

REALM: FREQUENTLY ASKED QUESTIONS

What is Realm?

Realm is a web-based database that is an upgrade from our current system. Realm can be accessed from your computer's web browser and the Realm Connect mobile app. It maintains contact and membership information about our congregation, helping our clergy, staff, and parishioners connect with each other.

Why should I create a Realm account?

Realm offers an easy-to-use, intuitive platform to:

- access the online directory to find contact information for fellow parishioners.
- update your household's contact information.
- upload a profile picture.
- communicate with your small group, Bible study, guild, etc.
- register and pay for events.
- view your giving record and the status of your pledge.

Is a mobile app available?

Yes, Realm Connect is designed specifically for parishioners and allows you to complete all of the tasks mentioned above. It is available through the Apple App Store and Google Play. If you have been using the ChurchLife app, you can delete it from your phone.

Will the print directory still be available?

Yes, but the format and information available will change to include goes-by names for parents and children, mailing address, email address, and phone numbers (as shown below). (Formal names are available through the Realm Connect app.)

Smith, John & Jane

123 Main St
Birmingham, AL 35203
(205) 555-1234 (mobile)

John

johndoesmith@gmail.com
(205) 555-1234 (mobile)

Jane

janedoesmith@gmail.com
(205) 555-5678 (mobile)

Who will be able to see my information?

Clergy, staff, and Advent members with Realm accounts (username and password) will be able to see your information. Your information is not available to anyone who simply searches the internet.

Can I control what others see?

Yes, you can control who can see what information in your account's privacy settings (see below for step-by-step instructions). For example, you can choose to hide your cell phone number.

How do I create my account?

Only baptized members and confirmed members of the Advent can create accounts.

1. Visit OnRealm.org/CathedralAdvent.
2. Click “Sign Up.”
3. Complete the “Request Account” form, and click “Continue.”
4. Once our Membership Administrator approves your request, you will receive an automated email to continue setting up your account.

How do I update my contact information?

You can update information only for yourself and your household. Other parishioners will not be able to change your information.

Website

1. Log in to your Realm account at OnRealm.org/CathedralAdvent.
2. Click your name in the top right-hand corner.
3. Click “My Profile.”
4. Click the blue “Edit Profile” button.
5. Edit your information and click “Save.”

Mobile App

1. Open your Realm Connect app and log in with the same credentials you use online.
2. Select the three dots in the bottom right-hand corner.
3. Click your profile picture or person icon in the top lefthand corner.
4. In the pop-up menu, select “My Profile.”
5. Tap the pencil icon next to the information you need to update.
6. On the next screen, tap the existing information, and a cursor will appear for you to make edits.
7. Click “Save” in the right-hand corner.

How do I update my privacy settings?

Website

1. Log in to your Realm account on your computer at OnRealm.org/CathedralAdvent.
2. Click your name in the top right-hand corner.
3. Click “My Profile.”
4. On your profile, click the blue “Manage Privacy” button.
5. Click the dropdown menu under each contact item to select who can view it. (*Note: “Users with permission only” refers to clergy and staff.*)

Mobile App

1. Open your Realm Connect app and log in with the same credentials you use online.
2. Select the three dots in the bottom right-hand corner.
3. Click your profile picture or the person icon in the top lefthand corner.
4. In the pop-up menu, select “My Profile.” Below each item is a small note indicating who can see it.
5. Tap the pencil icon next to the item you would like to update.
6. In the “Who can see this?” section on the next screen, select who you would like to be able to view that piece of information.
7. Click “Save” in the right-hand corner.

How do I upload a profile photo?

Realm Connect will allow you to upload only an individual's profile picture. If you have a family photo you would like to include on your profile, please email it to Margaret Pope (Margaret@CathedralAdvent.com), and she will upload it for you.

Website

1. Log in to your Realm account at OnRealm.org/CathedralAdvent.
2. Click your name in the top right-hand corner.
3. Click "My Profile."
4. Click on your current profile picture or the person icon.
5. In the pop-up menu, click "New Profile Photo."
6. Select a photo and click "Upload." (Note: Your photo may take a few minutes to appear.)

Mobile App

1. Open your Realm Connect app and log in with the same credentials you use online.
2. Select the three dots in the bottom right-hand corner.
3. Click your profile picture or the person icon in the top left-hand corner.
4. In the pop-up menu, select "My Profile."
5. Click on your existing profile picture or the person icon.
6. In the pop-up menu, click "New Profile Photo."
7. Choose a photo from your library; crop and center it as needed.
8. Click "Apply."

How do I search the directory?

Website

1. Log in to your Realm account at OnRealm.org/CathedralAdvent.
2. On the menu bar on the left-hand side of the screen, select "Directory" at the bottom.
3. Type the name of a parishioner or staff member into the search bar.
4. Alternatively, you can use the search bar in the blue header at the top of the page that is visible from any section of the website.

Mobile App

1. Open your Realm Connect app and log in with the same credentials you use online.
2. Select the three dots in the bottom right-hand corner.
3. Select "Directory."
4. Use the search bar to find a parishioner.
5. Alternatively, use the magnifying glass icon on the top righthand corner of the screen that is visible from any section of the app.

Additional questions?

Contact Margaret Pope (Margaret@CathedralAdvent.com, 205-226-3510) or visit her in Clingman Commons between services on Sundays in August.