



# What is Realm?

Realm is here!

Realm is our new web-based database, accounting and ministry tool to replace our LOGOS system that informs our staff and connects our congregation. All of our data is safely stored and backed up in the cloud, making it available 24/7 from anywhere using a web browser or mobile phone. Not only will this improve work life for our office and ministry staff, it will make it easier for our church family to connect with each other, keep up with what's going on, and grow as a connected community.

You will be invited to join the CPC Realm community. Once joined, you will be able to update your profile information, see an on-line CPC directory and more. It will make it easier for us all to Connect. Look for your invitation to join the CPC Realm Community!

# Introducing Realm

There are some things you should know before we highlight what you can do with Realm:

- We're updating the administrative and accounting tools our staff uses to run the daily operations of our church.
- We're adding more ways to communicate and connect as a church, all while leaving current methods in place.
- Realm will be rolled out in phases.
- You determine how much you want to make this part of your experience with our church, but we encourage you to participate.

-

# How Does Realm Help You and Will it be Complicated?

**Realm helps you be connected to CPC. Once you log in, you can:**

- Update your address, phone, and email (and set privacy settings to determine who can see that information)
- Add your picture to your profile
- See your giving history (coming soon)
- Access our church directory

**In the near future, you will be able to:**

- Share posts and pictures, and plan events with your groups
- Interact with, and find new groups
- Give electronically (by credit card, debit card, checking account, or savings account)
- Register and pay for church events

# How Do I Get Started?

Every member has a profile already in Realm. Your profile is already filled-out with some basic information about you that is needed by the church office for administrative work. Your profile is currently visible to church staff and group leaders only until you change the settings to share as little – or as much – as you want others to see.

**\*\*Remember that you determine how much you want to participate in Realm.\*\***

# How Do I Get Started?

1. You will receive an email from CPC inviting you to setup a profile in Realm.
2. When you receive the email – follow the directions in the email to setup an account.
3. Once you have an account, you can login to Realm to update your profile. This can include adding more contact information, sharing your basic personal information, and adding a photo.
4. Your account also lets you setup your privacy settings. The settings control what other people see when they view your information in the Directory.
5. **Check the box “Opt-In to Online Directory”**. Important for others in our CPC community to be able to contact you.
6. Change your privacy settings to “Everyone in Our Church” or use the “Custom Privacy Settings” to include specific profile information in the online directory. Your profile information is not automatically included in the Directory.
7. The next time you want to sign-in to Realm you can find a link to the sign-in page on the CPC website [chcpc.org](http://chcpc.org)

**Only church members with a login can access Realm. No one outside of our congregation has access.**

# News

Search 

AP admin  

- My Profile
- Manage Privacy
- Manage Account
- Notification Settings
- Sign Out

Drop down box to access your personal info

- News
- Messages
- Events
- Giving
- Groups 
- Directory



Your feed doesn't have any activity yet. Consider posting a welcome message to get things started.  
[Start something.](#)

Where you access your CPC Realm Community

Click the ? for help



# admin profile SRD

- News
- Messages
- Events
- Giving
- Groups
- Directory

 Edit Profile

 Manage Privacy

Manage your privacy settings here

Edit your info here

### Contact Information

Email

Phone Number (630) 555-5555

Address   
Hinsdale, IL 60521

### Personal Information

Birth Date October 15th

### Groups

Member Of [test profiles](#)

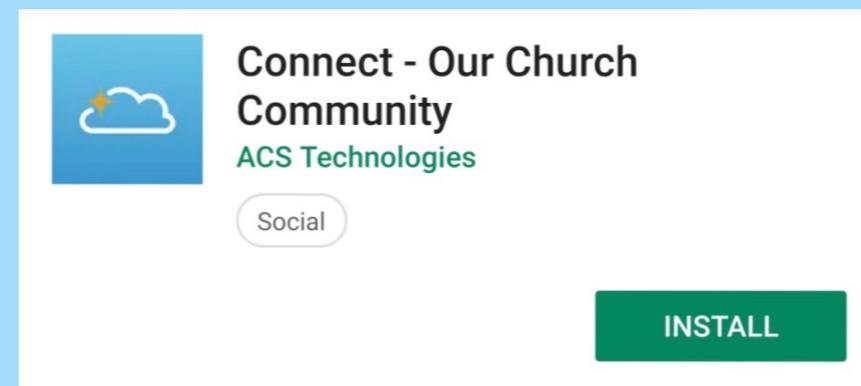
### Family

- TR Teen   
Child
- CR Child   
Child

Manage your family here

# Can I Access Realm From My Mobile Phone?

Yes. There is a free app “**Connect - Our Church Community**” available via the iTunes and Google Play stores.



(Remember, you need sign up online first before you can use the app)

# **Realm Privacy:**

**Your information is your information.**

1. You must have an invitation to join the CPC online Realm community. Only members of our community – members, friends, and associated groups are invited to join.
2. You have complete control over who can see your contact and personal information.
3. Contact information is never public or searchable on the Internet. Any information you elect to make visible to your church family is always protected behind a login.
4. Authorized staff will always have access to your profile information.
5. You and certain authorized staff may update your profile information.
6. For safety reasons, sharing contact and personal information for children under 18 is limited. Parents determine whether or not to display their child's name in the church directory.
7. Children under 13 may not participate and will not be able to sign in.

# Opt-In to Directory

1. Once you have your account set up, you decide if you want your information in the CPC on-line directory.
2. What is seen in the directory?
  - Name
  - Photo
  - Address
  - Phone Number (one only; select your preferred in settings)
  - email
  - birthdate (month/day only)
  - groups
  - other family members who have also opted in
  - Children and teens show only name, no personal info.
3. Check the box “Opt-In to Online Directory”.
4. Change your privacy settings “Everyone in Our Church” or set “Custom Privacy” settings to include the above specific profile information in the online directory.
5. **Only church members with a login can access Realm. No one outside of our congregation has access.**



# Manage Account Privacy

News

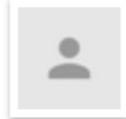
Messages

Events

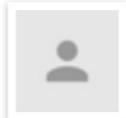
Giving

Groups ▾

Directory



admin Test P  
rofile



Teen



Child

- Everyone
- My Groups + Group Leaders + Staff
- Group Leaders + Staff
- Only Staff

**Custom Privacy**

Choose different privacy levels for specific contact fields and personal information.

Home Address

[Redacted]

Everyone ▾

Home Phone

(630) 555-5555

Everyone ▾

Mobile Phone

(630) 555-6666

Everyone ▾

Primary Email Address

[Redacted]

Everyone ▾

# Privacy Setting Options

- **Everyone**—Like a church directory listing, everyone in our church will be able to see whatever profile information is marked as visible to everyone.
- **My Groups + Group Leaders + Church Staff**—This setting means information will only be shared with the people you are involved with at church. *This is the default setting.*
- **Group Leaders + Church Staff**—You would use this setting if you wanted to keep some profile information hidden from anyone who is not a group leader or on staff.
- **Church Staff Only**—This setting effectively removes you from the church directory. Your information will only be available to authorized church staff.
- **Custom Privacy**—Choose different privacy levels for specific contact fields and personal information. You can do this in two places: when you edit your profile information or when you manage your privacy settings.

# Family Privacy

- A family member with a primary position such as “Adult 1” or “Adult 2” can change privacy settings for other members of the family and opt family members into the church directory.
- Birthdays are required for children (as a means to prohibit access), but it’s up to you if you want to share the birth date with your church family.
- Children under 13 may not participate and will not be able to sign in. They will show up in the directory if the parent has opted them in.
- For children under the age of 18, the **Everyone** privacy option is not available. Teens 14-18 are able to have a login, be able to opt into the directory, and see the online directory. The information they share is limited