

# What is Realm Connect?

Realm Connect is the online communication and database software that the Village Church of Northbrook uses to help us connect with each other and maintain important data.

- Realm provides a simple way to register for church events, such as retreats and fellowship opportunities
- Realm gives you immediate access and control over your and your family's information and giving
- Realm allows you to find and get connected to small groups within the Village Church
- Realm provides an online directory of congregants who opt in
- Realm is safe, private and secure

## How do I create an account on Realm Connect?

Please visit [www.onrealm.org/TheVillagePresb](http://www.onrealm.org/TheVillagePresb) to create a Realm account. Once the form is submitted, our office manager will review your request to join.

You can also email [info@villagechurchnorthbrook.org](mailto:info@villagechurchnorthbrook.org) to request a Realm account. You will be sent an email containing a link to set up your account. Click the link through your browser (not the app) and enter your information and create a password.

Once your account is set up, you can log into the Realm Connect app, which is named 'Connect- For Our Church' using this account information.

## How do I get the 'Connect – For Our Church' app on my device?



Android users, go to the [Google Play store](https://play.google.com/store), and search for "Connect – For Our Church" iOS users, go to the [App Store](https://www.apple.com/app-store), and search for "Connect – For Our Church"

## What if I forget my password?

On both the computer and app, when you try to log in there will be a "Forgot Your Password?" prompt. Click on that and follow the directions. If this doesn't work, you can contact our Office Manager for additional assistance.

## How do I update my personal information?

The best way to update personal information is from a computer. The Realm Connect app only has a few fields that can be updated via mobile.

1. Open the website, [www.onrealm.org](http://www.onrealm.org) and login using your credentials
2. Click on your name in the upper right-hand corner
3. Select My Profile
4. Click Edit Profile under your picture
5. Two tabs pop up – Contact Information and Personal Information
6. Under Contact Information, update name, address, phone numbers and emails.
7. Under Personal Information, update birthdate, marital status, allergies, emergency contact, medical information, etc.
8. Click the blue Save button

## How do I add a child/family member to my account?

The best way to add a child/family member to your account is from a computer. The Realm Connect app does not have all the fields available for Personal Information to be added.

1. Open the website, [www.onrealm.org](http://www.onrealm.org) and login using your credentials
2. Click on your name in the upper right-hand corner
3. Select My Profile

4. Click Add Family button on the right-hand side
5. Enter name, relationship, birthday and email
6. For children, put email of parent who should receive child communication
7. Click Add
8. If newly added person should have an account, check the box. (Not needed for children.)
9. Click Add again
10. Click on the profile of the newly added individual
11. Click Edit Profile
12. Two tabs pop up – Contact Information and Personal Information
13. Under Contact Information, update name, address, phone numbers and emails
14. Under Personal Information, update birthdate, marital status, allergies, emergency contact, medical information, etc.
15. Click the blue Save button

### **How do I manage my notifications from Realm?**

If you are using the Realm Connect app, we recommend managing notifications from the app so you can manage both email and push notifications at the same time.

#### **From the Realm Connect app: Android**

1. Open app
2. Click on the 3 lines in the top right-hand corner (hamburger menu)
3. Click on Groups
4. Click on the group you want to manage notifications for
5. Click on the INFO menu at the top right
6. Click on Notification Settings
7. Click on the arrow next to Inbox Activity and Newsfeed Activity
  - a. To manage email notifications, check only the boxes for the type of notification you want to receive under the Email column
  - b. To manage push notifications on the Realm Connect app, check only the boxes for the type of notifications you want to receive under the Push column
8. Click SAVE in the upper right-hand corner

#### **From the Realm Connect app: iOS**

1. Open app
2. Click on the three dots over the word More on the bottom of the screen
3. Click on Groups
4. Click on the group you want to manage notifications for
5. Click on Settings
6. Click on the drop-down arrow next to Inbox Activity and Newsfeed Activity
  - a. To manage email notifications, check only the boxes for the type of notification you want to receive under the Email column
  - b. To manage push notifications on the Realm Connect app, check only the boxes for the type of notifications you want to receive under the Push column
7. Click Done in the upper right-hand corner

#### **From a computer:**

1. Open the website, [www.onrealm.org](http://www.onrealm.org) and login using your credentials
2. Click on your name
3. Scroll down to Notification Settings
4. Click on the drop-down arrow of the group you want to manage notifications for
5. Click on the drop-down arrow next to Inbox Activity and Newsfeed Activity
6. Choose which emails you want to receive
7. There is no Save button; your preferences will be automatically saved

### **What if I am not receiving any emails?**

It is possible you may have unsubscribed when you received an email in the past. Please email us at

[info@villagechurchnorthbrook.org](mailto:info@villagechurchnorthbrook.org) and we will be glad to help you get subscribed again.

### **How do I give using Realm Connect?**

On both the computer and your mobile device, you can make a gift to the Village Church using a credit or debit card or directly from your bank account. Note: If you gift a fund that you're already pledging to, the gift is automatically added to your pledge. You can view your updated progress on the pledge bar located on the Pledges tab.

#### **From the Realm Connect app:**

1. Open app and login using your credentials
2. For iOS, tap the Giving option. For Android, tap the expand menu icon, then tap Giving.
3. Tap on the three dots over the word More on the bottom of the screen
4. Tap on Giving
5. Tap "Make a Gift"
6. Enter amount to be given
7. Select fund the gift should be directed towards
8. Enter a memo, if desired
9. Select whether it is a one-time gift or should be recurring gift
10. Select date of gift
11. Tap "Continue" button
12. Select payment method, "Credit/Debit" or "Bank Account"
13. Enter payment method details
14. Determine whether the entered payment method should be saved to your account for future use by checking or unchecking "Save for future use" check box.

#### **From a computer:**

1. Open the website, [www.onrealm.org](http://www.onrealm.org) and login using your credentials
2. On the left-hand column, click "Giving"
3. Click the blue, "Giving" button near the top left
4. Enter amount to be given
5. Select fund the gift should be directed towards
6. Enter a memo, if desired
7. Select whether it is a one-time gift or should be recurring gift
8. Select date of gift
9. Click "Continue" button
10. Select payment method, "Credit/Debit" or "Bank Account"
11. Enter payment method details
12. Determine whether the entered payment method should be saved to your account for future use by checking or unchecking "Save for future use" check box.