



Quick Reference Guide for Using Realm Connect App

Download in the App Store or Google Play

These instructions provide general guidelines for using the Realm Connect App. Appearance may vary depending on whether you are using an Android or an iPhone.

Online Directory Search

1. After logging into the Realm Connect app using your email address and password and starting from the NEWS screen, select the search icon (magnifying glass) at the top right corner of the screen.
2. Enter the person's name (first, last or partial name).
3. Select the desired name by clicking on the name.
4. Select email address or phone number to contact the person or select family members to view their information.

Maintain Your Contact Info & Privacy Settings

1. After logging into the Realm Connect app using your email address and password, from any screen (iPhone) or drop-down menu (Android), select MORE in the bottom right corner and then tap your PROFILE PICTURE in the top left corner.
2. After tapping your PROFILE PICTURE, you will see the following menu options:
 - My Profile
 - Manage Account
 - Notification Settings
 - Appearance
 - Sign Out
3. To edit your contact information, select My Profile then select the pencil icon next to any information you want to edit. To update who can view your contact information in the online directory, select the desired setting under Who Can See This? **We recommend selecting "Anyone in the church" for your Primary Home Address, Primary Email Address and Primary Phone Number so our members can use Realm Connect like a true church directory.** Select SAVE in the upper right corner.

Note: Only church members can view the online directory.

Add or Update Your Profile Picture

1. After logging into the Realm Connect app using your email address and password, from any screen (iPhone) or drop-down menu (Android), select MORE and then and then tap your PROFILE PICTURE in the top left corner and select My Profile.
2. Select the camera logo (or the pencil logo if you already have a profile picture) at the top of the screen.
3. Select New Profile Photo; you can either Take Photo or Choose Photo.
4. Use two fingers to zoom in/out and position the image in the highlighted circle.
5. Select Apply.

Change Your Notification Settings

1. After logging into the Realm Connect app using your email address and password, from any screen (iPhone) or drop-down menu (Android), select MORE and then and then tap your PROFILE PICTURE in the top left corner and select Notification Settings.
2. If you want to change your email notification settings, click on the Email section.
3. If you want to change your mobile app notifications, click on Push Notifications
4. If you want to change your Highlights for your Groups and Teams turn the Daily Digest

switch green for either Email or Push Notification.

5. **To change the Group Notifications you receive, select the name of the group for which you want to change your notification settings.**
6. **Select your desired notification option and click Done.**
7. **Press the back arrow to return to the list of groups for Settings.**

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

Giving (One-Time and Recurring)

1. After logging into the Realm Connect app using your email address and password, from any screen (iPhone) or drop-down menu (Android), select GIVING to view your Gift and Pledge history.
2. Select the blue MAKE A GIFT button 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 and date, then select the blue CONTINUE button.
4. Enter the payment information and then select the blue GIVE button.
5. You will receive an email confirmation of your giving, and your giving history will be updated within Realm Connect.

Note: If you have questions about giving, please contact Mary Katheryne Zagora at mkzagora@smpchome.org

View Your Upcoming Events at Church

1. After logging into the Realm Connect app using your email address and password, from any screen (iPhone) or drop-down menu (Android), 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. After logging into the Realm Connect app using your email address and password, from any screen (iPhone) or drop-down menu (Android), select MORE and then GROUPS.
2. Select the desired group to view that group's participants.
3. Select a group participant to view their contact information