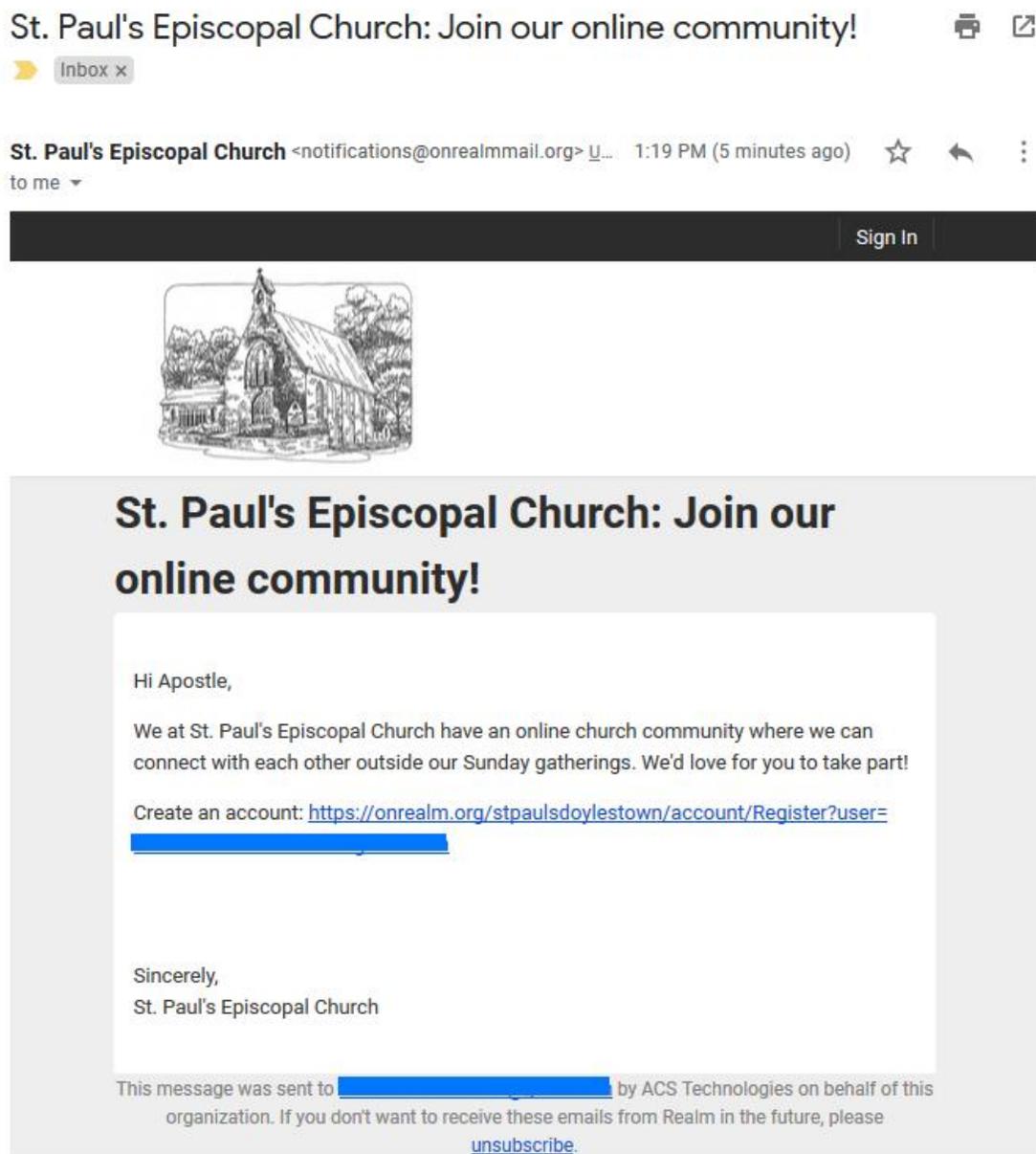


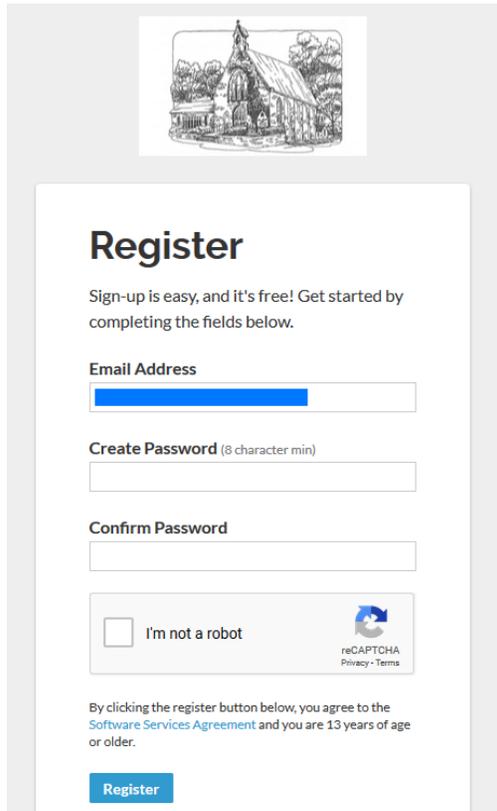
# People of St. Paul's: Welcome to Realm!

Here are some instructions we hope will be helpful as you get started with this new way of staying connected with one another at St. Paul's:

1. Please watch for an email from St. Paul's in your inbox. The subject will say "St. Paul's Episcopal Church: Join our online community!" The text of the email will invite you to join our online church community by clicking a link. The email will look like this:



2. Clicking the link will take you to a screen that looks like this:



The image shows a registration form titled "Register" with a small illustration of a church at the top. The form includes an "Email Address" field, a "Create Password (8 character min)" field, and a "Confirm Password" field. Below these is a reCAPTCHA "I'm not a robot" checkbox and a "Register" button. A disclaimer at the bottom states: "By clicking the register button below, you agree to the Software Services Agreement and you are 13 years of age or older."

It will invite you to create and confirm a password.

Your password must have at least 8 characters, be a mix of upper- and lower-case letters, numbers, and symbols.

Once you've created and confirmed your password (and proven that you're not a robot!), click the "Register" button at the bottom of the screen.

You will then be prompted to check your email:



**Please check  
your email.**

We are sending you instructions to activate  
your account.

3. You'll get another email from St. Paul's that looks a lot like the first one did, with a link that promises to complete the verification process.

Clicking that link will take you to the login page, where you can enter your password one more time. Once you do that (and maybe proving again for security purposes that you're not a robot by verifying something a robot wouldn't know, like your birthdate), you will find yourself in St. Paul's Realm.

## Please Verify Your Birthday

For your protection, we ask users to validate their birth date against our records. Once we have verified you, we will send you a confirmation email.

**Birthday\***

January X 25 X

Verify Me

4. You'll land on a home page that looks like this: (except in the upper right-hand corner, it will have your name instead of "Apostle")

Search AP Apostle ?

## News

Communications <sup>^</sup>

- News
- Inbox
- Chat
- Events
- Giving
- Groups <sup>∨</sup>
- Directory

**Fr. Daniel Moore**  
ST. PAUL'S EPISCOPAL CHURCH  
3 months ago via Web

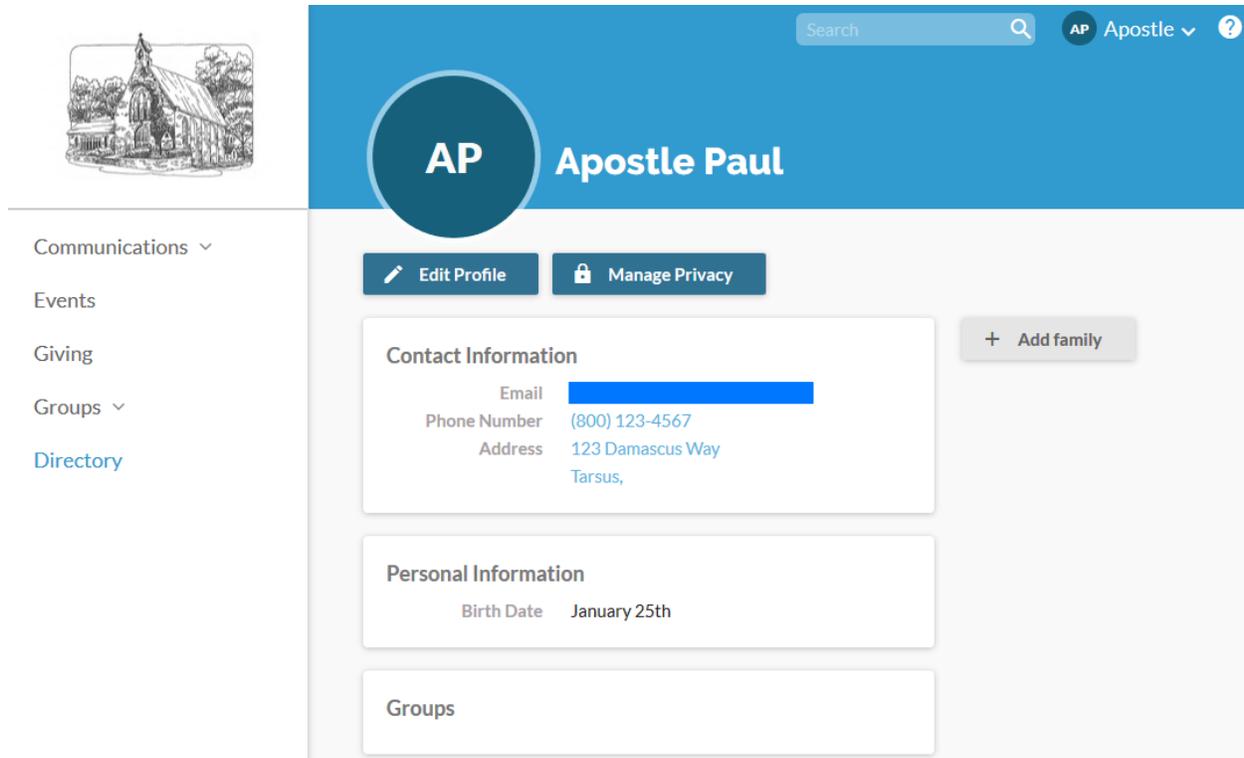
**DEC 8** **Christmas in Doylestown 2018**  
Saturday, 11:00am - 3:00pm  
Created by [Fr. Daniel Moore](#) in [St. Paul's Episcopal Church](#)

Tour 4 decorated houses in Doylestown and enjoy Tea at the church parish hall.

👤 One person is going.

❤️ 💬 1 New reply 2 months ago ME

5. To view your personal profile, simply click your name in the upper right-hand corner, and then click “My Profile.” It will take you to a page that looks like this:

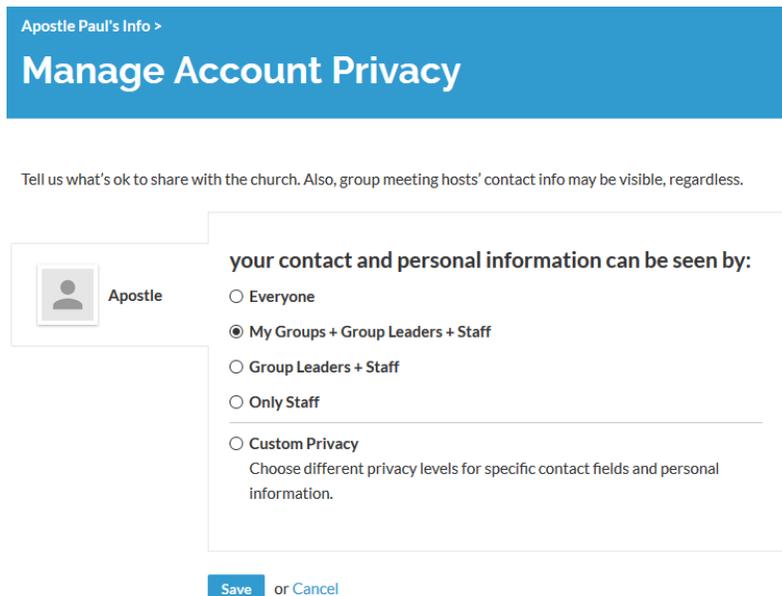


Again, it will have your information, instead of the Apostle Paul's. You will see the most current info we have for you. Do we have the wrong address, or an old phone number? You can change that right here! Just click on “Edit Profile,” and you can edit your personal and contact information. Make sure you save any information you change by clicking the blue “Save” button at the bottom of the screen.

6. Do you want to contact another member of St. Paul's? It's easy! Use the search box in the upper right-hand corner to find people's names. Click the blue chat icon to send a message directly within Realm. You can also find an online directory by clicking “Directory” in the left-hand column. This directory is public to all members with logins to St. Paul's Realm. Security is heavily encrypted and protected to ensure that no one without a login is able to access your information. Your personal information (birthdate, gender, marital status, allergies, anniversary, etc.) is something that only you and the St. Paul's clergy/administrators can see.



7. You are in control of your own privacy settings! By default, only staff and group leaders can see your contact information like your email address, phone number, and mailing address, and personal information like birth month and day. You can change this and make this information more restricted (so it can only be seen by staff), or more accessible (so it can be seen by everyone). Simply click your name in the upper right-hand corner and then click “Manage Privacy,” which will take you to a page like this one, where you can update your privacy preferences:



8. Lastly, clicking on the “Giving” tab on the left-hand side will provide you (and only you, your spouse or partner, and the Treasurer) the ability to see your giving information in real time. Your total pledge amount will be displayed in a box on the right, along with the current amount contributed to it. In order to sign up for online giving, simply click the blue “Give” button, which takes you to a page where you can enter your payment information, frequency, etc. If you have any questions or think there’s a mistake in your record, please contact [Doug Esser](#) (Treasurer) or [Mary Ellen Wilson](#).



That’s all for now. Welcome to our online church community!