

Mayflower

Community Congregational
United Church of Christ

How to Manage Your Profile and
Privacy in Realm

July 6, 2022

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Realm Sign In

<https://onrealm.org/MayflowerCommun/SignIn>



Give Online

Sign In



Realm Connect
Slide 11

Browser Compatibility

For best results, keep your browser updated to the latest version. We recommend using the latest version of any of the following Internet browsers:

- Chrome
- Firefox
- Microsoft Edge
- Safari


Realm Screen Navigation

The image shows a screenshot of the Mayflower website's navigation menu. The menu is located on the left side of the page and includes the following items: Communications (with a dropdown arrow), Events, Giving, Groups (with a dropdown arrow), and Serving. The 'Giving' and 'Directory' items are highlighted with red boxes. A red arrow points from the 'Giving' box to the text 'Giving and Pledging'. Another red arrow points from the 'Directory' box to the text 'View Directory'. At the top of the page, there is a search bar with the text 'Search for people or groups' and a magnifying glass icon. A red box highlights the search bar, and a red arrow points from the text 'Search for people or groups' to the search bar. In the top right corner, there is a user profile icon with a question mark and the text 'Name v ?'. A red box highlights this icon, and a red arrow points from the text 'Help "?" Slide 12' to the icon. Below the user profile icon, there is a dropdown menu with the following items: My Profile, Manage Privacy, Manage Account, Notification Settings, and Sign Out. A red box highlights this dropdown menu. A red arrow points from the text 'View/Edit Profile Slides 5,6,7,9' to the 'My Profile' item. Another red arrow points from the text 'Manage Privacy Slide 8' to the 'Manage Privacy' item. A third red arrow points from the text 'Sign Out (optional)' to the 'Sign Out' item. At the bottom left of the page, there is a footer with the text 'Support | Privacy | Terms of Use' and 'Copyright © 2022 ACS Technologies'.


My Profile


Profile Search

Click to Add or Edit Picture



First Last

 Edit Profile

 Manage Privacy

View or Edit Contact Information

No need for change if information is accurate.
To change Privacy, see Slide 8.

The screenshot shows the 'Edit Test Person' interface. At the top, there is a blue header with 'Test Person >' and a search bar. Below the header, the title 'Edit Test Person' is displayed. The main content area is divided into sections: 'Contact Information', 'Personal Information', 'ADDRESS', 'PHONES', and 'EMAIL'. The 'Contact Information' section includes a 'Name' field with an 'Edit Field' icon. The 'ADDRESS' section includes a 'Home' address field with an 'Edit Field' icon. The 'PHONES' section includes 'Home' and 'Mobile' phone number fields. The 'EMAIL' section includes 'Account Email', 'Email', and 'Alternate Email' fields. A red box highlights the 'Contact Information' tab, and another red box highlights the 'Edit Field' icons. A third red box highlights the 'Leaders & Group Members' privacy settings. A fourth red box highlights the 'EMAIL' section.

Edit Contact Information

Current Privacy (set elsewhere)

Account Email (to Sign-In) vs Contact Email

The diagram shows a 'Structured Entry / Edit Address' form. It is divided into two columns: 'Name' and 'Address'. The 'Name' column includes fields for Title, First Name, Middle Name, Last Name, Preferred Name, and Suffix. The 'Address' column includes fields for Country (with 'United States' selected), Address, City/Town, State, and Postal Code.

Structured Entry / Edit Address

Name	Address
Title	Country United States
First Name	Address
Middle Name	City/Town
Last Name	State
Preferred Name	Postal Code
Suffix	

View or Edit Personal Information

No need for change if information is accurate.
To change Privacy, see Slide 8.

The screenshot displays the 'Edit Test Person' interface. At the top, there is a blue header with 'Test Person >', a search bar, and a user icon. Below the header, the title 'Edit Test Person' is prominent. A navigation bar contains 'Contact Information' and 'Personal Information', with the latter circled in red. A red box labeled 'Edit Personal Information' has an arrow pointing to this tab. Below the navigation bar, there are 'Save' and 'or Cancel' buttons. The main content area is divided into 'BASICS' and 'DETAILS' sections. In the 'BASICS' section, the 'Birthday' field is circled in red and contains the text 'mm/dd/yyyy'. A red text annotation 'MM/DD appears on some screens and reports regardless of Privacy setting' has an arrow pointing to the birthday field. In the 'DETAILS' section, the 'Gender (expansive)' and 'Preferred Pronouns' dropdown menus are circled in red. Two red arrows point from these dropdowns to a large red-bordered box on the right. This box contains two dropdown menus: 'Gender (expansive)' with options 'Female', 'Male', and 'Non-binary'; and 'Preferred Pronouns' with options 'He/Him/His', 'Other', 'She/Her/Hers', and 'They/Them/Their'. The 'Gender (expansive)' dropdown is currently set to 'Not in Directory now'.

Privacy Settings-Control What Others See

with the church. Also, group meeting hosts' contact info may be visible, regardless.

Same privacy for all fields

i Your contact and personal information can be seen by users with permission to view profiles and:

- Anyone in the church **i**
- Leaders & group/serving team members
- Leaders **i**
- Users with permission only

Custom Privacy **Different privacy for specific fields**

Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.

Mobile Phone
[Redacted]
Users with permission only

Primary Email Address
[Redacted]
Users with permission only

Personal Information
Users with permission only

RECOMMENDED: Anyone in the church
= Anyone with a Realm Password

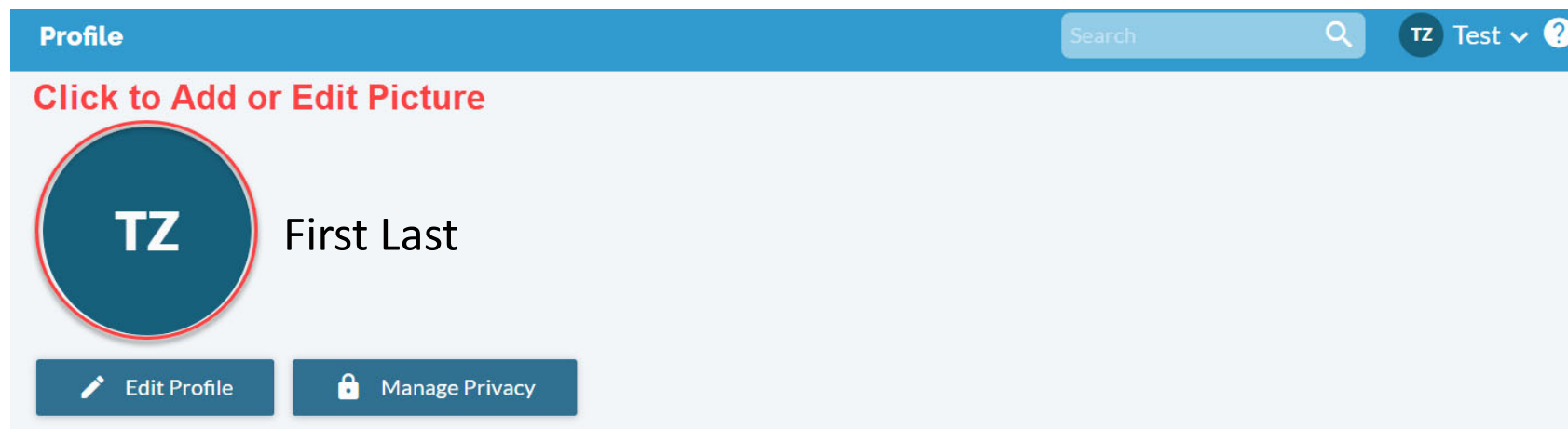
Other Options:
Leaders & Group/Serving team members
= People who are in the same groups
with you

Leaders = People who are Leaders of the
groups you are in

Users with permission only = Staff and
volunteers given permission to view
profiles

- All Personal Information has the same privacy setting.
- Regardless of privacy setting, birth year, gender, marital status, and allergies are only visible to users with permission.

Add or Change Profile Photo

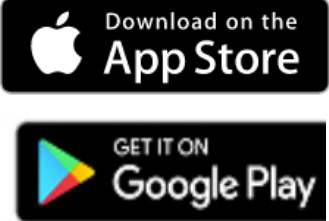


- Some Profiles already have photos from the most recent Lifetouch Directory.
- Since many of those were family photos, individual family members may choose to replace the family picture with one that is specific to the individual.
- To add or change a profile photo, click the photo or circle on My Profile. See Realm Help for additional information.

Additional Information Regarding Children


- Any adult (person with a Primary Position) with a Realm Account can edit the information and the picture that appears in the Realm Profile of anyone in the family with a Child position.
- Some Realm internal controls are driven by Age (e.g., under 18) and others are driven by Family Position (e.g., Child)
- See Realm Help for more information

Realm Connect App for your Phone



Download on the
App Store

GET IT ON
Google Play



Realm Connect - For Our Church
Connecting Our Community
[ACS Technologies Group, Inc.](#)
★★★★★ 4.5 • 1.5K Ratings
Free

4:12

Giving

Gifts Pledges


YEAR TO DATE

Date	Fund / Type	Amount
5/25/21	Building Fund Check: 1234	\$50.00
5/25/21	Budget Fund Check: 1234	\$100.00
5/12/21	Budget Fund Check: 1234	\$50.00
5/12/21	Building Fund Check: 1234	\$50.00
4/18/21	Building Fund Check: 1230	\$100.00
4/18/21	Budget Fund Check: 1230	\$50.00
3/7/21	Camp Scholarships Check: 1234	\$50.00
3/7/21	Budget Fund Check: 1234	\$100.00
3/2/21	Budget Fund Check: 1234	\$100.00
3/2/21	Building Fund Check: 1234	\$50.00
1/31/21	Building Fund	

News Communications Events Giving More

4:11

More Profile



Randy King

Your profile is always visible to church staff.

EMAIL

randy@realmconnect.link
Viewable only by church staff

+ Add Alternate Email

PHONE

Home - (512) 431-2890
Viewable by people in my groups

+ Add Phone

ADDRESS

1619 King Ave Florence SC 29501-4123 US
Viewable by everyone in the church

News Communications Events Giving More

For Help

- Realm has excellent, context-sensitive help.
- Click “?” at the top right corner of any screen

Realm Help Example

Your Family

Those designated with a primary family position, like "Head" or "Spouse", can edit the information displayed on the profile pages of their family members.

Related articles:

[Your Profile](#)

[Add Your Photo](#)

[Update Your Photo](#)

[Delete Your Photo](#)

[Update Contact Information](#)

[Update Personal Information](#)

[Update Social Media Information](#)

[Your Privacy](#)

[Add a Family Member](#)

[Update a Family Member's Profile](#)

[Manage Your Family's Privacy](#)

[Set Your Privacy Preferences](#)

[Privacy Settings](#)

[Find People](#)

[View the Directory](#)

**Or send email to:
REALMSUPPORT@MAYFLOWERMPLS.ORG**

Realm Glossary

Term	Meaning
ACS and Realm	ACS is the vendor that owns and supports Realm. Realm is the name of the System. ACS is also the name Mayflower used to refer to the system Realm replaced.
Profile	A Profile is a person in Realm.
Realm User or Realm Account	A person with a Realm password who can Sign-In to Realm and appear in the Directory.
Privacy	User controlled settings that defines which parts of your Profile can be seen by other users.
Contact Information	Name, Address, Email Address, Phone Number, Social Media Links. Each field can have a separate Privacy Setting.
Child (anyone under 18)	Realm has built-in Privacy protection for anyone under 18. A child can't edit their Profile or Privacy settings.