

Faith In Action Realm Group – Group Member

FIA groups have been created in the Saint John's Cathedral Realm database, categorized by the area of interest/specific purpose. These groups will be monitored by Saint John's volunteers (aka group leaders). As an FIA group member, you will be able to utilize these Realm groups to connect with those local charitable agencies that represent the areas you are interested in.

There are multiple FIA Realm Groups as of 2/28/2022 –

- Climate/Environment
- Criminal Justice
- Healthcare
- Homelessness and Housing
- Hunger/Poverty
- Learning/Education
- LGBTQ Equality/Rights
- Mental Health
- Racial, Ethnic Equity/Faith Based Leadership
- Refugees and Immigrants

For information on how to create/access your Realm Account, go to www.sjcathedral.org/membership for both written and video instructions.

Posting Parameters

- Please be courteous and respectful of all posts and other group members and group leaders.
- All outside charitable agencies are only to post opportunities to volunteer or serve, as well as opportunities to learn more or to advocate or sign petitions. Saint John's will not allow any organizations to use the Realm FIA group for fundraising or solicitations of any kind.
- If you have any questions about posts, the charitable organizations, or the Realm groups, please contact the volunteer/group leader.

Locate the FIA Groups and Request to be a Member

You will not have automatic access to any of the Realm groups. You must first request to be a member of each group that you would like to join. You may join more than one group.

1. Sign into your Realm account - <https://onrealm.org/SaintJohnsCathedralDen/>
2. Click on Groups in the menu on the left side of your screen. Select **Find Groups**
3. When the **Find Groups** screen appears – *What type of group are you looking for?* Select **Service**
4. Review the available FIA Groups and click on one you are interested in
5. In that group page, select the **Join Group** button.
6. A window pop-up appears to prompt you to send the request. Click on **Send Request**
7. Your request is now pending. When a group leader approves your request, you will receive an email to your personal email address that is tied into your Realm account.
8. To join multiple groups, repeat steps 2 through 6 for those other groups.

Overview - FIA Realm Groups

1. **Notification** Settings – Once you receive access to your FIA groups, it is a good idea to review and set up your settings
2. **Communications** – All group communications are located here, found in the menu on the left side of your screen.
 - a. **News** — Similar to an online bulletin board, the Newsfeed is where group leaders/charitable agencies will create posts and upload photos that display to everyone in the group. News under the Communications section will show all posts from all groups that you are a member of.
 - b. **Inbox Messaging** — You can receive and respond to internal messages. You cannot create messages in groups. Inbox under the Communications section will show all messages from all groups that you are member of.
 - c. **Chat** — When you need to communicate something quickly or start an interactive discussion with group leaders or other members, you can use Realm chat.
3. **Groups** – Found in the menu on the left side of your screen. Select the group name to access the information for that group.
 - a. Name of the Group will be at the top of the page
 - b. The **News** tab will show all posts for that group. **Please do not create your own posts unless directed to do so by a group leader.**
 - c. **Participants** tab to view the members of the group
 - d. **Files** tab - attachments to Posts or Photo posts will be located here for all members to access
 - e. **Attendance** tab – **Not utilizing at this time**
 - f. **Info** tab – a summary about the group. Includes links to the group leaders (aka the Cathedral volunteers for that group).

Manage Notification Settings

You can choose which groups you receive notifications from and how you receive those notifications. You can also manage your email address and Daily Digest email settings. If you turn on the Daily Digest, you will receive an automatic email with newsfeeds posts from your groups.

1. In your Realm account, in the top-right corner, click the down arrow by your name/initials, then select **Notification Settings**.
2. If you want to change your email address to receive notifications, click . This also changes your email address for your account.
 - It is here that you can also unsubscribe from all newsfeed and inbox email notifications. Keep in mind this would completely disable all group communications, including all posts and communications with group leaders internally in Realm.
3. To change notification settings for a group, click  next to the group name. Then, select the type of notifications you would like to receive. A checkmark in the box means you will receive notifications. Leaving the box blank means you will not receive notifications.

Communications and Groups – Newsfeed

The Newsfeed is content created by the charitable agencies or the group leaders. You can think of this like a bulletin board where people pin things up for everyone in your group to see. You can view these posts in both the Communications and Groups sections. In Communications, you will see all posts for all groups you are members of. In Groups, you will only see the posts for the specific group you are in at that time.

***We ask that group members do not create their own posts. If you wish to contact a group leader/volunteer, please create a chat in the Communications section, or go the Info tab in the group and click on one of the leaders to start your communications.**

Comment on a Newsfeed via Communications

When communications are enabled for a group, you can view the Newsfeed for that group. When other group members create posts, add photos, or make events, you can leave a comment with your thoughts if the content creator has comments turned on.

1. Click **Communications > News**.
2. On the post that you want to reply to, click .
3. Enter your comment and click **Reply**.

Comment on a Post via Groups

You can leave a comment on Newsfeed posts or show your support by clicking the heart icon. If the content creator has comments turned off, you are not able to reply to a post.

1. Click on **Groups**.
2. Click the group's name.
3. In the **News** tab, in the post that you want to reply to, click .
4. Enter your comment and click **Reply**.

Communications - Inbox Messages

The inbox is where group members can read and reply to messages that you may receive in Realm from group leaders. These messages will also go to your personal email address if your notifications are set to allow it. Only group leaders can create and send the initial messages.

Read and Reply to an Inbox Message

When someone sends a message, you can read and reply to that message in your Realm Inbox.

1. Click **Communications > Inbox**.
2. Click the message you want to view.
3. If replies are enabled for this message, click **Start writing....**
4. Enter your reply in the text box. You can customize your reply with the text tools and insert a URL link if needed.
5. Click **Reply**.

Archive an Inbox Message

When you no longer need an Inbox message, you can archive it. Archiving a message will prevent you from receiving further notifications from that discussion.

1. Click **Communications > Inbox**.
2. Click the message.
3. In the top right corner of the message, click  and select **Archive**.
4. This moves the message to the **Archived** section of your Inbox.

View an Archived Inbox Message

Even if you've archived a message, you can still read that message from the Archived section of your Realm Inbox.

1. Click **Communications > Inbox**.
2. In the top left corner of the Inbox, click **Received**.
3. Select **Archived** from the drop-down menu.

Communications and Groups – Start a Chat Session

Sometimes you just need to send a quick message to someone else. With Realm Chat, this allows you to hold real-time conversations with that person. When you start a new chat, you can add just one person or several people. Do note that once a chat has been started, you will not be able to add more people to the chat later on.

Chat With Members of Group

When you start a chat, it will email the individual(s) you have included. You can access chat through either the Communications section (for one or multiple people) or within a Group (chatting with only one person).

1. To start a chat with one or multiple people through **Communications > Chat**
 - a) To start a new chat, click .
 - b) In the To field, begin entering the name of the person you want to chat with.
 - c) Select the name from the drop-down menu. You can add more than one person to the conversation.
 - d) Enter your chat message in the Type a message field.
 - e) To add a file or image, click  and select the file.
 - f) To add an emoji, click  and select the emoji.
 - g) Click Send
2. To start a chat with one person through **Groups**, click on the group name
 - a) Go to the **Participants** tab
 - b) Click on the name of the individual you wish to chat with. If it is a group leader, you can also find them on the **Info** tab
 - c) Click on the Chat button
 - d) Enter your chat message in the Type a message field.
 - e) To add a file or image, click  and select the file.
 - f) To add an emoji, click  and select the emoji.
 - g) Click Send

Reply to a Chat

1. Click **Communications > Chat**.
2. Click the chat in the **Recent** column. This displays the newest responses in the chat.
3. Enter your chat message in the **Type a message** field.
4. To add a file or image, click :  and select the file.
5. To add an emoji, click  and select the emoji.
6. Click **Send**.

Archive a Chat

When you're done with a chat, you can archive it. These chat messages are available in the Archived section. You can only archive chats between individuals. Group chats cannot be archived.

1. Click **Communications > Chat**.
2. Click the chat in the **Recent** column.
3. To archive the chat, click , then select **Archive**.

View an Archived Chat

When a chat is no longer useful, you may choose to archive it. You can always view these chat messages under the Archived section.

1. Click **Communications > Chat**.
2. Click **Recent**, then select **Archived** from the drop-down menu.
3. To view the chat, click it in the Archived column.

Group – Participants tab

After you join a group, you can view information about it, such as who the other members are.

See Who's in the Group

1. Click on **Groups**.
2. Click the name of a group, then click the **Participants** tab.

Group – Files tab

When the charitable agencies or group leaders upload files to a post on the Newsfeed, these files display in the group's Files tab. This list allows you to find files quickly without having to search the Newsfeed for the original post. You can download the file from this tab or choose to view the original post that the file is connected with.

View Group Files

1. Click on **Groups**.
2. Click the group's name.
3. To view a list of group files, click the **Files** tab.
4. To open the file, click the file's name. If you want to view the post the file is associate with, click the post's name.

Group – Info tab

The Info tab contains some general information about the group, including a description of the group if available, a list of the Leaders of the group, and a summary of participation.

Leave a Group

Only a group leader or administrator can remove someone from a group. If you want to leave a group, contact the group leader first.

1. Click on **Groups**.
2. To see the leader of the group, click the **Info** tab.
3. To contact a group leader, click the leader's name, then click **Chat**.
4. Enter your message, then click **Send**.