




Olympia Unitarian Universalist Congregation

# Realm Quick Start Guide

## Realm is OUUC's Directory, Communication Tool, and Church Database.

- Use Realm to see the OUUC Realm Directories, print version and online version.
- Use Realm to communicate with people in your groups.
- Use Realm to manage your giving.

Once we all get used to using Realm, we will start to use it more for church events, and announcements.

You can view the *Online Realm Directory*:  
1. log in to [www.onrealm.org](http://www.onrealm.org) from your computer  
2. use the free  Connect app on your phone.

A printable OUUC Family Directory will be available summer 2018, and available for download from Realm. Find it under the Files tab in the Olympia UU Congregation Group.

Once you have your Realm password, you can log in to Realm anytime at [www.onrealm.org/ouuc](http://www.onrealm.org/ouuc)

## Open the email invitation from OUUC.



## Create your Realm Password.

### A. Open your email invitation from OUUC to join Realm.\*

- Click on the link in the email.
- On the resulting Registration page, create a password (note the instructions for creating a secure password).
- Click on "I'm not a Robot." Then click Register.
- When you have successfully completed this step you will see a message saying "check email to activate account."

### B. Open the second email from OUUC.

The 2nd email from Realm will have the SUBJECT LINE: **Email Verification.**

- Click on the Verify link.
- On the resulting page: Sign in using your email address and password.
- Verify your birth day or phone number. (If you have problems with this step it may be because we do not have complete information in your profile. Please contact the church office.)

\*If you don't see your email invitation to join Realm, please contact the church office: [liberalfaith@ouuc.org](mailto:liberalfaith@ouuc.org) or (360) 786-6383.



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## Add your photo.

Log into Realm. Click on your **Name** and select **My Profile**.

- Point to the image to the left of your name and click on it.
- Click *New Profile Photo*.
- Browse to the image you want to use and select it. Adjust the size using the slider. Click *Save*.

Have *each* member of your family add a photo of themselves.


## Your Family Photo in the printable Family Directory:

**\*Please send a photo of your Family to [liberalfaith@ouuc.org](mailto:liberalfaith@ouuc.org).**

Family Photos can only be added to the Realm Directory by one of our Realm Administrators.



## Is your Profile information accurate?

- Log into Realm at [www.onrealm.org/ouuc](http://www.onrealm.org/ouuc).
- Click on your **Name** and select **My Profile** from the dropdown list.
- Select  **Edit Profile**.

### 1. Is this your correct Contact Information?

Address, email, phone.

### 2. Is this your correct Personal Information?

Birthday, marital status, allergies.

### 3. If the information is not correct, you can make any necessary changes.

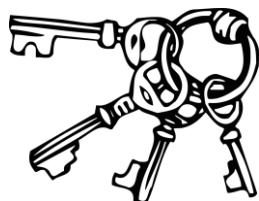
## Having trouble?

To consult the easy to read *Realm Help Guide*, click on the  *Help Button* in the corner of the page.

Or, contact our Administrator for help at [liberalfaith@ouuc.org](mailto:liberalfaith@ouuc.org).



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**You must adjust your Privacy Settings to share or exclude info from the OUUC Directories.**

Here's how:

1. Log into Realm and go to your *Profile* page.

2. To manage your Privacy Settings, click .



**YES**, I want to **share** my **ALL** of my contact information in the church directories, in both printable and electronic directories.

**\*Then from the available Privacy options, select** .



**NO**, I want to **exclude** SOME or ALL my contact information from the church directories, in both printable and electronic directories.

To exclude **ALL** information from the church directories:

**\*From the available Privacy options, select** .

To exclude **SOME** piece of information from the church directories:

**\*From the available Privacy options, select** .

- To **exclude** information: select "Group Leaders+Staff."
- To **include** information: select: "Everyone in Our Church."



## Email Settings

**Choose how often you receive emails from OUUC and your groups via Realm.**

## To specify your Email notifications

1. Log in to the Realm site.
2. Click your name, then **Email Settings**.
3. For each of your groups, select which type of posting, if any, you wish to be notified of by email:
  - All posts and replies
  - New posts only
  - No email at all.

**\*Note:** to follow group conversations, select "All posts and replies."



# Realm Quick Start Guide

## Email Settings, continued...



### To enable the Daily Digest

1. Log in to the Realm site.
2. Click your name, then **Email Settings**.
3. Turn on the **Daily Digest**.

## Get the free Mobile App for your phone or tablet:



**Connect-  
Our  
Church  
Community**

Available for Apple  
And Android

The easiest way to access Realm is with your mobile device.

Stay connected to our congregation wherever you go by downloading the free app:  
***Connect-Our Church Community***.

### Use the Connect app to:

- Search for people's names to find their contact information, or browse the OUUC Directory
- Communicate with people in your groups
- RSVP to events
- Manage your giving
- Update your Profile information

### To search the Directory for someone in particular:

Click  in the upper corner of the screen.

- Start typing their name in the Search box.
- When you do, a list of names will begin to appear.
- Select the name you are looking for to find their contact information.

### To browse the OUUC Directory in the Connect App:

1. Select "More" from the menu at the bottom of the screen.
2. Select **Groups**: On the next screen - select **Olympia UU Congregation**

686 participants



3. Select:
4. You will be able to see the contact information people have chosen to share in the Realm Directory.