Know Your Church Family

First Church's New Online Database "Realm"

Quick Steps

1. **Email Louise Halsey (lhalsey@fccb.org)** to let her know you want to register from your chosen email address.

2. **Wait for an email back** giving you access to Realm, the church's database. (This requires Louise's response, so it isn't instantaneous.)

3. **Click the link in the email to register** and follow the simple instructions to set up a password, verify your email and another piece of information (either your phone number or birth month/day).

4. **Login** using the password you just created. Find your name in the upper right corner of the screen and in the drop down menu choose "my profile."

5. **Edit your basic information** (name, address, email, phone—that is the information that is sharable) by clicking on the "edit profile" button.

IMPORTANT

These next two steps will determine whether the database can serve as an effective online (photo) directory.

6. **Add a photo** by clicking on the circle with the initial in it next to your name.

7. **Change your privacy settings to "Everyone in Our Church"** by clicking on the "Manage Privacy" button. This will allow your contact information to be shared with anyone else in the church who is also registered. You can also choose "Custom Privacy" and set the privacy limits for each bit of information (e.g., you could share your email address with the whole community but restrict your phone number).

Note: This system also allows us to set up groups within the church. When you look at your profile, you might see a list of groups that you are part of. Another benefit of this system is that it will allow you to communicate directly with the groups you are part of.