Joining Realm

Step 1: Check Your Email and Activate your Profile
If you have an email address on file with the church, you should have received an email message from St Mary Cathedral inviting you to join Realm, our online community. Open the email and follow the instructions to create your password. Then watch for a verification email, and follow the instructions to activate your profile. Invitation links are good for 72 hours.

If you do not receive an email invitation and know that you have a valid email address on file with the church, please check your spam/junk folder. If the email invitation isn't there, or if you haven't given the church an email address, contact the office at stmparish@lcss.org

Step 2: Log in to Realm (https://e.onrealm.org)
After you have activated your profile, you can log in to Realm from this page. Click the Realm login button and enter your email address and the password you created.

Step 3: Check Your Contact Information and Privacy Settings
After you have logged in, click on the arrow next to your name in the upper right corner of your profile screen. Select "My Profile" to check the information about you and your privacy settings. Click on "Edit Profile" to change your contact information.

To see your privacy settings, click on "Manage Privacy." We urge everyone <u>over</u> 18 to choose "Everyone in our church." Other Realm users in the church will be able to see your email and home address, phone number, birthday (month and day, not year), marital status, and the names of members of your household. If you prefer to keep certain information private, you can choose one of the other options.

> **Parents: To comply with Safe and Sacred policies, privacy settings of children under 18 are set to "Only the Church Staff" and should not be changed.**

Step 4: Change Your Email Settings
Click on the arrow next to your name in the upper right corner of your profile screen. Select "Email Settings." Select "New posts only" or "All posts and replies."

Step 5: Upload a Photo of Yourself
In a church as large as ours, connecting a name with a face helps us get to know each other. Please add a headshot that shows your face clearly. To upload a photo from your computer, click on the circle containing your initials.

Step 6: Explore!
In the coming months, we will have your parish contributions updated and event registration will migrate to Realm. Stay tuned!

Step 7: If You Use a Smartphone or Tablet, Get the Realm App
After you have activated your profile, you can use Realm on your smartphone or tablet. To download app from the Apple App Store or the Google Play Store, search for "Connect – Our Church Community" from ACS Technologies.