

## **How to Manage your Contact Information in Realm**

This is a step-by-step process on how to:

1. Update contact and personal information in your Realm account
2. Adding and viewing your Family Members
3. Uploading a Photo to your account
4. Changing your account Email address or Password

The Realm sign-in page is located: <https://onrealm.org/SaintJohnsCathedralDen/SignIn>

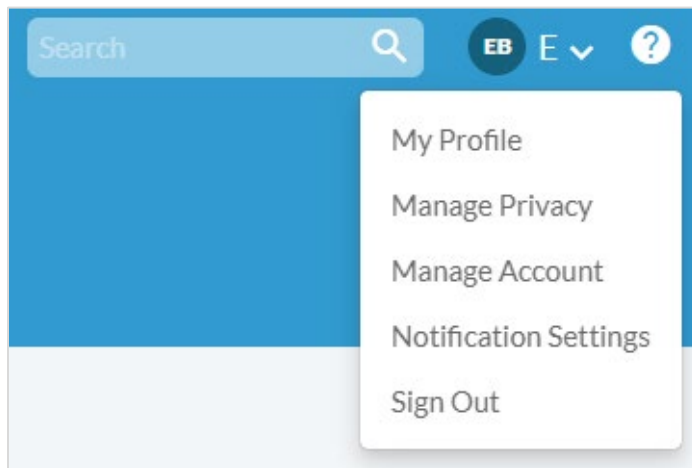
We encourage all our members at Saint John's to update their online profile. By keeping your information current, you are making it easier for our church family to connect with each other!

Your Realm Profile includes:

- Your Contact Information - name, address, phone number and email address
  - A Photo
  - Any Family Members
  - Your Personal Information like marital status and birthday. For birthday, please note that your birth year and your age will not be displayed on your online profile.
- Do keep in mind that you can select your privacy preferences to determine what other members can or cannot view on your profile. This will be covered in another instructional video.

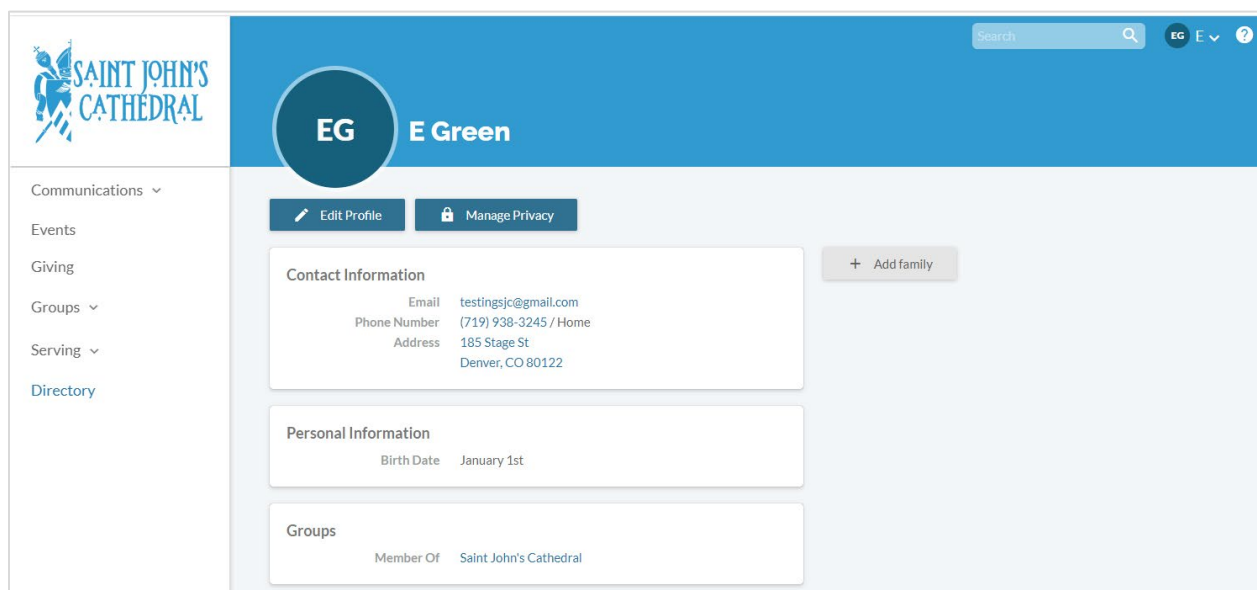
## How to Update your address, phone number, and email

1. Once you log into Realm, typically you will land on the *News* landing page
2. The menu on the left side of your screen will be discussed in more detail in a future instructional video and PDF
3. In the top right section of your screen, you will find –
  - A search field to look for other members profiles
  - Your initials in an icon, and your name to access your account Profile, Privacy settings, etc.
  - A Help feature (question mark icon)



4. To access your Profile, click on your name in the upper-right corner of your screen and select **My Profile**.

5. In your Profile screen, click on **Edit Profile** to update your Contact Information and Personal Information



- In the Contact Information tab, update your name, address, phone number and email address.
  - In the Personal Information tab, add your date of birth, select your gender, update your marital status and indicate any allergies that you may have.
    - Feel free to enter your full birthday. The year and your age will not be displayed on your profile
- Please do not be afraid to include all of your information. You can decide later what data you want to hide online by setting your privacy preferences.

6. Click on the **Save** button when you are done

### How to add or view Family Members

1. To add a Family member, click on the **+Add family** button found in your Profile
  - a. A small window will appear

- Add the family member's first and last name. This is a required field
- Select the relationship that best fits your family member
- Add their date of birth
- *Optional* - Add any email associated with that family member. Any email that you have on your record will already automatically be added to the family member account, so no need to add an additional email here.

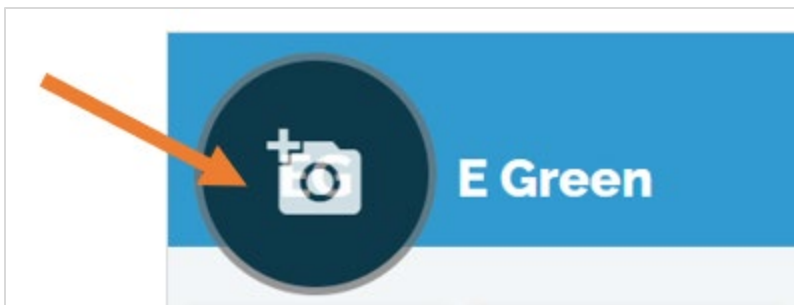
- *Optional* – You have the option to send this family member a Realm email inviting them to create their own account. Once their account is created, they will be able to see what you see, and access your account information.

- b. Click on the **Add** button when this window is filled out

2. To access your Family member's information once they have been added to your account -
  - a. Click on the family member's name to view their contact and personal information, manage their privacy preferences, or add/change a photo in their Profile.
  - b. To add more family members to your account, select the **+Add family** button found in your Profile

### How to add or update your Photo

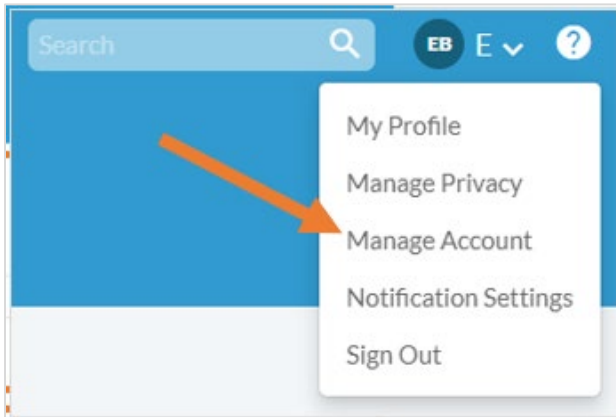
1. Click on your name in the upper-right corner of your screen and select **My Profile**.



2. To add or update a photo on your Profile, click on the circular icon to the left of your name in the center of your screen

3. You will be prompted to browse for the image on your computer or electronic device. Accepted image formats include GIF, BMP, PNG, and JPG.
4. Once your image is selected, you will have the ability to crop, reposition and resize your photo
5. Click **Save**. \*You might need to refresh your Profile page to see the image
6. ***\*Please use a photo that allows us to clearly see your face – a headshot, or a family photo up close\****

## How to Change your Email Address or Password



1. Click on your name in the upper-right corner of your screen and select **Manage Account**

2. In the **Account** tab –

A screenshot of the 'Manage Account' page. The page has a blue header with the title 'Manage Account' and two tabs: 'Account' (selected) and 'Payments'. The 'ACCOUNT EMAIL' section contains a text input field with 'testingsjc@gmail.com', a note 'This email is used to sign in.', and a link 'Update account email.'. The 'PASSWORD' section contains three text input fields labeled 'Current Password', 'New Password', and 'Confirm Password'. A blue 'Update' button is at the bottom.

- a. To Change your email address, click **Update account email**
  - Enter your new email address and confirm
  - Enter your current password
  - Click the **Save** button
- b. To Change your Password
  - Enter your current password, your new password and confirm
  - Click the **Update** button

If you have any questions, or run into any issues creating or accessing your account, please email: [membership@sjcathedral.org](mailto:membership@sjcathedral.org)



SAINT JOHN'S CATHEDRAL