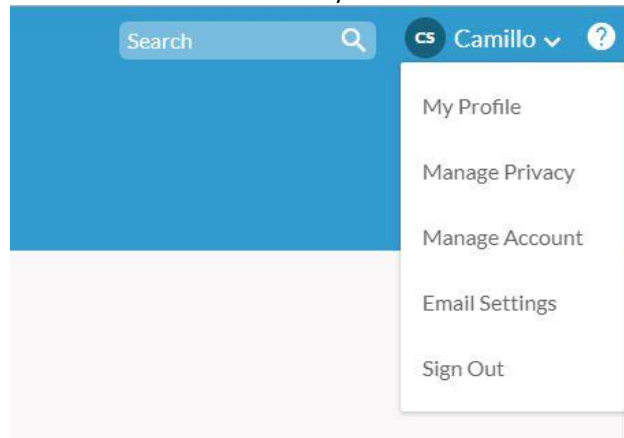


Dear Parishioners,

Here are some more details on getting started in Realm. If you have any questions, please [email](#) or call Kelly Napolitano in the Parish Office.

- We will no longer be printing paper directories; parishioner contact information will be available online in Realm.
- Realm has a robust “Realm Connect” app that can be downloaded to mobile devices.
- We will no longer be mailing contributions statements since they can be accessed and printed via Realm. (N.B.- people can see ONLY their OWN giving record)
- You can update your family’s contact and personal information yourself.
- Intra-parish communication will be moving to Realm, rather than via external email lists.
- Spouses do need to have their own separate accounts in Realm.

1. After receiving an invitation, please login to create an account. This requires a couple of steps – receiving confirmation and responding to -- system emails.
2. You should check your own personal information for accuracy, as well as that of any dependent children.
 - Once you login, go to the upper right-hand corner and you will see your first name. Pull the drop down menu and enter the “My Profile” section:



- If your information is all correct; go to the next step.
 - If anything is not correct, click on “Edit Profile” and make any necessary updates in the fields in both tabs at the top – “Contact Information” and “Personal Information.”
- If you have an alternate/seasonal address, add it and check the box below that says “use as mailing address” and enter dates for which to use that address

Press the save button

3. Children need to have their OWN email address or NO email address. Parents will always get a copy of any message sent to a child, and if the child has no email listed, ONLY the parent will get the email.
4. Adjust your privacy settings, if desired. Please note that in order for our online directory to have your contact information – you should leave your contact and personal information selected. In this case, personal is only your birth month and date.

5. Once you have finished editing your profile and that of your family, please go to the groups section on the left side of the menu bar. Click on “Groups” to see the groups you are a member of, or leader of.

