Invitation to Sign Up for New REALM users

We are in the process of sending out email invitations to sign up for REALM. If you are not yet a REALM user and have not received an invite please email membership@ccparish.org to request an invitation to REALM.

Set up a Pledge

Set up your pledge information in REALM.
1. Sign into your site (REALM).
2. Click **Giving** on the main menu.
3. Click **+Pledge**, enter your pledge information for 2021 General Stewardship campaign, and save.

(Note: This does not set up any charges, it simply lets Christ Church know the particulars of your 2021 pledge.)

Give from Your Profile

You can contribute any amount using the button on your profile. If you want, you can set up recurring gifts or payments.
1. Sign into your site (REALM).
2. Click **Giving**.
3. Click **Give**.
4. Enter the amount you want to give, then select the fund.
5. Select a gift frequency.
   a. **Give Once** – Select a date to give a one-time gift.
   b. **Give Multiple Times** – Select a frequency by which your gift will recur.
6. Click **Continue**.
7. Enter your payment method, or select one that you saved.
   a. **Optional**: If you want to add a new payment method, select enter a different payment method than one you already have.
8. Click **Give.** A confirmation message displays.

View Your Giving History

You can filter your list of contributions to view the ones you want.
1. Sign into your site (REALM).
2. Click **Giving** on the main menu.
3. To narrow the list of contributions, click the "funnel symbol" button, select limiting criteria, and click **Filter**.

Add Your Photo

You can add an individual photo to your REALM profile.
1. Log into the site (REALM).
2. Click your name, and select **My Profile**.
3. Point to the image to the left of your name and click it.
4. Browse to the image (in your computer) you want to use and select it.
5. Adjust the image size using the slider.
6. Click Save. You might need to refresh the page to see your changes.
7. To add a family picture, click the second circle below the image.

Set Your Privacy Preferences
Many find the online directory in REALM invaluable for locating contact information or putting faces with names. Each user can determine their own privacy settings.
1. Sign into your site (REALM).
2. Click your name in the upper right corner, and select **Manage Privacy**.
3. Select your name, or the name of a family member.
4. Select the privacy option you're comfortable with, or click **Custom Privacy** and select options for each field.
5. Click **Save**.

Privacy Settings
Anyone in the church
> If selected, everyone in your church with a REALM login can see this information. This option is not available to users with a family position of "Child".

People in my groups
> If selected, only members of the same groups, leaders, staff with **View Details for Individuals** permission, and administrators can see this information. This option is not available for individuals without a birth date on their profile.

Leaders
> If selected, only leaders, staff with **View Details for Individuals** permission, and administrators can see this information. This option is not available for individuals without a birth date on their profile.

Church Staff only
> If selected, only staff with **View Details for Individuals** permission, and administrators can see this information.

Privacy and the Online Directory
What is the Online Directory?
Being in the online directory just means that your privacy settings are such that other REALM users at your church can see your profile listed when they click **Directory** in the main menu. Think of it like being in the printed directory booklet that many churches used to publish.
What is visible there?
If someone is in the online directory:
- His or her name and photo are always visible to other congregants.
- For other contact and personal information, congregants will only be able to see whatever the profile owner chooses to divulge by means of his or her profile privacy choices. In other words, if someone is in the online directory but sets his other personal or contact information privacy to **Church staff only**, other congregants will not be able to view it.
- Other congregants will be able to see what public groups this person is in.