

## **What is Realm and why would I want to use it?**

Realm is our new church database and communication tool. With it you can do many useful things:

1. See news from the leaders of your groups.
2. See photos posted by your group leaders.
3. See upcoming events scheduled by leaders in all your groups.
4. See your UBC giving record.
5. See the groups you are in and the group rosters.
6. See the list of participants in each group you are in as a member or leader.
7. View the online church directory.
8. Maintain your own contact information such as email address, phone numbers, address, etc.
9. Search quickly for any other church member with a Realm account. Having an account means that you have established a password to be used with your email address to sign in on your computer to the Realm website, "[onRealm.org](http://onRealm.org)".
10. Communicate quickly with a whole group or anyone in the group using Messages.
11. As a group leader, you can post attendance for you Sunday School class.

There is an App for your smartphone that lets you do all this, except view the directory, on your smartphone.

To use Realm, you must first get an account. You probably have already received an invitation (see the next page). If not, contact Ron Perritt or Bonnie Ellis at [office@ubc-br.org](mailto:office@ubc-br.org) and we can send you another invitation.

What to do when you receive the invitation is shown on the following pages.

You received this invitation:



## University Baptist Church: Reminder to join our online community!

Your name

Hi XXX,

We wanted to remind you to create an account and take part in our online church community where we can connect with each other outside our Sunday gatherings.

Create an account: <https://onrealm.org/ubcbr/account/Register?user=XXXXXX%40bellsouth.net>

Sincerely,  
University Baptist Church

Your email currently on  
file in Realm.

1: Click on the link.



# Register

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

Email Address Email address is already filled in.

ronperritt@icloud.com ✓

Create Password (8 character min)

..... ✓

Confirm Password

..... ✓

2. Type a password of your choice twice. Record your password!!!

I'm not a robot 3. Click here

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.

4. Click here. Congratulations!! You now have a Realm account.

Already have an account with University Baptist Church? [Sign In](#)

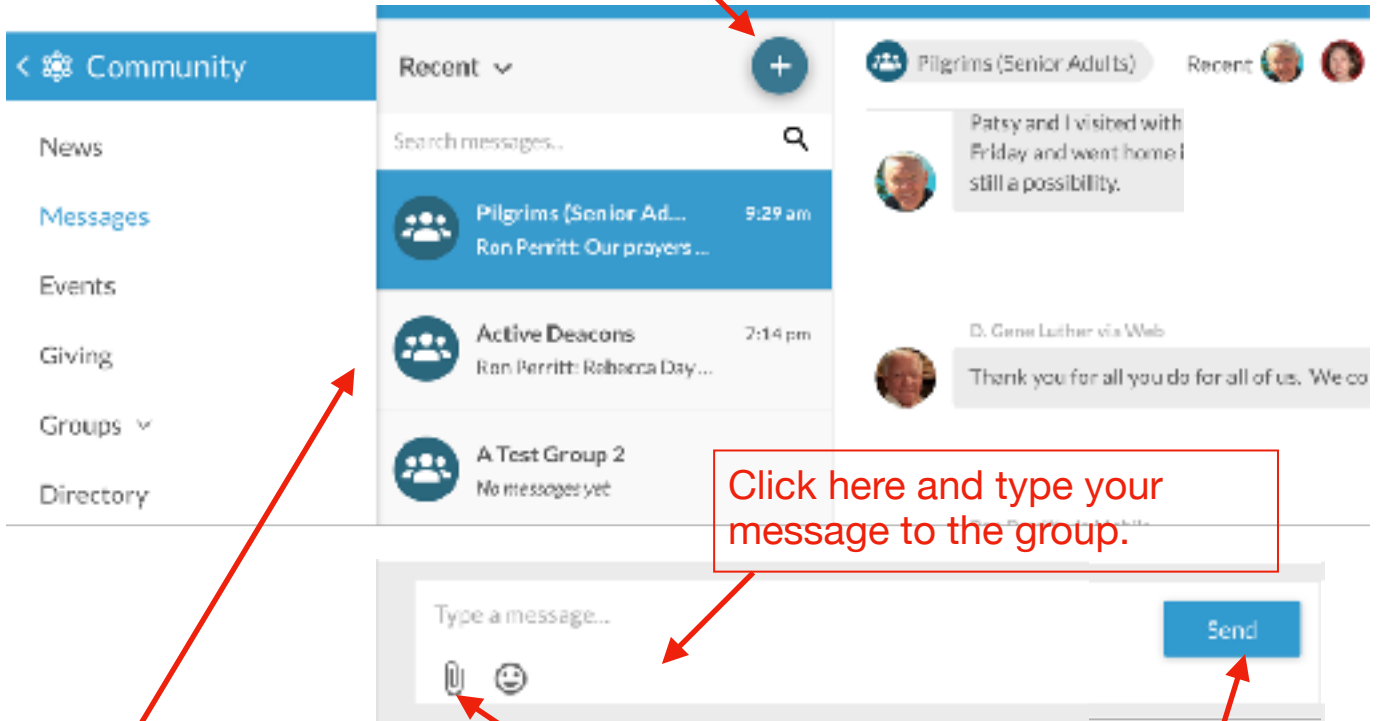
# Using Realm on a computer

When you log into the onrealm.org website, you should see the following:



# Messages

Click here to send a message to one or two people.



Click here and type your message to the group.

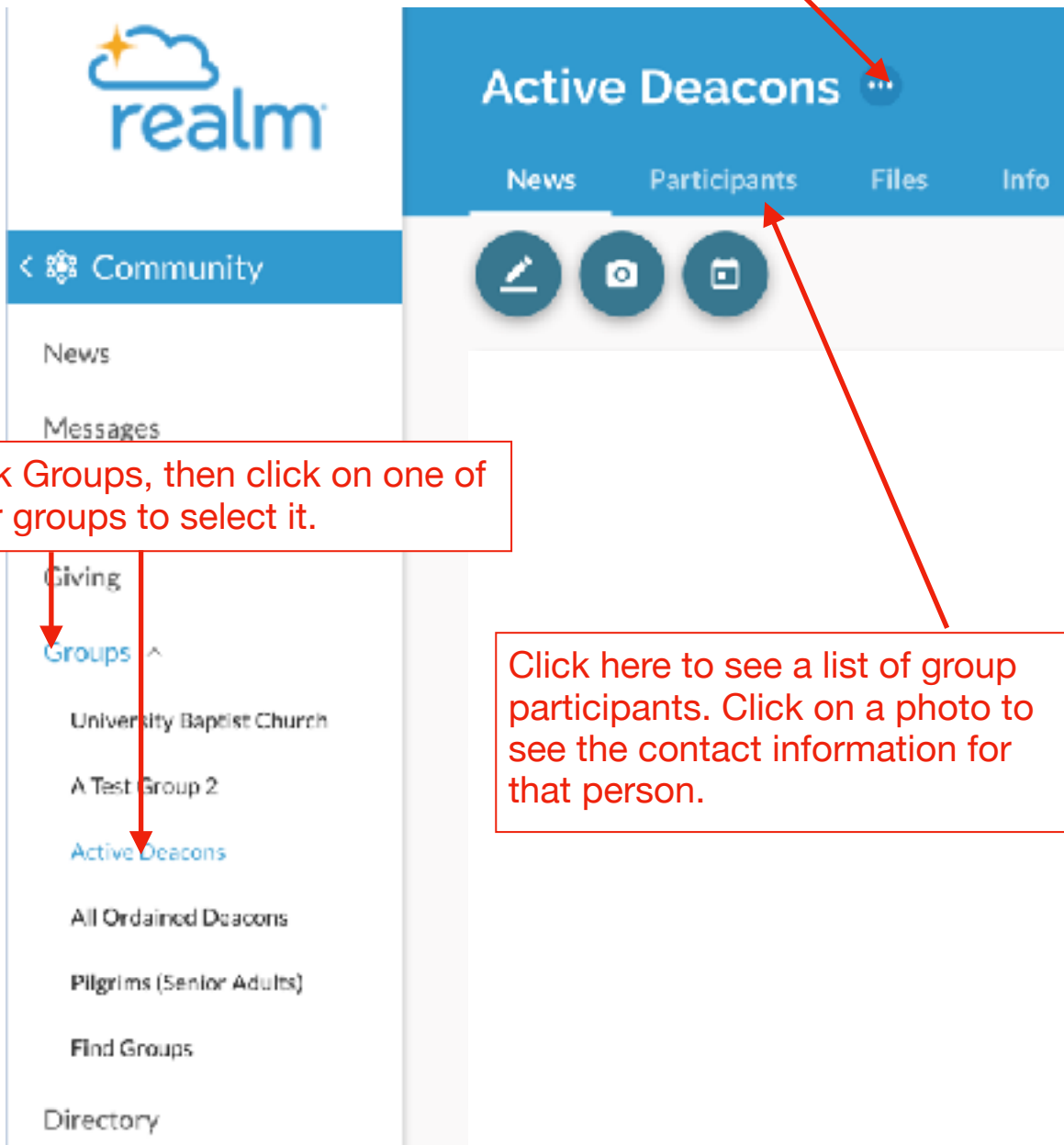
Click on a group to send a message to everyone in this group.

Click here to add an attachment to the group message.

Click here to send the finished message.

# Groups

Click here to select how notifications related to new emails will be handled. We recommend using "New content only".



Click Groups, then click on one of your groups to select it.

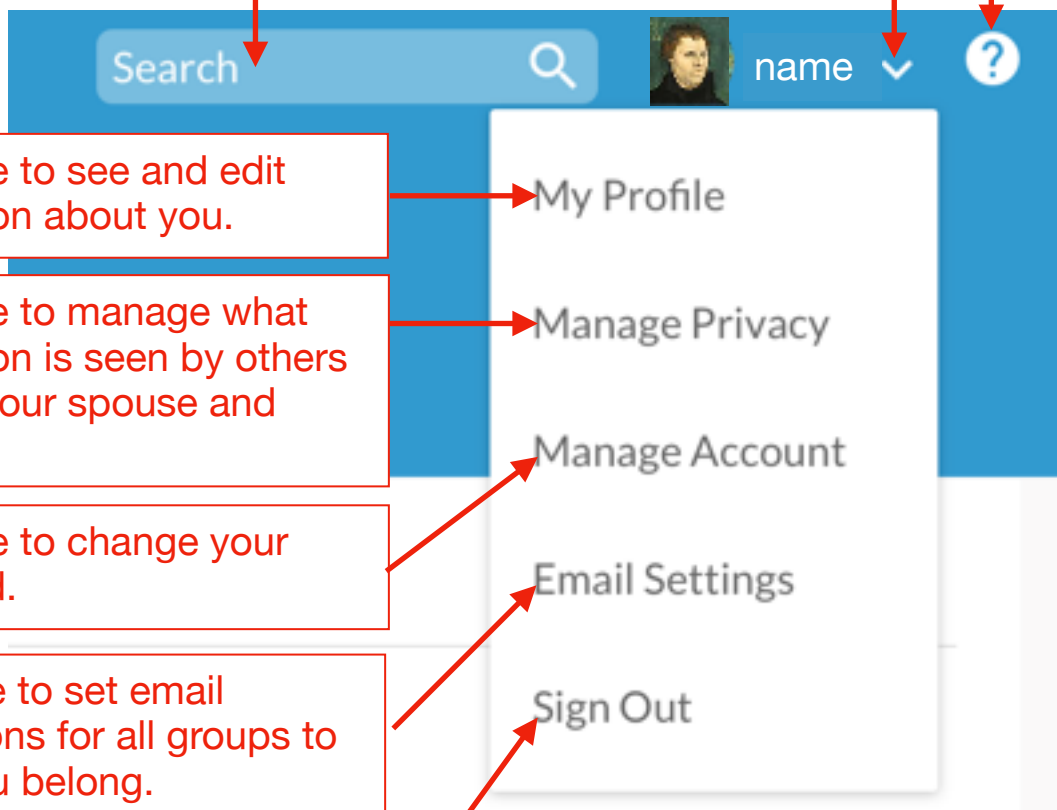
Click here to see a list of group participants. Click on a photo to see the contact information for that person.

## More settings and Realm help information

Click here to quickly find another member who has a Realm account. Type in a few letters of the first or last name.

Click here for Realm Help.

Click here to show the menu.



Click here to see and edit information about you.

Click here to manage what information is seen by others for you, your spouse and children.

Click here to change your password.

Click here to set email notifications for all groups to which you belong.

Click here to sign out of your Realm account.

## Using Realm on a smartphone app

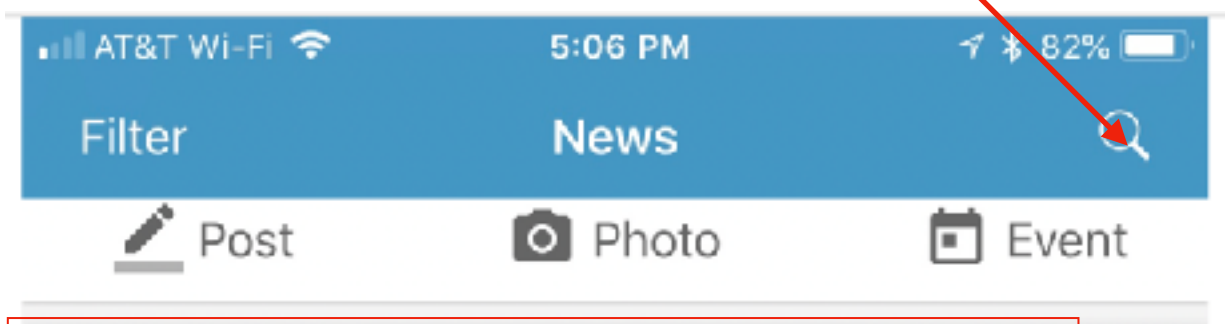
1. Download the Realm-Connect app from the App Store.



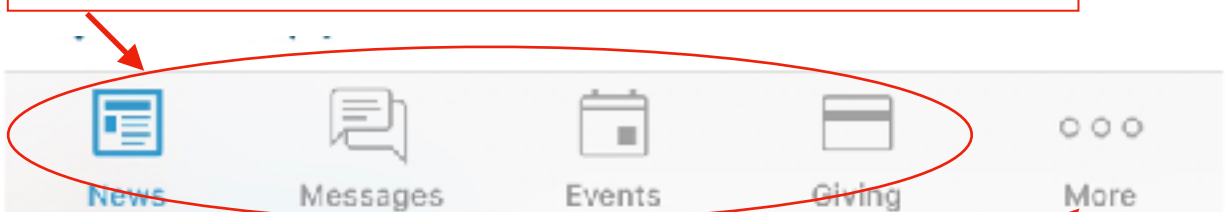
2. Open the App.

3. Use the Sign In option at the bottom of the screen. We do NOT use a code to sign in. Sign in with your email address and password.

Quick search for others with accounts.



These functions are the same as on a computer.



Tap here for these options:

- Groups - view group members, set email notification settings for this group, send a message to the group. Group leaders mark attendance.
- Profile - Edit your profile and security settings and those of your spouse and children.
- Settings - View/set email and notification setting for all groups.