Welcome to Realm!
Creating Your Account

Step-by-step instructions to get started with our new online tool

SECOND-PONCE
DE LEON BAPTIST CHURCH

Look for Your Invitation Email

You must use the link in the invitation email to create your new account. The from line in the message will look like this:

From: Second-Ponce De Leon Baptist Church <notifications@onrealmmail.org>

Click on the link in the email to create an account. The link will be in blue text and underlined.

After you have created your account, just go to:
https://onrealm.org/spdl/signin

You will then go to a page like the one shown here.

Follow these steps to create your account:

1. Enter the password you would like to use for Realm. Note the password requirements. Notice that you only need to meet 3 of the 5 requirements given.
2. Click on the eyeball symbol to show your password so you can be sure it's what you intended.
3. Re-enter the same password in the "Confirm Password" block.
4. Click the box next to "I am not a robot" to put a check mark in the box.
5. Click on the "Create Account" button at the bottom.

You have now created your new Realm account. The user ID for this account is your email address and the password is the password you just created. Make a note of it!

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Create Account

Create Password

Your password must have at least 8 characters and meet 3 of these 5 requirements:
- ✓ An uppercase letter
- ✓ A lowercase letter
- ✓ A symbol (!, @, #, $, %, ^, and so on)
- ✓ A number
- ✓ 15 or more characters

Your password must not have:
- ✓ Repeating characters
- ✓ Sequences (abc, cba, 123 or 321)
- ✓ Any part of your email address

Why?

Confirm Password

☐ I'm not a robot

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

Create Account

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You will then see a page reminding you that you that an app is available. Either click on "Continue with browser" or just wait a few seconds and you'll be taken to your new account in Realm.

Later, if you wish, you may download the app to your mobile devices.

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There's an app for this.

Get the mobile app to stay connected with our community.
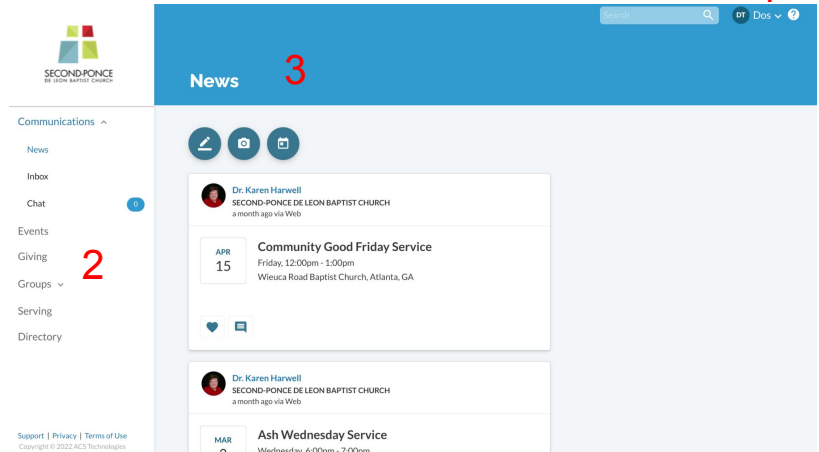
Download on the App Store   GET IT ON Google Play

We'll automatically take you to the web browser experience in 16 seconds.

Continue in the browser now

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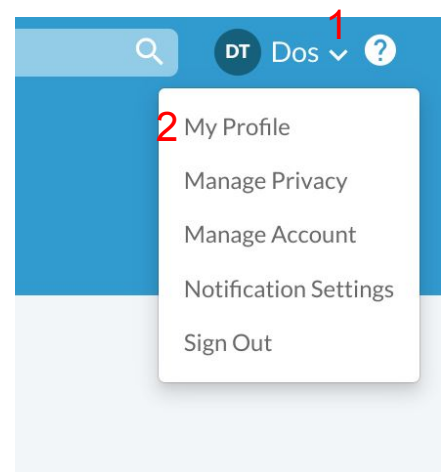You're now logged in to your new realm account. You should see:

1. Your name in the upper right

2. A menu area on the left hand side.

3. By default, you'll see the latest news on the screen.
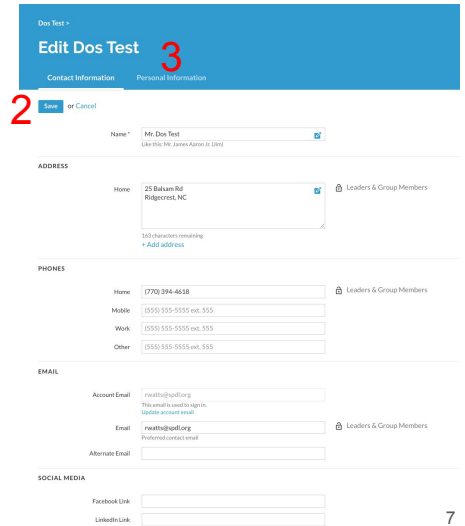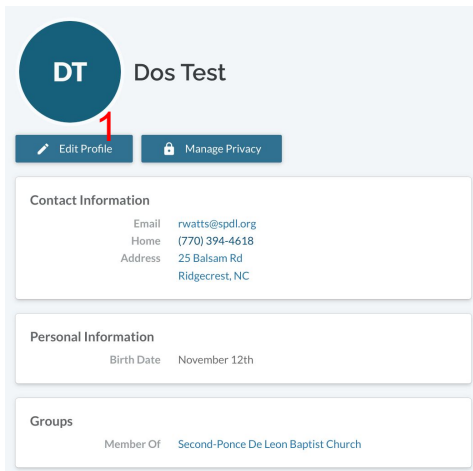

Now you are going to set up your profile and account options in Realm

1. First, click on the drop down arrow to the right of your name. (For this example, the user name is Dos.)

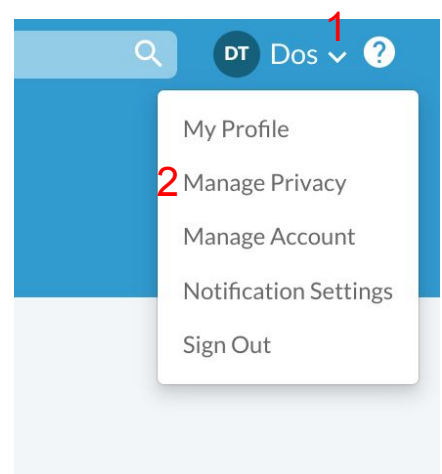2. You will then see several menu options. Choose "My Profile."

1. First, click on "Edit profile." Look at the Contact Information on the next screen.
2. If everything looks good, simply click on "Cancel." If not, make any corrections or additions you'd like. When everything is corrected click on "Save."
3. Click on the Personal Information tab and make any changes there. Remember to click on "Save" if you made any changes.
4. We will be adding a picture to your profile soon.

Now you need to choose your privacy settings.

1. First, click on the drop down arrow to the right of your name. (For this example, the user's first name is Dos.)

2. You will then see several menu options. Choose "Manage Privacy"

You will then see a screen where you can select who can view your directory information.
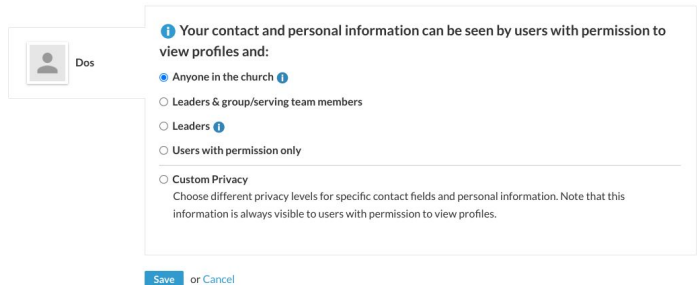
Directory information includes addresses, emails, phone numbers, birthday (without year), and group memberships (e.g. Sunday School class).

Your choices for who can see your information are:

- *Anyone in the church* - anyone with a SPdL Realm account
- *Leaders & group/serving team members* - only people in your groups
- *Leaders* - only the leaders of your groups
- *Users with permission only* - only the church staff and system administrators.

Make your choice and then click "Save." You should receive an email whenever privacy settings are changed.

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

> [ ] Dos
>
> ℹ **Your contact and personal information can be seen by users with permission to view profiles and:**
> - ● **Anyone in the church** ℹ
> - ○ Leaders & group/serving team members
> - ○ **Leaders** ℹ
> - ○ Users with permission only
> - ○ **Custom Privacy**
>   Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.

Save or Cancel

Now let's take a quick look at some of the other menu options:

- Communications - see the latest news
- Events - a calendar of events and RSVP options
- Giving - see your giving history. **Users can only access their own giving history.**
- Groups - shows you the groups you are a member of and lets you see information about those groups.
- Serving - will be used in the future.
- Directory - gives you access to contact information for other members who have chosen to have their information available.

Note that not all features are active yet. New features will made available in the coming months.

Congratulations you are now ready to use Realm from your web browser!

Just go to: https://onrealm.org/spdl/signin

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Communications ˅

Events

Giving

Groups ˅

Serving

Directory

Using Realm on Your Mobile Device

The **Realm Connect** app is the smart-device-based version of Realm. It has much of the same capabilities as Realm via a web browser. Search for Realm Connect in your app store or use one of the below links.

For iOS Users:
Download the app at:
https://itunes.apple.com/us/app/connect-our-church-community/id1052274581? mt=8&uo=4

NOTE: You must have iOS 15 installed to download and use the app. If you don't have iOS 15, just use the web browser on your device.

For Android Users:
Download the app at:
(https://play.google.com/store/apps/details?id=com.acstechnologies.android.realm.engagement)

If prompted, enter the code **spdl** and sign in with your account and password. You will remain signed into the app unless you log out.