



How to Create Your MVBC Realm Account

Your church family wants to connect with you, and you can connect with them through MVBC's new online tool for community and communication – Realm. In order to get started in MVBC's Realm community. Please take the following steps:

- 1. LOOK FOR A REALM INVITATION EMAIL** – If our church office already has a current email and birthdate information on file for you, then you will receive an email inviting you to join MVBC's Realm community. The subject of the email will read: "Mount Vernon Baptist Church: Join our online community!" If you haven't received an invitation email like this yet, please contact our office during normal business hours (8am-4pm Monday-Thursday), provide your name, birthdate, and current email address, and request that an invitation email be sent.
- 2. CLICK THE LINK IN THE INVITATION EMAIL** – Once you receive a Realm invitation email, click the link next to "Create an account". This will open a registration page in your web browser.
- 3. CREATE A PASSWORD FOR REALM** – Follow the prompts to create a password. Please note that the password *must contain* at least 8 characters and a mix of uppercase letters, lowercase letters, numbers, and symbols. Also, remember that your email address on file in Realm is always your username.
- 4. CHECK YOUR EMAIL AGAIN** – After successfully creating your password, you should receive another email from Realm with a subject line of "Mount Vernon Baptist Church: Email Verification" requesting that you verify the creation of your Realm account.
- 5. CLICK THE LINK IN THE VERIFICATION EMAIL** – Click the link in this email next to the words "Verify your email".
- 6. CONFIRM YOUR BIRTHDATE** – This will open a page in the Realm browser to confirm your birthdate. Once you have successfully confirmed your birthdate, your Realm account has been created and you will be able to see the main "News" page of the MVBC Realm community and explore the site.

Bookmark the login page for ACS Realm on your favorite web browser so that you can navigate to the 'sign in' page quickly in the future. Also, if you are a smartphone or tablet user, the Realm app is a great way to get connected. Check out the App Store (for iOS users) or the Google store (for Droid users) and download the "REALM CONNECT" app to your device. The same email and password will log you into the Realm app too.