



## Learning to Navigate the MVBC-Realm Site

Realm represents an exciting, new online communication tool that will simplify how our church shares and receives information and help us more effectively carry out our mission of bringing glory to God by being “a caring community of disciple-makers proclaiming Christ at every opportunity.” Once you create your Realm account, here are six features of Realm you’ll want to familiarize yourself with:

### 1. REVIEW YOUR PERSONAL INFORMATION & PRIVACY

**SETTINGS** – Click on the “down” arrow next to your name at the top right corner of the Realm main page and select the “My Profile” tab. This will take you to a page where you can view and update your personal information. To change any of this information (i.e. – address, phone number, etc.), click the “Edit Profile” button underneath your name near the top of the page. Here, you can change your contact and/or personal information. If you ever update any information here, please remember to click “Save” at the bottom of the page to save your updates to the MVBC-Realm directory. You can also control how much of your personal/contact information is visible to other MVBC-Realm users by clicking the “Manage Privacy” button and customizing your privacy settings for you and your family. Remember, that the more information you make invisible to your fellow church family, the more difficult it may be for them to stay in touch with you when they use Realm to look for your information.

2. **ADD A PERSONAL PHOTOGRAPH TO YOUR PROFILE** – Click on the round circle next to your name and add a photograph file with a picture that clearly shows your face (i.e. – from top of your shoulders to top of your head). Remember, the goal of this photograph is not to show your loyalty to your favorite sports team or demonstrate your hobbies/interests but rather to help others in your church clearly identify you by name and face.

### 3. FAMILIARIZE YOURSELF WITH THE “DIRECTORY” FEATURE

– Do you remember years ago when we had printed pictorial directories for the church? Often times, the information in these directories would become irrelevant as people moved or their contact information changed. Realm helps information remain relevant as people move through different phases of life because a user can update their personal information in the online, Realm directory at any time. To see the online directory, click on the “Community” tab at the left of the screen, and

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...click on the "Directory" tab. Here you can see everyone who has an active Realm account and click their name for more information. Also, you can use the "Search" box at the top right of your Realm page to search by a person's name and pull up their available contact information.

#### **4. EXPLORE YOUR GROUPS AND START COMMUNICATING WITH OTHER MVBC FRIENDS**

– Click on the "Community" tab on the left of the screen, then click on the "Groups" tab underneath. Here will be a listing of all the groups you are involved in at MVBC. Everyone is in the "Mount Vernon Baptist Church" group. This is where leaders in the church can post information relevant to the whole congregation. Also, you may find that other groups are listed under the "Groups" tab as well such as: your Sunday school class, committees or ministry teams you may be actively serving on, etc. If you click on these groups, you can explore more information specific to these groups as the leader of that group makes it available.

#### **5. REVIEW YOUR PERSONALIZED CONTRIBUTION HISTORY –**

Anytime during the year, you can keep up with your personalized giving history to MVBC by clicking the "Community" tab on the left of your Realm screen and then clicking "Giving". This will make acquiring contribution statements much easier at the end of each year, because you will now have the option to print and/or save your contribution statement from Realm, and don't worry – you're personal giving records are confidential just like they've always been.

#### **6. DOWNLOAD THE APP FOR YOUR SMARTPHONE OR**

**TABLET** – If you use a smartphone or tablet on a regular basis, the app version of Realm presents one of the most exciting opportunities for convenient communication with your church family through Realm. Apple iPhone (iOS) users can go to the App Store and download the free "Realm Connect" app on your devices, and for Droid users, simply go to the Google Play store to download "Realm Connect." You can use the same email address and password to log into the app that you created on the browser version of Realm. Once you download the app, you can customize your app settings to allow "Push Notifications" when someone posts in your MVBC groups on Realm.

If you run into any challenges along the way that you can't resolve on your own, you can always get help by clicking the question mark at the top right of your Realm page (when logged-in). This will open a new page in your web browser called "Realm Help Center". Here, you can type in questions or search by topic to find lots of help on how to use Realm. Also, your church staff is always glad to help with any questions, so don't hesitate to email us or to ask us when you see us around campus.