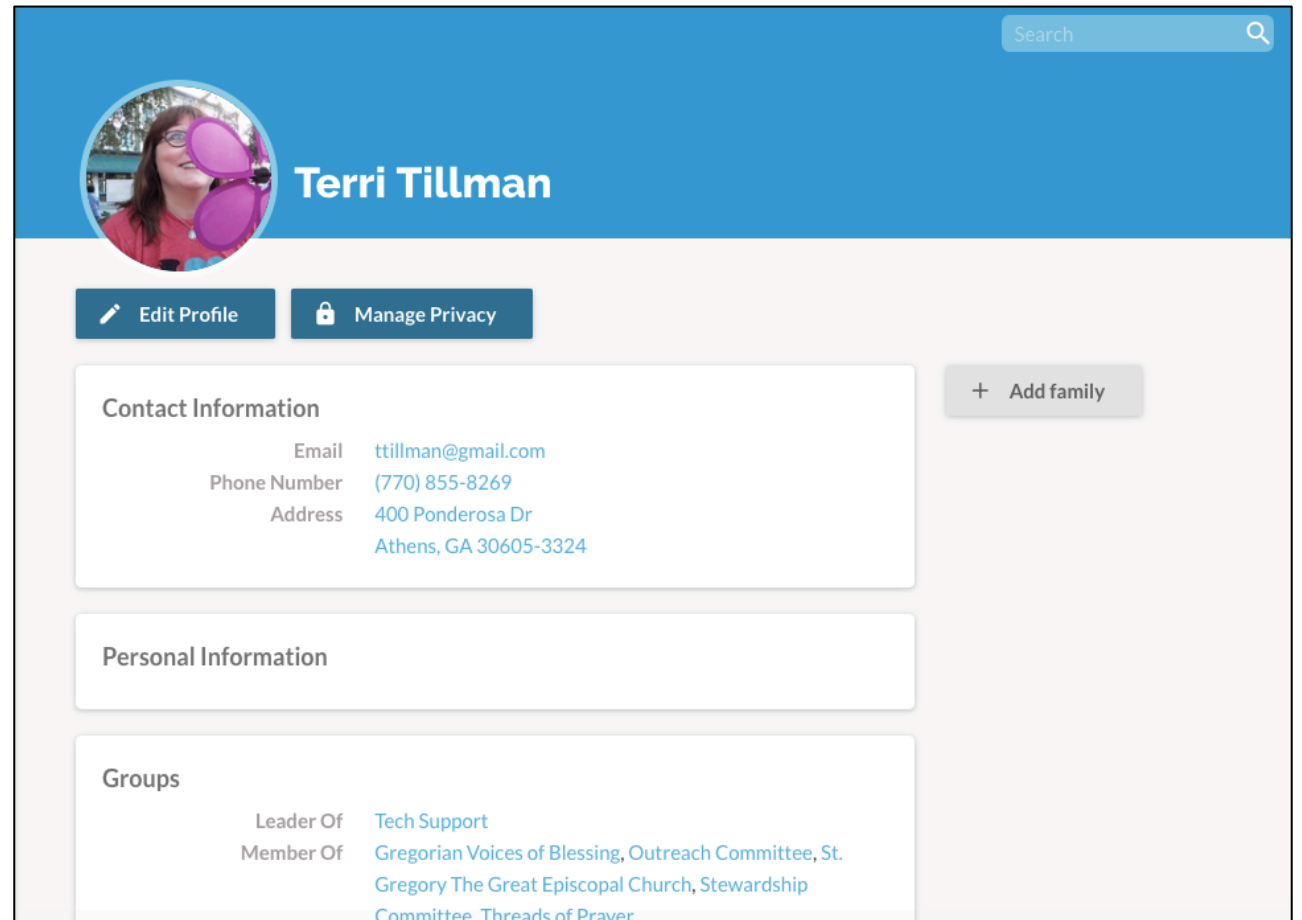
There are three important links in the upper right-hand corner of all Realm pages:

- **Search** allows you to search the entire site based on a keyword or phrase
- **Help** is designated by a question mark, and will take you to the ACS Technologies online help pages
- The options for **managing user preferences** are accessed by clicking on the arrow next to your name and avatar to activate a dropdown menu.



Managing Your User Preferences: Profile

- Click on the **My Profile** link to view your profile as it is currently entered in the Realm system.
- Click the **Edit Profile** button to change any information. You can update both contact and personal (such as allergies, skills, and interests) information from this profile page.
- You can click the **Manage Privacy** button here or in the dropdown to set access limits on how other users can view you



The screenshot shows a user profile page for Terri Tillman. At the top, there is a blue header with a search bar on the right. Below the header is a circular profile picture of Terri Tillman wearing pink sunglasses. To the right of the picture is her name, "Terri Tillman". Below the name are two buttons: "Edit Profile" (with a pencil icon) and "Manage Privacy" (with a lock icon). To the right of these buttons is a "+ Add family" button. The profile is divided into three main sections: "Contact Information", "Personal Information", and "Groups".

Contact Information

Email	ttillman@gmail.com
Phone Number	(770) 855-8269
Address	400 Ponderosa Dr Athens, GA 30605-3324

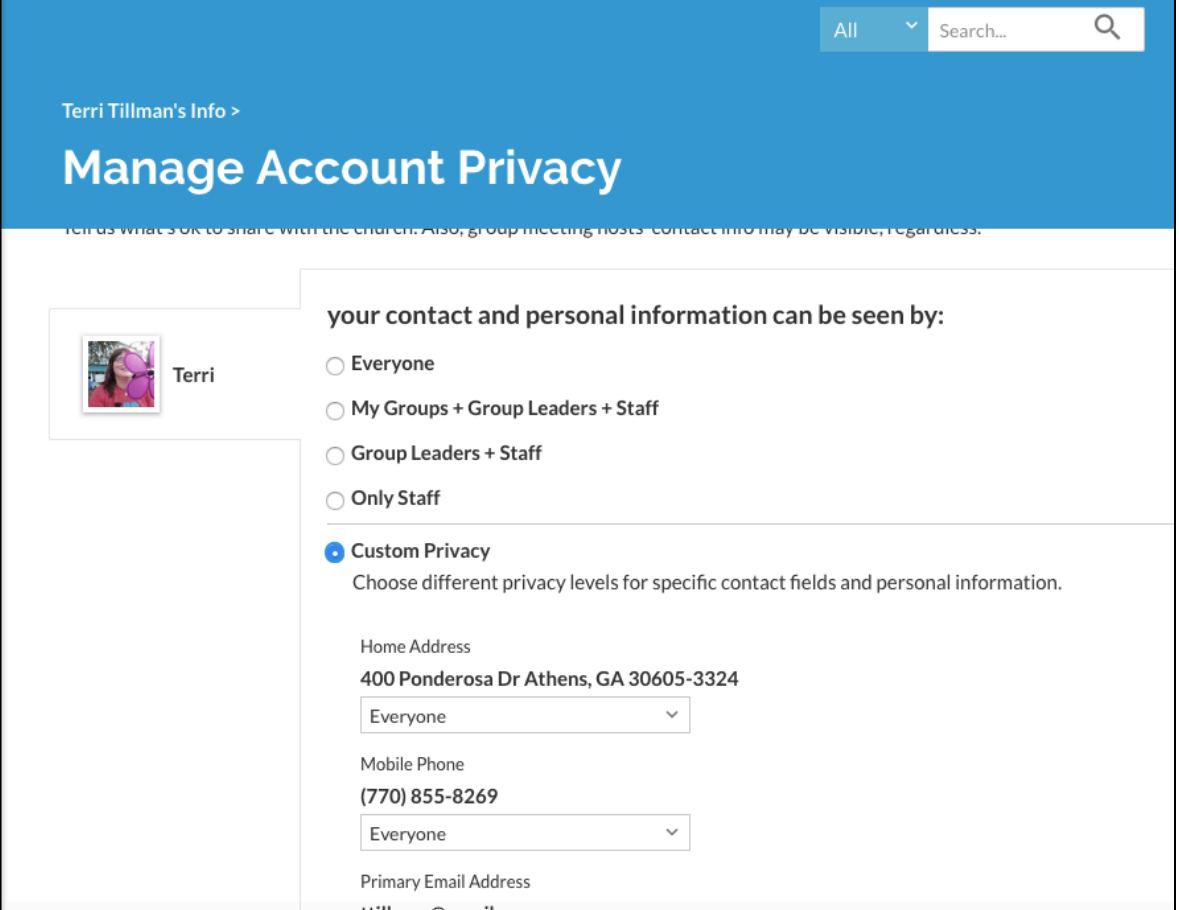
Personal Information

Groups

Leader Of	Tech Support
Member Of	Gregorian Voices of Blessing, Outreach Committee, St. Gregory The Great Episcopal Church, Stewardship Committee, Threads of Prayer

Managing Your User Preferences: Privacy

- The **Manage Account Privacy** page allows you to set boundaries on what other users can see in your profile.
- The **Custom Privacy** option allows you to configure privacy settings on a field-by-field basis, while the other settings create all-or-nothing privacy based on interactions with other types of users



Terri Tillman's Info >

Manage Account Privacy

Terri Tillman

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
400 Ponderosa Dr Athens, GA 30605-3324
Everyone

Mobile Phone
(770) 855-8269
Everyone

Primary Email Address
tillman@gmail.com

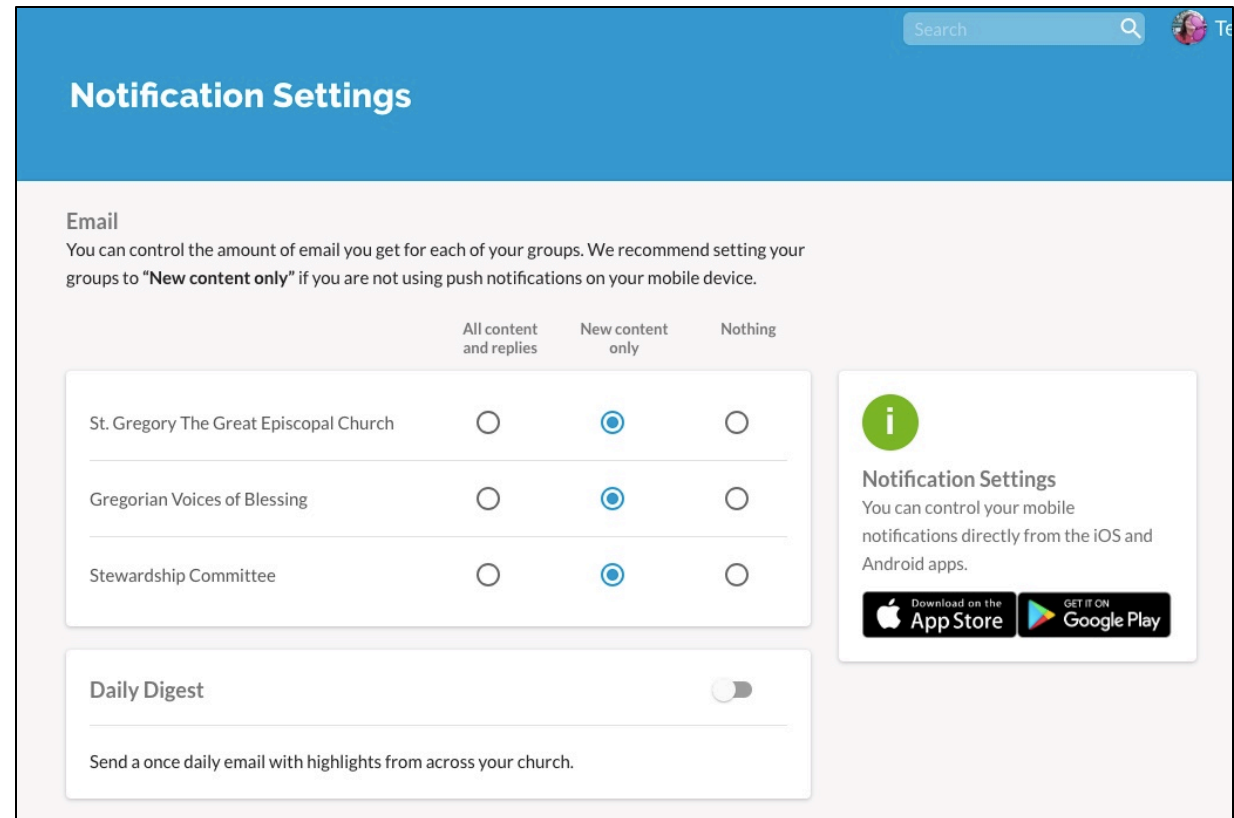
Managing Your User Preferences: Account

- Use the **Manage Account** page to change your email address, update your password, or delete your account
- Note: this is not the password recovery page if you have forgotten your password, as it can only be accessed from within the application. Use this page as part of your security maintenance process by updating your password every 90 days.
- Remember to click the “Update” button after entering your new information or it won’t be captured

The screenshot displays the 'Manage Account' interface. At the top, there is a blue header with the title 'Manage Account' and navigation tabs for 'Account', 'Notifications', and 'Payments'. A search bar is located in the top right corner. The main content area is divided into two sections: 'ACCOUNT EMAIL' and 'PASSWORD'. In the 'ACCOUNT EMAIL' section, the 'Current Account Email' is 'ttilman@gmail.com', with a note that 'This email is used to sign in.' and a link to 'Update account email.'. The 'PASSWORD' section contains three input fields for 'Current Password', 'New Password', and 'Confirm Password'. At the bottom of the form, there is a blue 'Update' button followed by the text 'or Delete Account'.

Managing Your User Preferences: Notifications

- The **Notification Settings** page (which is called Email Settings when you access it from some pages) allows you to set up notification preferences for Realm communication via both email and news feed
- If you receive a lot of notifications throughout the day via email, you can opt to receive them all at once in digest format instead.
- This page, as well as the Realm Login page on the website, offers links to the Apple and Google Play stores for downloading the mobile version of the Realm app.



The screenshot shows the 'Notification Settings' page. At the top, there is a blue header with the title 'Notification Settings', a search bar, and a user profile icon. Below the header, the 'Email' section is active, with a sub-header 'Email' and a descriptive paragraph: 'You can control the amount of email you get for each of your groups. We recommend setting your groups to "New content only" if you are not using push notifications on your mobile device.' The main content area features a table with three columns: 'All content and replies', 'New content only', and 'Nothing'. Three rows represent different groups: 'St. Gregory The Great Episcopal Church', 'Gregorian Voices of Blessing', and 'Stewardship Committee'. Each row has three radio buttons, with the 'New content only' button selected for all groups. Below the table, there is a 'Daily Digest' section with a toggle switch that is currently turned off. A description below the toggle reads: 'Send a once daily email with highlights from across your church.' On the right side of the page, there is a green information icon, the title 'Notification Settings', and a paragraph: 'You can control your mobile notifications directly from the iOS and Android apps.' At the bottom of this section are two buttons: 'Download on the App Store' and 'GET IT ON Google Play'.

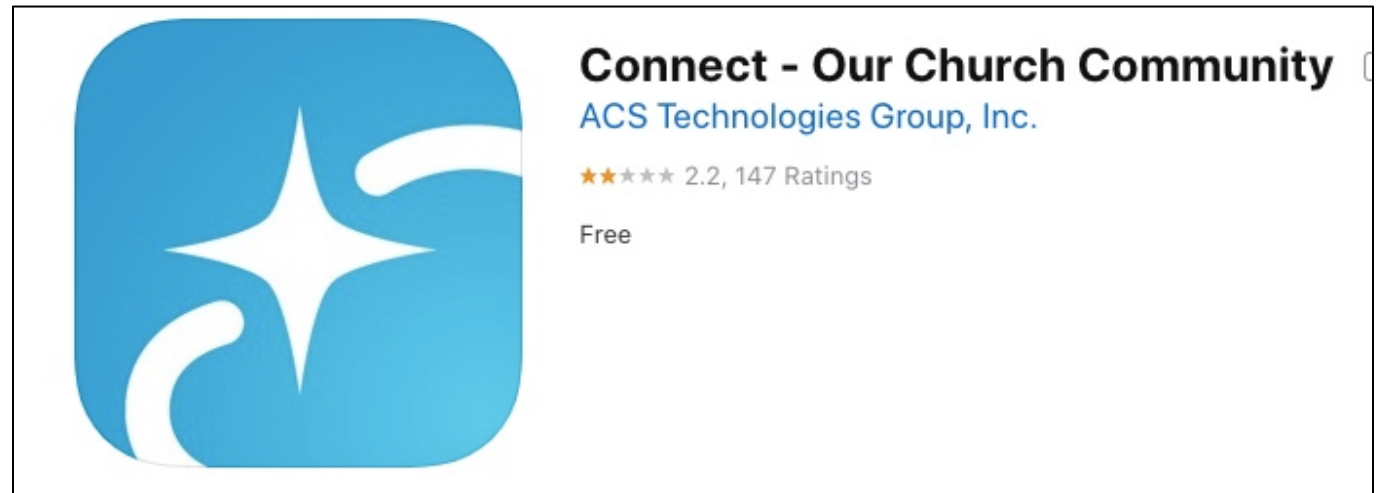
	All content and replies	New content only	Nothing
St. Gregory The Great Episcopal Church	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Gregorian Voices of Blessing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stewardship Committee	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Daily Digest

Send a once daily email with highlights from across your church.

Take it with you: Realm apps for iOS and Android

- In both the Apple Store and the Google Play Store, look for the “Connect – Our Church Community” app (rather than for Realm)
- Follow the usual process for adding an app to your mobile device
- If you already have a Realm account on your desktop machine, just log into the app and you are ready to go. If you do not have an account yet, the procedure for signing up is the same as desktop. Find the email invitation, click on the enclosed link, and follow the instructions for setup.



Questions and information: where to find answers

- Join the St. Gregory's Tech Support Group in Realm. Our tech support team will guide you through setups, answer your questions, and give you links to more resources
- Attend an upcoming Realm class:

Online Giving	Fall 2019
Resources for Group Leaders	Fall 2019
Realm for New Users	upon request
- Contact the church office with questions or concerns: office@stgregoryathens.org or (706) 546-7553

