

“In the Beginning...” -Realm

Join St. Benedict Catholic Church Online Community

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Customizing Realm

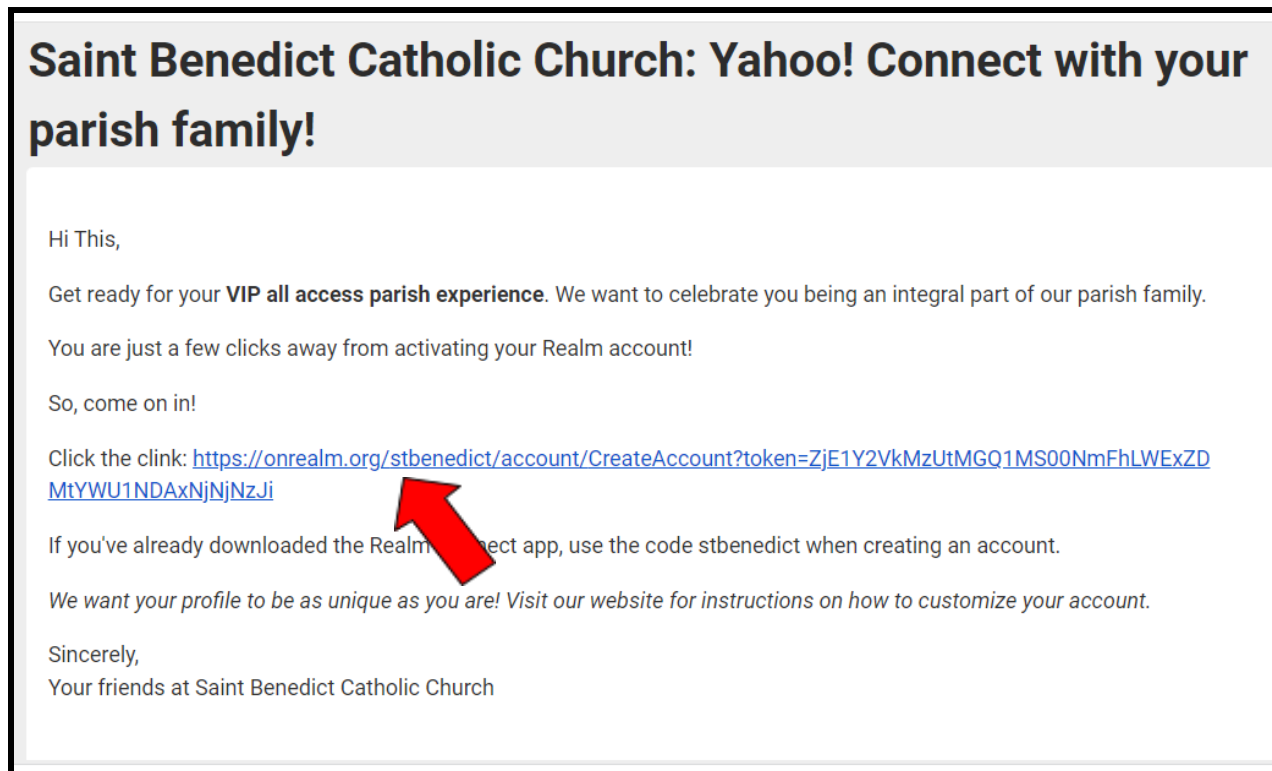
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Join St. Benedict Catholic Church Online Community

Activate Your Realm Account

1. Check your **email** for a letter from St. Benedict Catholic Church.
2. If you don't see it check your **Spam** folder
3. If you checked your Spam folder and still don't see the Realm invite, contact our office to make sure we have your updated email address: realm@stbenedict.org

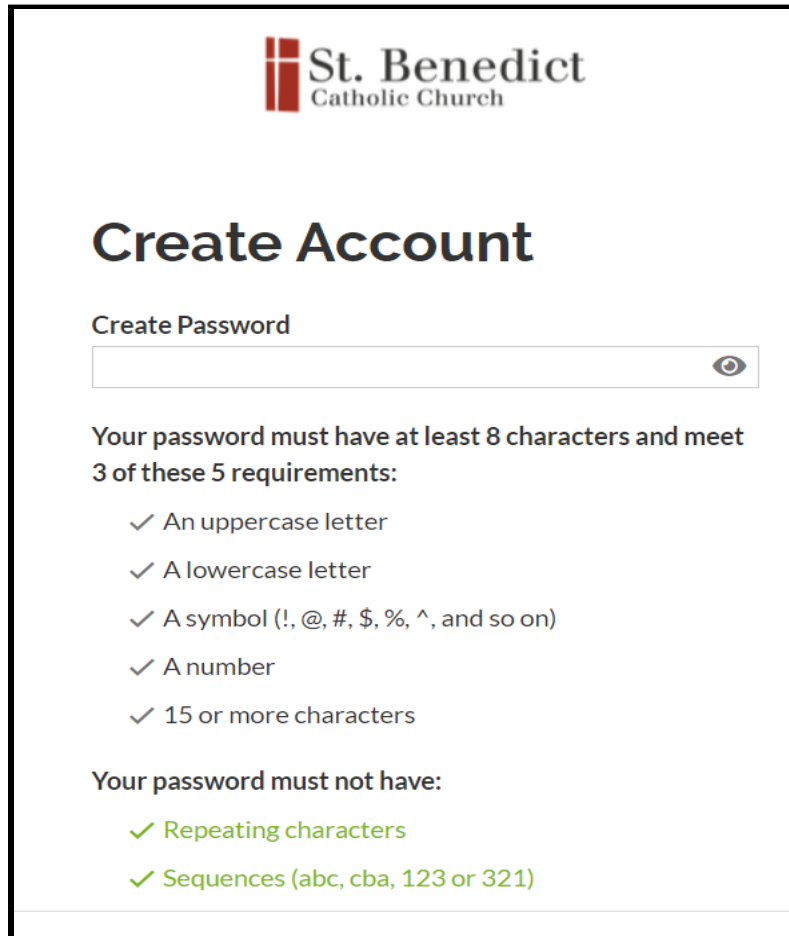
Figure 1: Sample Email




Create Account

1. After activating your account, you will be directed to set-up a password and confirm it.
2. Passwords must follow certain criteria in order to be valid. Follow the instructions.

Figure 2: Create Password




The screenshot shows a web form for creating an account. At the top left is the logo for St. Benedict Catholic Church, which consists of a red square with a white cross and the text 'St. Benedict Catholic Church' to its right. Below the logo is the heading 'Create Account' in a large, bold, black font. Underneath the heading is a section titled 'Create Password' with a text input field and a small eye icon to its right. Below the input field, there is a paragraph stating 'Your password must have at least 8 characters and meet 3 of these 5 requirements:'. This is followed by a list of five requirements, each preceded by a green checkmark: 'An uppercase letter', 'A lowercase letter', 'A symbol (!, @, #, \$, %, ^, and so on)', 'A number', and '15 or more characters'. Below this list is another section titled 'Your password must not have:'. This is followed by two items, each preceded by a green checkmark: 'Repeating characters' and 'Sequences (abc, cba, 123 or 321)'. The entire form is enclosed in a black border.

 **St. Benedict**
Catholic Church

Create Account

Create Password



Your password must have at least 8 characters and meet 3 of these 5 requirements:

- ✓ An uppercase letter
- ✓ A lowercase letter
- ✓ A symbol (!, @, #, \$, %, ^, and so on)
- ✓ A number
- ✓ 15 or more characters

Your password must not have:

- ✓ Repeating characters
- ✓ Sequences (abc, cba, 123 or 321)

Download the Connect App or Continue On

You can either:


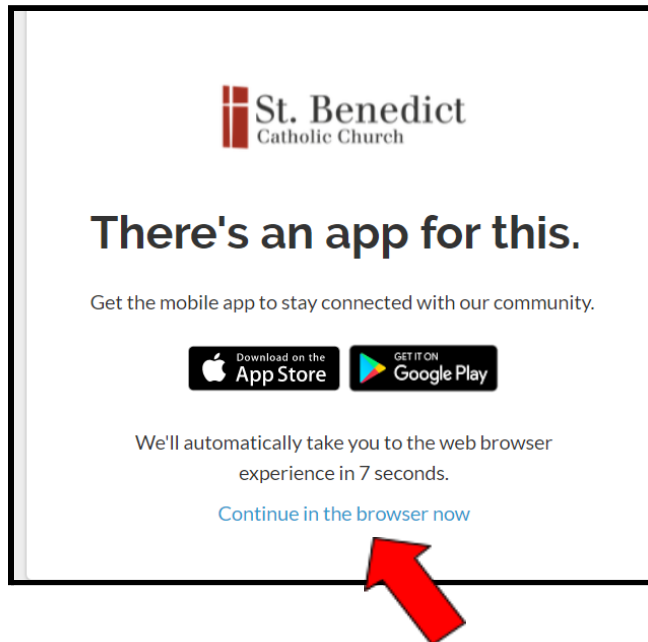
1. Click the blue **Continue in the browser now** link at the bottom of the screen to proceed to your online profile in Realm, or
2. **Download** the Realm Connect App  by selecting either the Apple App Store or Google Play

Figure 3: Continue in the browser or Download App



Customizing Realm

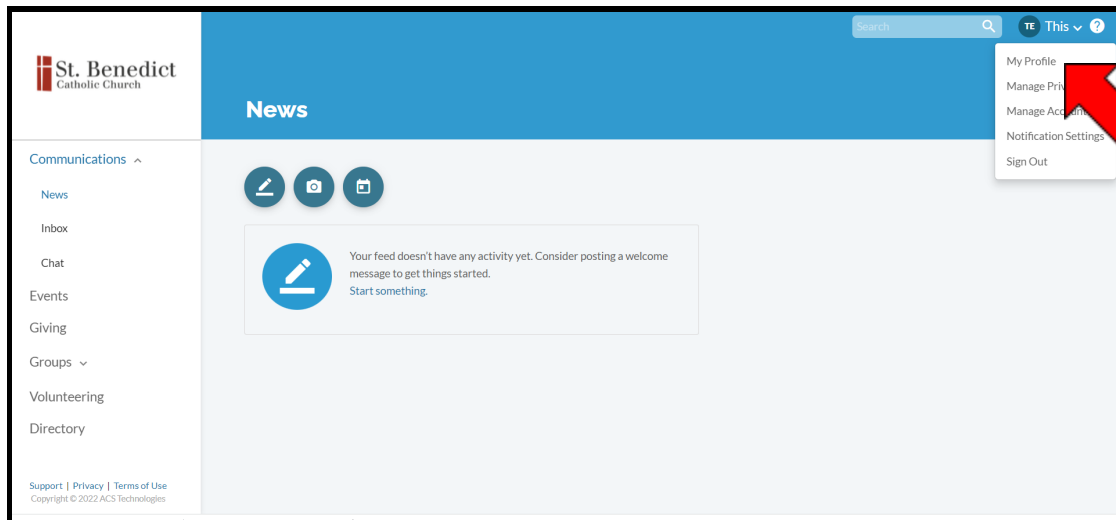
Congratulations! You are now ready for your VIP all access parish online experience! Let's go for a test-drive to ensure your profile is a well oiled machine.

Step 1 - Find Your Profile

If you are not already signed into your Realm account, go to www.onrealm.org to sign in. Use the email that your account activation was sent to along with the password you created. *Forgot your password? No problem! Click the "Forgot Your Password" link at the bottom of the sign-in to be directed to reset it!*

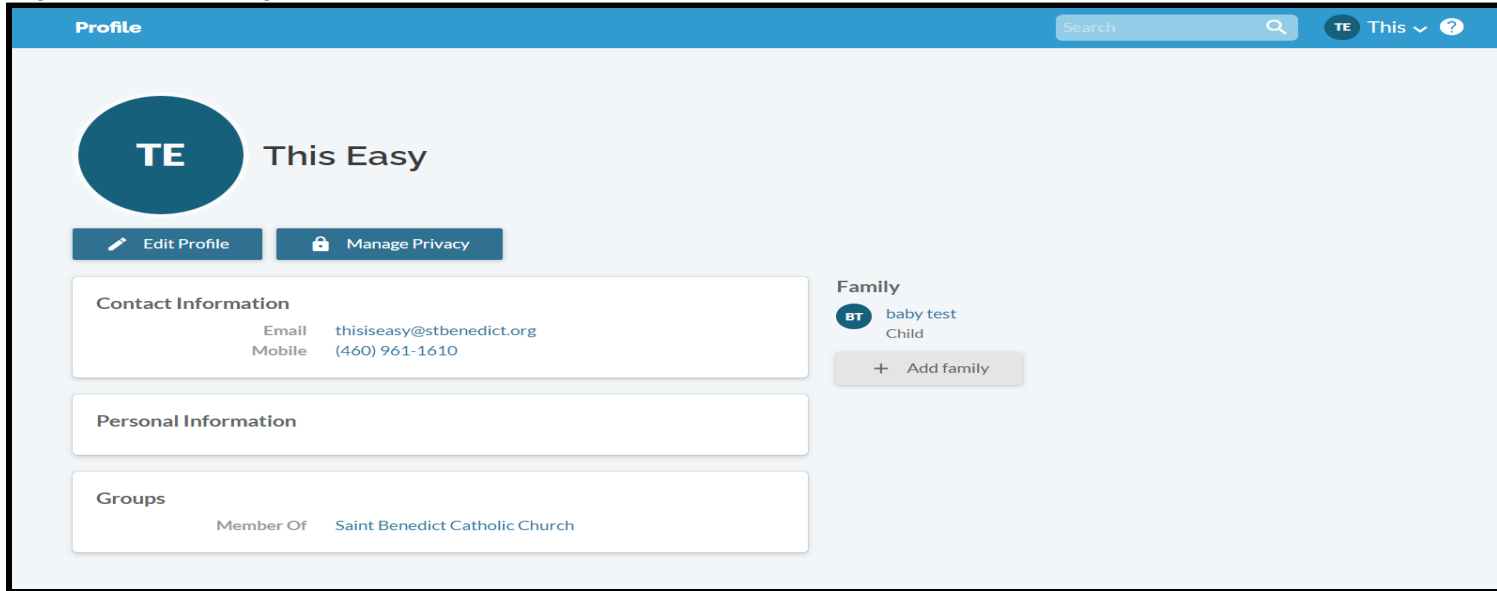
1. Once signed into your Realm Account, we want you to find your Profile! This is where everything happens!
2. Click **Your Name** in the upper Right corner of the page and select the drop down option **My Profile**

Figure 4: Find Your Profile



3. You are now on your Profile page. Please remember this step as you will need to navigate here in the future!

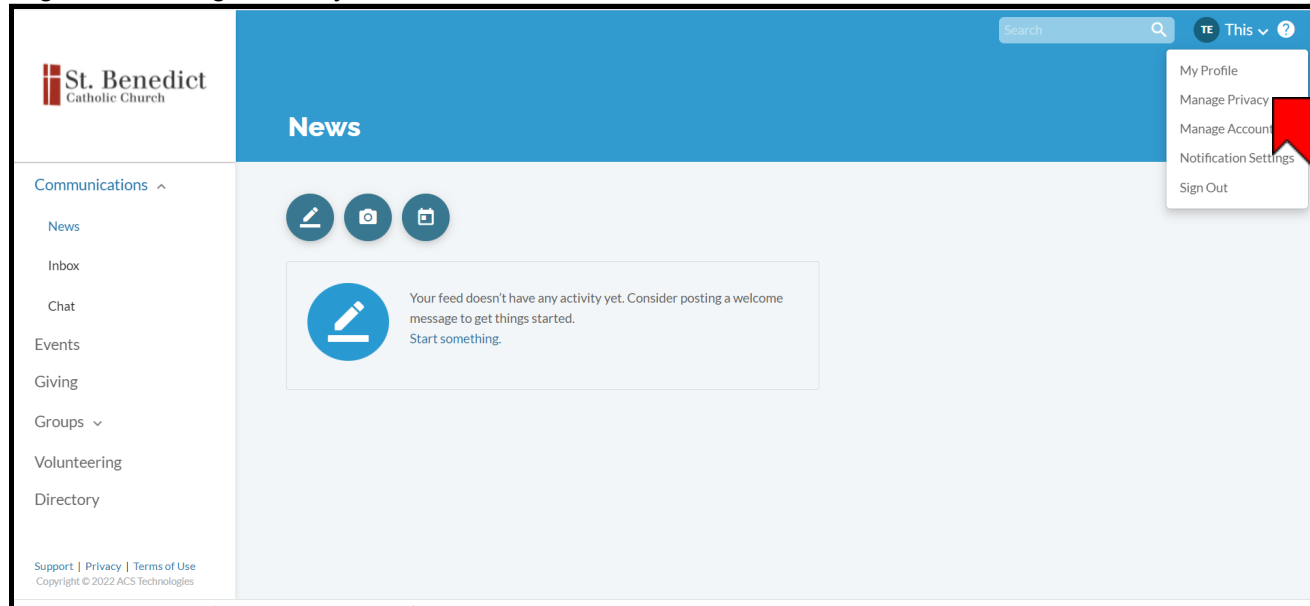
Figure 5: Profile Page



Step 2 - Manage Privacy

1. Click on the **down arrow** next to your Profile Name to access the drop down menu.
2. Select the option "**Manage Privacy**"

Figure 6: Manage Privacy



3. Please let us know who you want to have access to your account information
 - **Anyone in the parish** - All individuals in your parish who have a Realm account and are members of your groups/volunteer teams. This includes leaders *and users with permission
 - **Leaders & group/volunteer team members** - All individuals who have a Realm account and are members of your groups/volunteer teams. This includes leaders* and users with permission.
 - **Leaders** - All individuals who are leaders in Realm. This also includes users with permission.

- **Users with permission only** - Only individuals who have permission to view profiles in Realm (STAFF).
4. Click the blue **Save** button at the bottom of the page
 5. *You will then be directed to your Profile Page to begin Step 3*

Step 3 - Profile Information

On your main Profile Page, you have opportunity to edit your profile information

1. Click the blue **Edit** button

Figure 7: Edit Profile

The screenshot shows a user profile page for 'This Easy'. The profile is represented by a dark teal circle with the initials 'TE'. Below the profile picture are two buttons: 'Edit Profile' (with a pencil icon) and 'Manage Privacy' (with a lock icon). A large red arrow points to the 'Edit Profile' button. The profile information is organized into sections: 'Contact Information' (Email: thisiseasy@stbenedict.org, Mobile: (460) 961-1610), 'Personal Information', and 'Groups' (Member Of: Saint Benedict Catholic Church). On the right side, there is a 'Family' section with a member 'baby test Child' (initials BT) and an 'Add family' button. The top navigation bar includes a search bar, the user's name 'TE This', and a help icon.

2. You will see two option headers in the blue banner: Contact Information and Personal Information

Figure 8: Update Contact and Personal Information

Step 3A - Enter/Update Contact Information

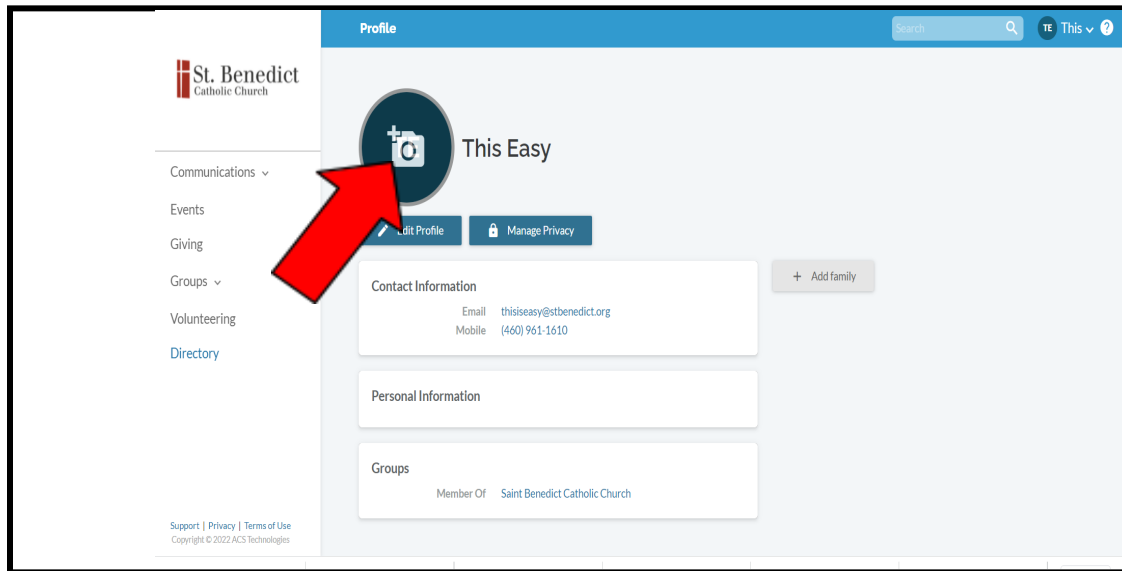
1. Click **Contact Information** and enter your contact information into any empty fields that you would like to share such as Address, Email, Phone, and Social Media
2. Click the blue **Save** button at the top of the page when done
3. Click **Personal Information** and enter your personal information into any empty fields that you would like to share
 - a. **SKIP** the dropdown Talents and Interests Fields - we will do this part later
 - b. Photo Date - If you give or gave us permission to use your photograph publicly, please enter date in this field
4. Click the blue **Save** button at the top of the page when done
5. *You will then be directed to your Profile Page to begin Step 4*

Step 4 - Profile Picture

Once on your Profile Page, you have the opportunity to customize your profile picture

1. Find the Blue Circle at the top of the page.
2. Hover over the circle with your mouse to activate the edit feature
3. Click to upload a picture of yourself

Figure 9: Profile Picture

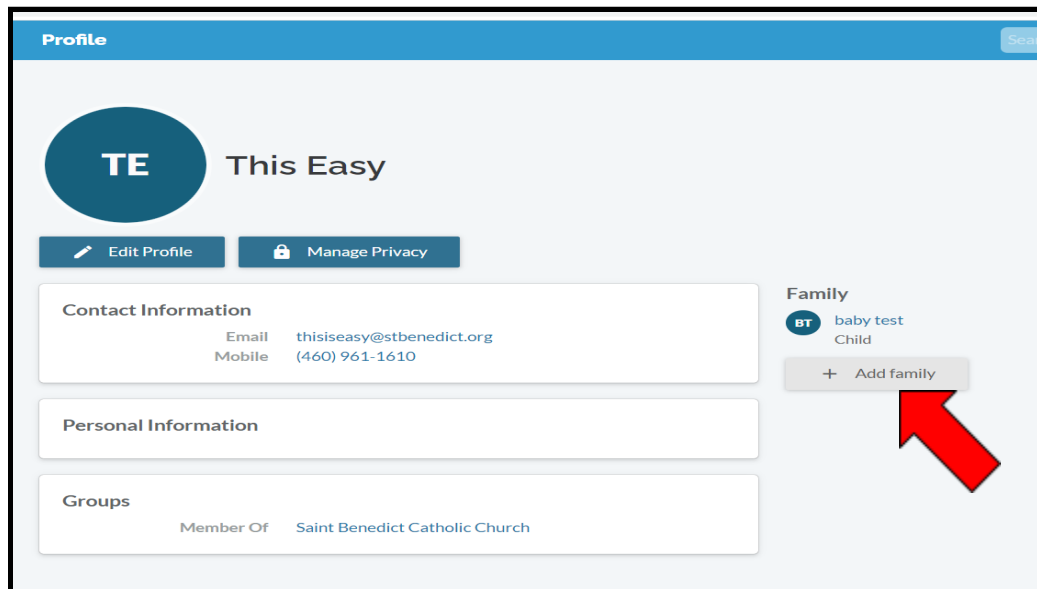


Step 5 - Family Members

Each person in our family (from our youngest to oldest) is represented in Realm and will have their own profile. From your Profile Page, you can edit/manage the members in your household.

1. NOT SEEING A FAMILY MEMBER: Click the **Add Family** button on the Right side of the page and follow the prompts to add their contact information
2. MY FAMILY MEMBERS ARE LISTED: Click on the blue link with your family member's name on the Right side of the page. Click the Blue buttons to edit their profile and manage privacy settings.

Figure 10: Family Members



More Information:

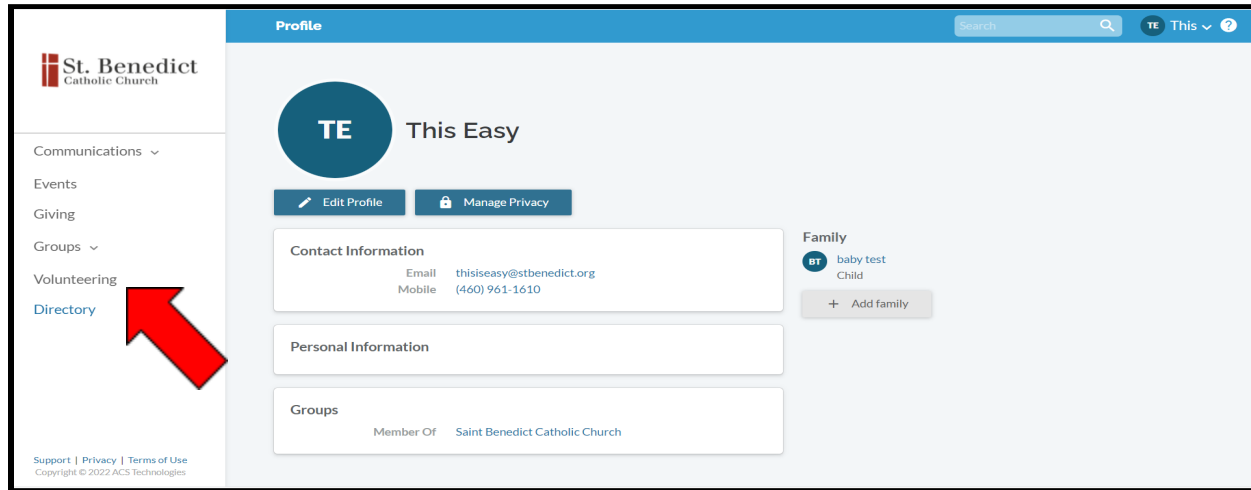
- MINORS: Any profile information listed under a minor is limited for public viewing. Only Users with Permission (Staff) can see their contact information. **However, their name/picture will appear in the directory unless you state otherwise. INCLUDE LINK FOR PERMISSION**

- ADULT KIDS: If you have children 18+ living in your household and they are already listed under your family in your profile, please have them contact the office and register as an adult parishioner

Step 6 - Talents & Interests

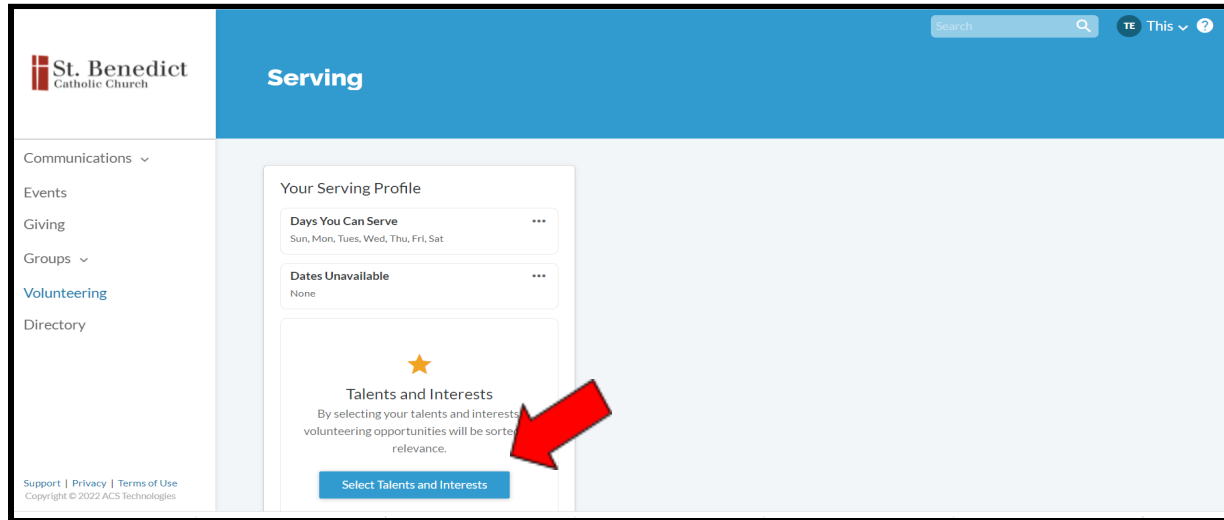
1. From your Profile Page, on the Left Hand Column, click on the word Volunteering

Figure 11: Volunteering



2. You will then be directed Your Serving Profile page where you can edit the times and dates that are most convenient for you to volunteer
3. Once done, click the blue **Select Talents and Interest** button

Figure 12 Manage Talents and Interests



4. You will be directed to the Manage Talents & Interests page; This page is an important step for St. Benedict to learn about you and what interest you have.
5. Talents represent those things you like to do, have training in, or are good at. Check all boxes that apply to you and click the blue **Next** button at the bottom Right of the page to move onto Interests.

Figure 13: Talent and Interest Selections

The screenshot displays a web interface for selecting talents and interests. At the top, there are two tabs: 'Talents' (active) and 'Interests'. Below the tabs, there is a grid of 12 interest categories, each with a checkbox and a description:

- Language**
Provide assistance in other languages besides English, including sign language
- Maintenance**
Provide assistance in fixing, mending, restoring
- Public Speaking**
Provide assistance and support for speaking events with a live audience
- Theological Studies**
Provide knowledge and support for faith based Parish programs
- Leadership & Mentoring**
Provide advisement, guidance and facilitation for parish ministries
- Marketing**
Provide assistance in graphic design, printing, social media, messaging
- Teaching**
Provide an engaging learning environment
- Visual Arts & Performing**
Provide assistance in areas such as photography, singing, dancing, acting, playing an inst...
[View Full](#)
- Liturgical**
Provide liturgical support for Mass such as lector, sacristan, EM, hospitality, altar ser...
[View Full](#)
- Organizing**
Provide assistance in simplifying, arranging, classifying and coordinating
- Technology**
Provide assistance and support in audio visual, sound equipment, live streaming, IT
- Welcoming**
Provide assistance in welcoming, greeting, directing, creating a comfortable environment

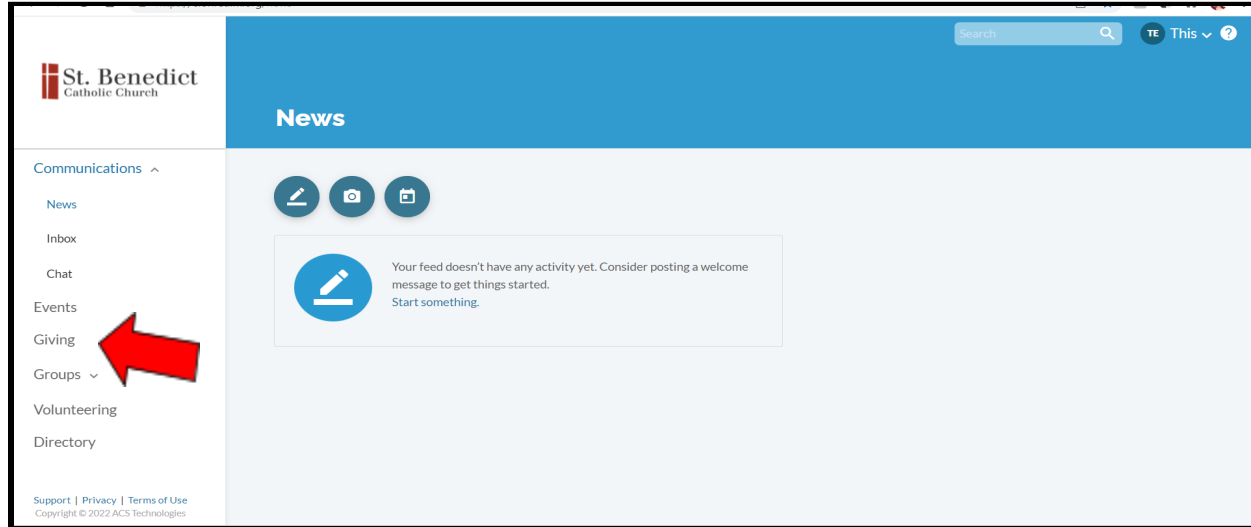
At the bottom of the screen, there are two buttons: 'Cancel' on the left and 'Next' on the right.

6. Interests represent our current and possible future ministries. Select the ministries you are already involved with (as a participant or volunteer) as well as the ones you want to learn more about (as a participant or volunteer). Click the blue **Done** button at the bottom Right hand side of the page when finished.

Step 8 - Online Giving

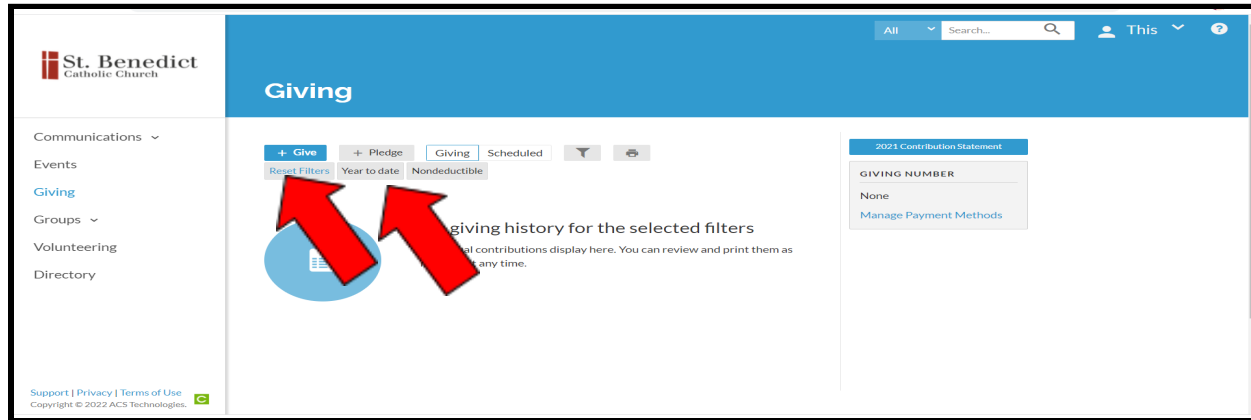
1. From your Profile page or News feed, click the blue **Giving** option on the Left hand column of the page.

Figure 14: Online Giving



2. You will be directed to the Giving landing page

Figure 15: Add Gifts/Pledge



3. Add a gift(s) by clicking the blue **+Gift** button
4. To add a NEW pledge, click the blue **+Pledge** button
5. Once you have scheduled your online giving/pledge on Realm, please log in to your FaithDirect.net account to cancel your future payments.

Giving Notes:

1. If you want to schedule multiple funds on the same page, the giving frequency must be the same. Feel free to go back in to add another fund should you want to change the scheduling preference.
2. Realm will save your payment method online with their secure servers. However, church staff will not have access to your online payment information.
3. Unique gift options such as special Diocesan collections, mission initiatives, and Holy Days will be activated within the month of the event.

Figure 16: Create Pledge

Capital Campaign
Thank you for your pledge and support for the reconstruction of St. Benedict Catholic Church.

How much would you like to pledge?

\$0.00

AS CAN SET A SCHEDULE

ONCE A WEEK EVERY 2 WEEKS ONCE A MONTH TWICE A MONTH EVERY 3 MONTHS ANNUALLY

Start Date: Today End Date: 6/30/2025

SUMMARY **\$0.00** Once a week **\$0.00** Total Pledge

Cancel Save Pledge

Figure 17: Entering a Gift

How much would you like to give?

Amount: \$0.00 Fund: Online Offertory

Memo

+ Another Fund

GIVE ONCE GIVE MULTIPLE TIMES

Gift date: Today

Cancel Continue

