

# REALM for SVCC

## WHAT IS REALM?

Realm is an online ministry tool designed with communication in mind. It helps us all to stay connected and informed. Realm allows you to manage your personal contact information and who is allowed to see it, control your online giving, and keep in touch with the groups that matter to you. Realm is available both as a web site and a mobile app. You will be able to receive notifications via email or within the app.

## LOGGING IN AND SIGNING-UP FOR REALM:

- 1) Go to [www.SangamonValley.net](http://www.SangamonValley.net)
- 2) Click on “Connect” on the menu (may need to click three bars first)
- 3) Click “Realm Login & Registration”

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For more details, please refer to: [https://go.acst.com/invite\\_to\\_realm](https://go.acst.com/invite_to_realm)

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## How to Participate

Option 1 - Use your web browser (for example: Safari or MS Edge)

Option 2 - Download the Realm Connect App from your App Store (app code: SVCC)

### Let's Connect!

Stay connected to our church wherever you go by downloading the free **Connect - Our Church Community** app for iPhone and Android devices. Use it to communicate with your groups, RSVP to events, manage your giving, update profile information, and more. It makes it easier for us to connect throughout the week and know what's happening.

- **News**—Keeps everyone up-to-date with the latest posts, photos, and events for your group and for your church as a whole
- **Posts**—Post messages to your group and comment on posts by others in your group
- **Photos**—Capture your moments together and share them with your group
- **Events**—See event details (date, time, location, etc), submit your RSVP, and sign up to bring something
- **Files**—Access your group's shared files
- **Messages**—Send your entire group, or select individuals, a message that starts a conversation

- **Participants**—See names and basic profile details for the people in your church or group, based on their privacy preferences
- **Notification Settings**—Manage your preferences for group notifications and emails

## WHY USE REALM?

Realm strengthens church connections. Groups and individuals are better able to communicate with each other, even from our mobile devices. It will facilitate better relationship building. We'll stay organized, and you'll stay informed about all of the ministries and fellowship opportunities. Event registration will be available, and, if an event requires payment, you'll be able to pay online as well. If you are a group leader, we can do some additional training for you.

Scannable QR Code



*Feel free to share the direct links with the people in your church.*

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iPhone: <https://itunes.apple.com/us/app/connect-our-church-community/id1052274581?mt=8>

Android: <https://play.google.com/store/apps/details?id=com.acstechnologies.android.realm.engagement>

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# Notes About Privacy

## Your information is your information.

1. You have complete control over who can see your contact and personal information.
2. 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.
3. Authorized staff will always have access to your profile information.
4. You and certain authorized staff may update your profile information. In some cases, your group leader may update your contact information if you have made it visible to group leaders.
5. 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.
6. Children under 13 may not participate and will not be able to sign in.

## What People May See

By default, the viewing of your contact and personal information is limited to members of groups you are in, group leaders, and staff members. If you choose to, however, you can make your information visible to the entire church. But if you prefer to be more private, you can customize how people see specific information\*.

- **Contact Information:** Name, Address, Phones, and Email.
- **Personal Information:** Marital Status, Family Position, Member Status, but you also have the option of sharing your birthday, gender, allergy information, and skills with people in your church.

*\*If you are a group leader or host an event, certain contact information may be visible regardless of the settings you choose.*

## Privacy Settings

- **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.\*\*\*

\*\*While you can hide the majority of your information from most of your church, you should know that, regardless of your settings, contact data will still be visible to certain members of our church staff.

\*\*\*The Directory page shows all individuals who have a login, along with individuals without a login who have been opted-in to the directory. Currently, individuals with a login cannot opt out of being listed in the directory.

## Family Privacy

A family member with a primary position such as "Head" or "Spouse" 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.

## WHAT ABOUT GIVING?

Realm makes online giving easy, and in combination with the app, puts giving right in your hands. You can set up recurring gifts, view your giving history, and make changes at any time.

Realm automatically records all online gifts and text gifts and adds them to your giving history.

No one else can see your individual giving, other than those on our Finance Team that absolutely must have access to process the finances and make deposits. At the end of the year, you will be able to print your own giving statement.

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For more details, please refer to Realm's Privacy Policy at: <http://www.acstechnologies.com/company/privacy-policy>

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If you have any questions or would like to speak with one of our experts, please give us a call at 1-800-669-2509.

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