

Introducing



St. Patrick's New Online Directory, Database, and Communication Tool

What is Realm?

Realm is a secure online tool for staff, members, and regular attendees of St. Patrick Parish. Features include:

- A secure database for office use
- Online church directory with photos
- Tools for parish-wide and ministry group communication
- Secure access to your personal giving history

We need you to log in to Realm!

You may not plan to use it a lot, but we ask that you log in, create a password for future use, and verify your contact information. Note: when you log in, you should find yourself in the database. If you do not see your information when you log in, then stop and call the parish office at 319-266-3523. Entering your name and address yourself will create a duplicate entry that staff will have to fix. Let us help you if the following process does not work as noted.

1) Find your invitation sent to the email address you have on file with the parish. Another email invitation will go out on Monday, Nov. 18. If you don't see it, check your Spam/Junk folder (or Daily Digest for cfu.net users). Still don't see it—we probably don't have a current email address for you! Just call the parish office to provide one.

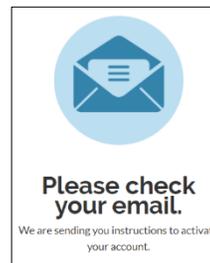
2) Click on the link to access the "Register" webpage. Note: do not change the email address that is pre-populated for you. If you prefer to use a different email address for log in and parish communications, you can change that in step 4. Create a password. You will receive a notice to check your email.



Do not change your email address here or here!

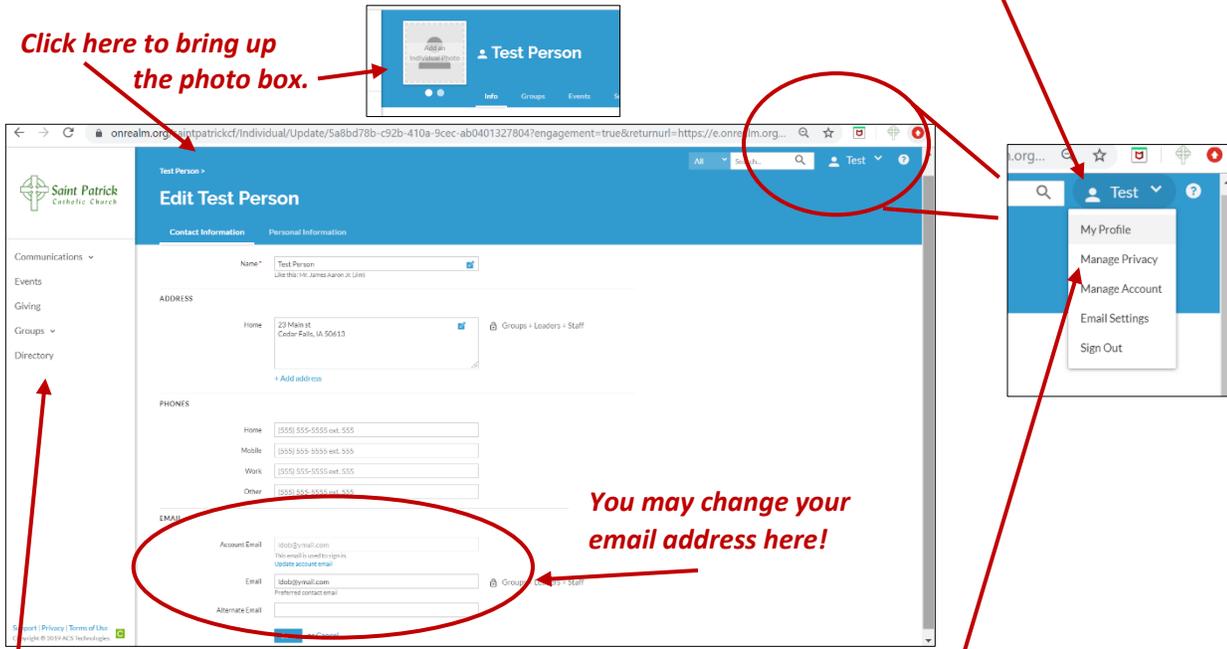
3) Do the 2-step verification process to access your profile. Realm is very secure!

- a. Check your inbox for a verification email. Click the link, leave the email address alone, and enter your password.
- b. Verify your birth day and month to enter Realm.



4) Use “My Profile” to verify your information.

- Click on your name in the upper right corner, choose “My Profile” then “Edit Profile.” Change/update your data as needed under the “Contact Information” tab. Here is where you may change your email address for both signing in and receiving parish emails. You probably want it to be the same. Check the “Personal Information” tab as well.
- To upload individual and/or family photos, click on your name in small print by the arrow in the upper left. Click on the left dot then the photo box for an individual and the right dot then the box for a family.



- For the Online Directory**, click your name in the upper right then “Manage Privacy.” We suggest choosing “Everyone” so that your basic contact information (name address, phone, email, and photo) appears in our secure Online Directory. As more groups and people start using Realm, your friends will appreciate being able to call or email you.

You will see that “Events,” “Giving,” and “Online Directory” are in the left (white) menu for future use.

Notes on Realm

Do you have concerns about security/privacy?

Realm uses bank-level encryption. Realm is part of ACS Technologies, which is the largest provider of church database software, serving over 40,000 clients, including several churches in the Archdiocese. Only members of St. Patrick Parish who have been invited to join may log in. Once you are invited and log in, you may choose the privacy settings that you are comfortable with. You may check your giving statement at any time by logging into Realm, clicking “Giving” on the left-hand side, and then clicking the blue box on the right-hand side that says “Contribution Statement.” Your giving information is only visible to you and authorized parish staff.

Will Realm replace our Church Online Directory?

Yes, we are planning for Realm to be our new online directory. The directory only works if everyone logs in, makes sure their contact information is correct, keeps it up to date, and allows their basic contact information to be shared under “Manage Privacy.” There will no longer be printed directories available. Realm is THE place to find someone’s contact information.

Do you need help?

Please contact the parish business office at 319-266-3523, visit the online help page at help.onrealm.org, or call Realm customer support at 1-800-669-2509. Forget your password? Go to onrealm.org and click “Forgot Password.” Remember your email address is your username for logging in. If you get stuck, please contact the parish business office and we can send your username and password reset.