



Centennial United Methodist Church – REALM Instructions

REALM is a church database used to keep track of membership, contact information, volunteer signups, and attendance. Not only is this platform helpful to keep track of things for the office staff but it is a new way to update and share the church directory, sign up for internal volunteer opportunities, and update your personal information at any time.

How to set up your account

To get an account set up Pastor Jen or Communications & Office Manager Annika will have to send an invite to your email address. Though this may seem complicated, this method of setting up an account is the most secure.

Online directory

When setting up your account you can opt in for the online directory. This means anyone who has a realm login can see your name, contact information, address, profile photo and which groups you are a part of. If at any time you would like to opt out of the online directory or alter who has access to see your information you can do so at any time. ‘

Different privacy settings in Realm

Anyone in the church: If selected, everyone in your church with a Realm login can see this information. This option is not available for those with a family position of “Child” who are under the age of 18.

Leaders & groups/serving team members: If selected, only members of the same groups, leaders*, users with the “view details for individuals” permission, and administrators can see this information. This option is not available for “Child” profiles that don’t have a birth date listed.

Leaders: If selected, only leaders*, users with “view details for individuals: permission, and administrators can see this information. This option is not available for “Child” profiles that don’t have a birth date listed.

Users with permission only: If selected, only users with the “View details for individuals: permission and administrators can see this information. Users with this permission can view and update privacy settings for “Child” profiles when a birth date is not listed.

*Leaders include group leaders, ministry area leaders, pathway leaders, and pathway step leaders.

Please note you cannot make this change on the REALM Connect app, only on the website.

Procedure

1. Sign in to your Realm site
2. Click your name in the upper-right corner, and select “Privacy”
3. Select your name or the name of a family member.
4. Select the privacy option you’re most comfortable with or click “Custom Privacy” and select options for each field.
5. Click Save

If you are having a hard time adjusting your privacy settings, please email Communications & Office Manager; Annika McClintock amcclintock@centennialumc.org and she can change your privacy settings for you.

Volunteer Sign up

REALM has the option to sign up for volunteer opportunities. As of now we are only using this for Faith Walk but are open to adding more volunteer opportunities for the church on here. If this is something you are interested please reach out to Pastor Jen; janderson@centennialumc.org or Communications & Office Manager; Annika McClintock amcclintock@centennialumc.org

Keep Track of Groups and Group Materials

In REALM you can keep track of the groups you are a part of. Get alerts if meetings are canceled, access meeting minutes, find contact information for group leaders, and view events/meetings for your group.

You can also look for new groups to join through REALM, though not all groups are published for all church members (examples; boards and committees or children’s groups). If you have questions or concerns about not having access to a group please contact Communications & Office Manager; Annika McClintock amcclintock@centennialumc.org.

Change personal information

If you ever need to communicate a change in information like your email address, phone number, home address, or name you can now change it on your own. Office staff check individual profiles if they need contact information so any change you have made will be reflected on their end, but if you would like to reach out to staff to inform them of any information change feel free to do so.

Steps to change profile information

1. Sign into your realm account
2. Click the top right corner and select "Connect"
3. Here you can edit your address, phone number, email address, name, and more.

If you have any problems changing information you can always contact Communications & Office Manager; Annika McClintock amcclintock@centennialumc.org and she can update information on her end.