



onrealm.org & Realm Connect App
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Quick Reference Guide

General Features

Online Directory Search

1. Starting on the **NEWS** screen, select the search icon at the top right corner of the screen.
2. Enter the person's last name (or a partial name).
3. Select a group member to view their contact information.
4. Select email address / phone number to contact the person or select family members to view their information.

Maintain Your Contact Info & Privacy Settings

1. From any screen, select **MORE** and then **PROFILE**. *On desktop, click top right dropdown by your name for profile, privacy and notification settings.*
2. To edit your contact information or birthday, select the pencil logo to the right of the information you want to update.
3. Update your contact information and select **SAVE**.
4. To update who can view your contact information in the online directory, select the pencil logo to the right of the privacy setting you want to update.
5. Select the desired privacy setting and press **SAVE**.

Note: Only church members can view the online directory.

Add or Update Your Profile Picture

1. Save the desired picture on your phone
2. From any screen, select **MORE** and then **PROFILE**.
3. Select the camera logo (or the pencil logo if you already have a profile picture) at the top of the screen.
4. Select **New Profile Photo**.
5. Use two fingers to zoom in/out and position the image in the highlighted circle.
6. Select **Choose**.

Change Your Notification Settings

1. From any screen, select **MORE** and then **SETTINGS**.
2. If you want to change your mobile app notifications, they are listed at the top of the screen under **NOTIFICATIONS**.
3. If you want to change your email notification settings, scroll down to the **EMAIL** section.
4. Select the name of the group for which you want to change your notification settings.
5. Select your desired notification option: **All content and replies, New content only, or Nothing**.
6. Press the back arrow to return to the list of groups for Settings. Notification settings are automatically saved.
7. If you prefer to receive a Daily Digest of all communications in your groups, turn the Daily Digest switch green.

Note: The form of mobile app notifications (sounds, badge app icon, show on lock screen, banners, etc.) is controlled by your phone settings.

- **iPhone** – Settings, Notifications, scroll down and select Realm Connect, choose your notification settings.
- **Android** – Open Settings app, tap Apps & Notifications, tap the Connect app under “Recently Sent”, tap type of notification, Alerting or Silent.

Suggested Options for Notification Settings

Email Only

- **NOTIFICATION** settings for all groups set to “Nothing”.
- **EMAIL** settings for all group set to “All Content and replies” or “New content only”, and EMAIL Daily Digest switched off.

Email Daily Digest Only

- **NOTIFICATION** and **EMAIL** settings for all groups set to “Nothing” and **EMAIL** Daily Digest switched on.

Mobile App Notifications Only

- **NOTIFICATION** settings for all groups set “All Content and replies” or “New content only”, and **NOTIFICATION** Daily Digest switched off.
- **EMAIL** settings for all groups set to “Nothing”.

View Your Upcoming Events at Church

1. From any screen, select **EVENTS**.
2. All church-wide events and scheduled events for the Groups you are a member of will be displayed.
3. Select an event to view event details and, if applicable, register for the event.

View Group Members & Contact Information

1. From any screen, select **MORE** and then **GROUPS**.
2. Select the area below the group description with pictures / initials of group members.
3. Select a group member to view their contact information.

Giving (One-Time and Recurring)

1. From any screen on the app, select **GIVING** to view your Gift and Pledge history.
2. Select **Make a gift** at the top of the screen to make a one-time or recurring gift to the church.
3. Enter the gift amount, designated fund, frequency, date and payment information.
4. Select **GIVE** at the bottom of the screen, then click **FINISH**.

If you have any questions, contact Leigh Ann at the Church Office at 704-817-6261 ext. 102 or leighann@matthewsumc.org. Visit Give.MatthewsUMC.org to give online.

Post A Communication to Group News

1. Starting at the **NEWS** screen, select **POST** in the upper left corner of the screen.
2. Select the name of the group to which you want to send a communication. Enter a Title and the body of the communication.
3. Attach a file [Optional].
4. Select **Done** to create the post and communicate it to the group members.

Post A Photo to Group News

1. Starting at the **NEWS** screen, select **PHOTO** in the upper left corner of the screen.
2. Select the name of the group to which you want to send to post photo(s)
3. If requested, allow Realm to access your photos.
4. Enter your comments related to the photo(s) in the text field above the photos.
5. Select **POST** to share the photos with your group member.

If you have questions regarding accessing or using Realm, please email realm@matthewsumc.org.