

# Creating a Realm Connect Account



Please follow these instructions carefully. This guide has been put together to ensure that your account and profile are created correctly and to help reduce the workload on Father Mark and Annie in onboarding everyone.

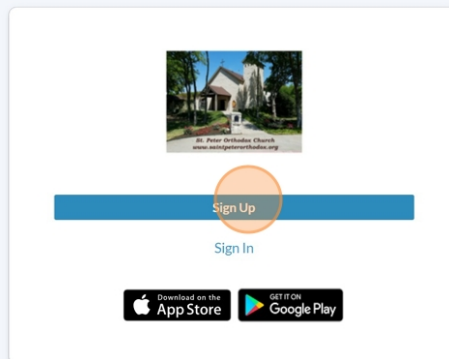
These steps must be completed on the computer. Attempting to create a Realm account on the phone can lead to issues. Please wait until all these steps have been completed before downloading the Realm Connect app.

1

Navigate to <https://onrealm.org/StPeterOrthodox/Account/Start?ReturnUrl=%2FStPeterOrthodox%2F>

2

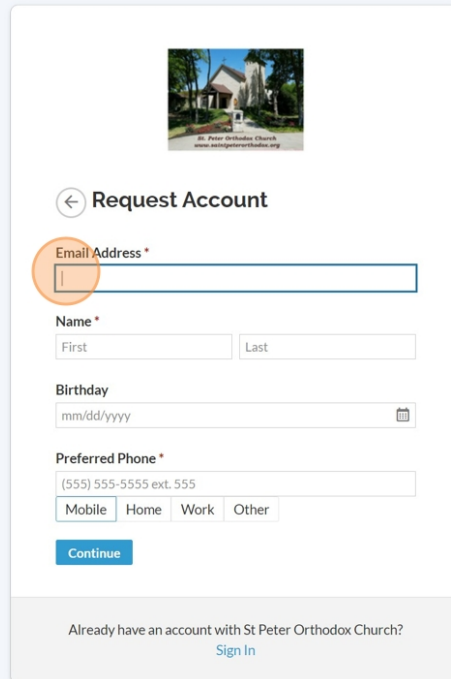
Click "Sign Up".



Powered by 

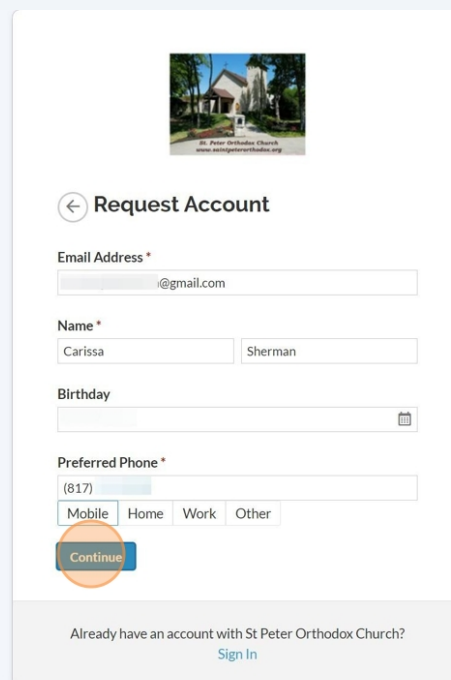
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3 Click the "Email Address" field.



The screenshot shows a mobile application interface for requesting an account. At the top, there is a church logo and the text "St. Peter Orthodox Church" and "www.stpeterorthodox.org". Below this is a back arrow and the title "Request Account". The "Email Address \*" field is highlighted with an orange circle. Below it are fields for "Name \*" (split into "First" and "Last"), "Birthday" (with a date picker icon), and "Preferred Phone \*" (with a placeholder "(555) 555-5555 ext. 555" and radio buttons for "Mobile", "Home", "Work", and "Other"). A blue "Continue" button is at the bottom. At the very bottom, there is a link: "Already have an account with St Peter Orthodox Church? [Sign In](#)".

4 Fill out the form and then click "Continue".



The screenshot shows the same "Request Account" form, but now with fields filled out. The "Email Address" field contains "i@gmail.com". The "Name" fields contain "Carissa" and "Sherman". The "Preferred Phone" field contains "(817)". The "Continue" button is highlighted with an orange circle. The rest of the interface, including the church logo and the "Sign In" link, remains the same.

5

That's it for now! You'll get an email when you're account has been reviewed and approved.



### Your request has been received.

Once your request is approved, we'll send you an email to complete your account.

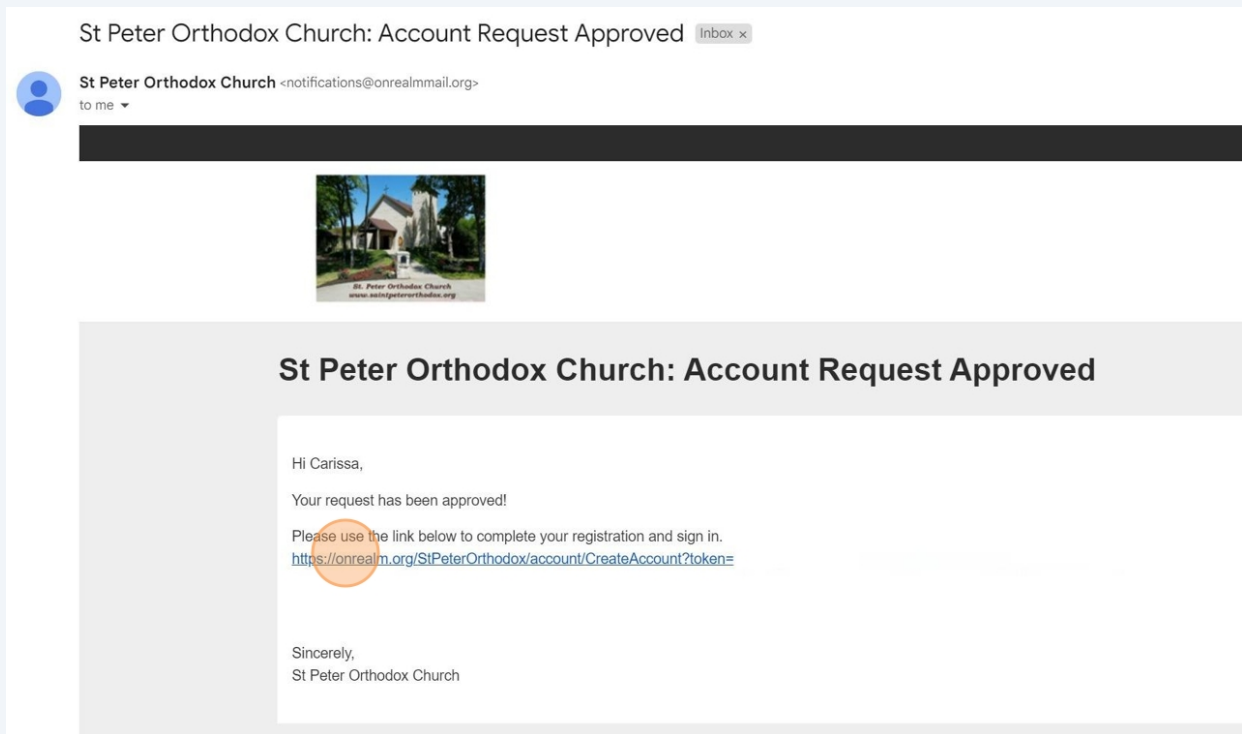
[Go back to the home page](#)

Powered by realm

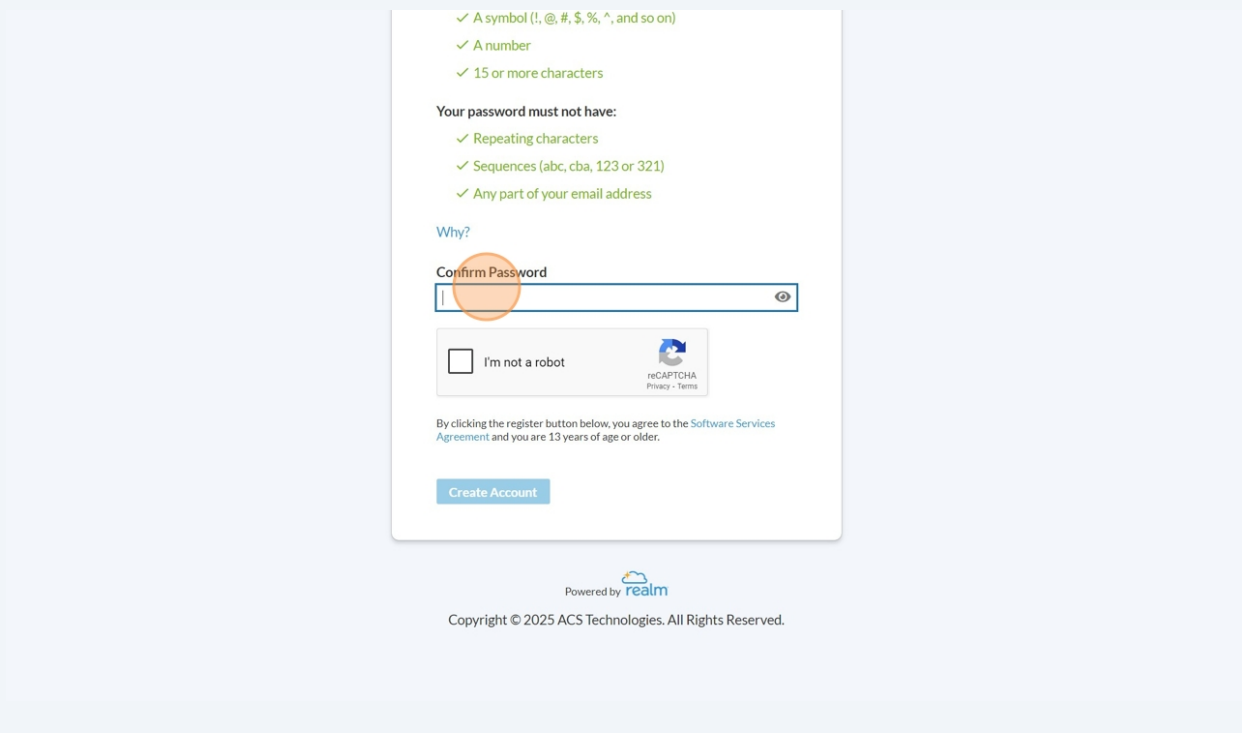


That's it for now! Your request to join will be reviewed and approved by an administrator and you will receive an email letting you know that your account has been approved. Please be patient with us as we work to onboard the entire parish.

6 When you receive it, click on the link in the email to complete your registration.



7 Create a password that meets the requirements, and then retype it to confirm.



8 Click this box to confirm you are not a robot.

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)
- ✓ Any part of your email address

[Why?](#)

Confirm Password

.....

I'm not a robot 

By clicking the register button below, you agree to the [Software Services Agreement](#) and you are 13 years of age or older.

[Create Account](#)

9 Click "Create Account".

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

- ✓ An uppercase letter
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[Why?](#)

Confirm Password

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I'm not a robot 

By clicking the register button below, you agree to the [Software Services Agreement](#) and you are 13 years of age or older.

[Create Account](#)

10 Click "Sign In".

# Sign In


Email Address


Password


Keep me logged in on this device

[Forgot your password?](#)

OR

 Continue with Google

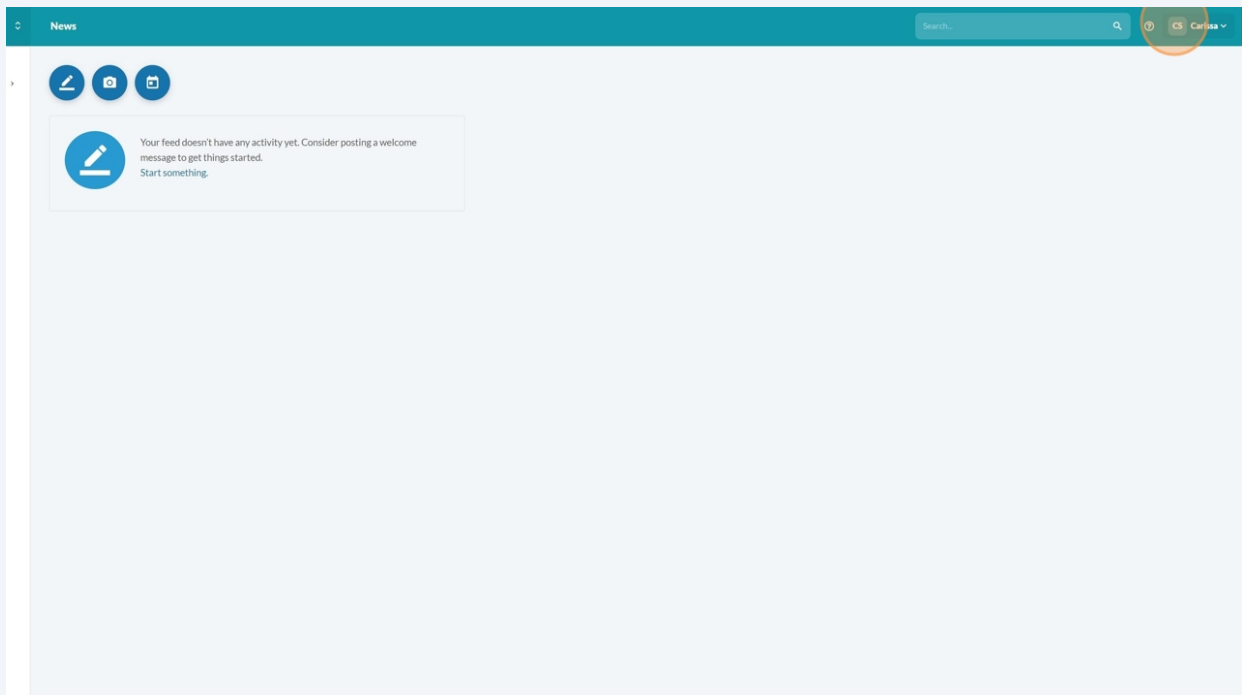
 Continue with Apple

 Continue with Microsoft

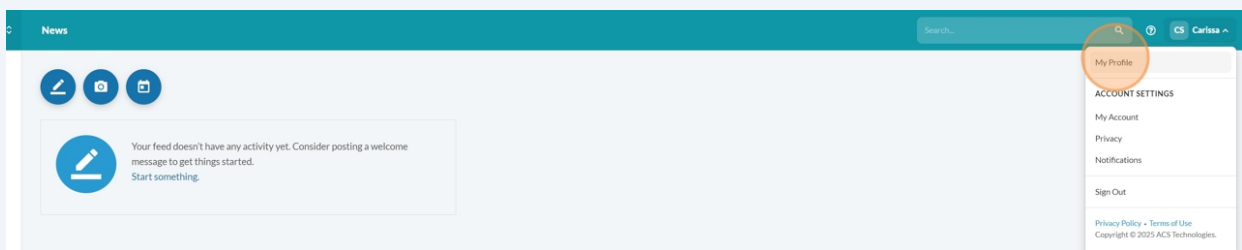


One account for Realm, MissionInsite, Go, Growth and everything else in your ministry hub.

11 Click your initials in the upper right corner of the screen.



12 Click "My Profile".



### 13 Click "Edit Profile".

St Peter Orthodox Church Connect Profile

News  
Communications  
Events  
Giving  
Groups  
Volunteering  
Directory

**CS** Carissa Sherman

[Edit Profile](#) [Manage Privacy](#)

[+ Add family](#)

**Contact Information**  
Email [redacted]@gmail.com  
Mobile (817) [redacted]

**Personal Information**  
Birth Date May [redacted]

**Groups**  
Member Of St Peter Orthodox Church

### 14 Please fill out your contact information, including your home address. This is important!

EVENTS  
Giving  
Groups  
Volunteering  
Directory

**Full Name \***

Title [?](#) [dropdown]  
First Name \* Carissa  
Middle Name [input]  
Last Name \* Sherman  
Preferred Name [input]  
Suffix [?](#) [dropdown]

**ADDRESS**

Home [input] [Leaders & Group Members](#)  
[+ Add address](#)

**PHONES**

Home (555) 555-5555 ext. 555 [Leaders & Group Members](#)  
Mobile (817) [input] [Leaders & Group Members](#)  
Work (555) 555-5555 ext. 555 [Leaders & Group Members](#)  
Other (555) 555-5555 ext. 555 [Leaders & Group Members](#)

**EMAIL**

Account Email carissaosherman@gmail.com

15 Click "Personal Information".

St Peter Orthodox Church Connect

← Back | Edit Carissa Sherman

Contact Information | **Personal Information**

Save Cancel

**Full Name \***

Title <sup>?</sup>

First Name \*

Middle Name

Last Name \*

Preferred Name

Suffix <sup>?</sup>

**ADDRESS**

Home   Leaders & Group Members

+ Add address

**PHONES**

Home   Leaders & Group Members

Mobile   Leaders & Group Members

16 Click select your gender (required).

St Peter Orthodox Church Connect

← Back | Edit Carissa Sherman

Contact Information | **Personal Information**

Save Cancel

**BASICS**

Birthday

Gender \*

Marital Status

Allergies

**DETAILS**

Parishioner Status \*

## 17 Select your Parishioner Status (required).

St Peter Orthodox Church Connect

← Back | Edit Carissa Sherman

Contact Information | Personal Information

Save Cancel

**BASICS**

Birthday 05/ [calendar icon]

Gender \* Female [X]

Marital Status [v]

Allergies [v]

**DETAILS**

Parishioner Status \* [v]

- Catechumen
- Inquirer
- Orthodox

## 18 Don't forget to save it!

St Peter Orthodox Church Connect

← Back | Edit Carissa Sherman

Contact Information | Personal Information

Save Cancel

**BASICS**

Birthday 05/ [calendar icon]

Gender \* Female [X]

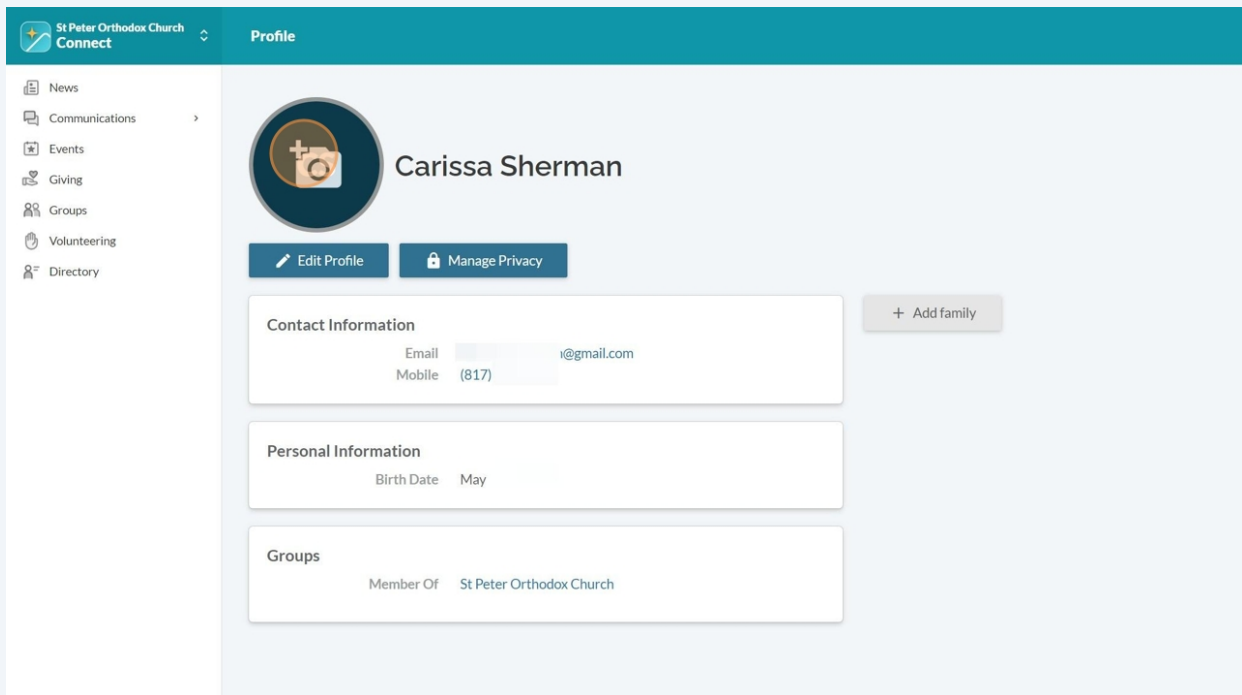
Marital Status [v]

Allergies [v]

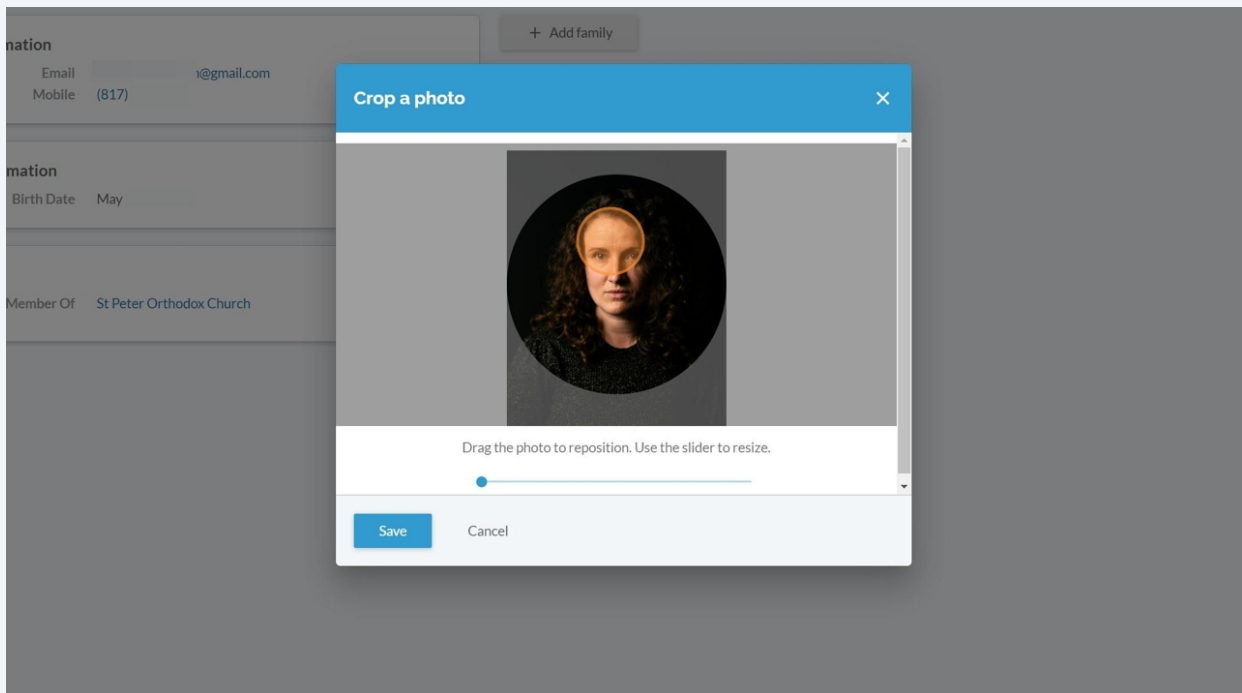
**DETAILS**

Parishioner Status \* Orthodox [X]

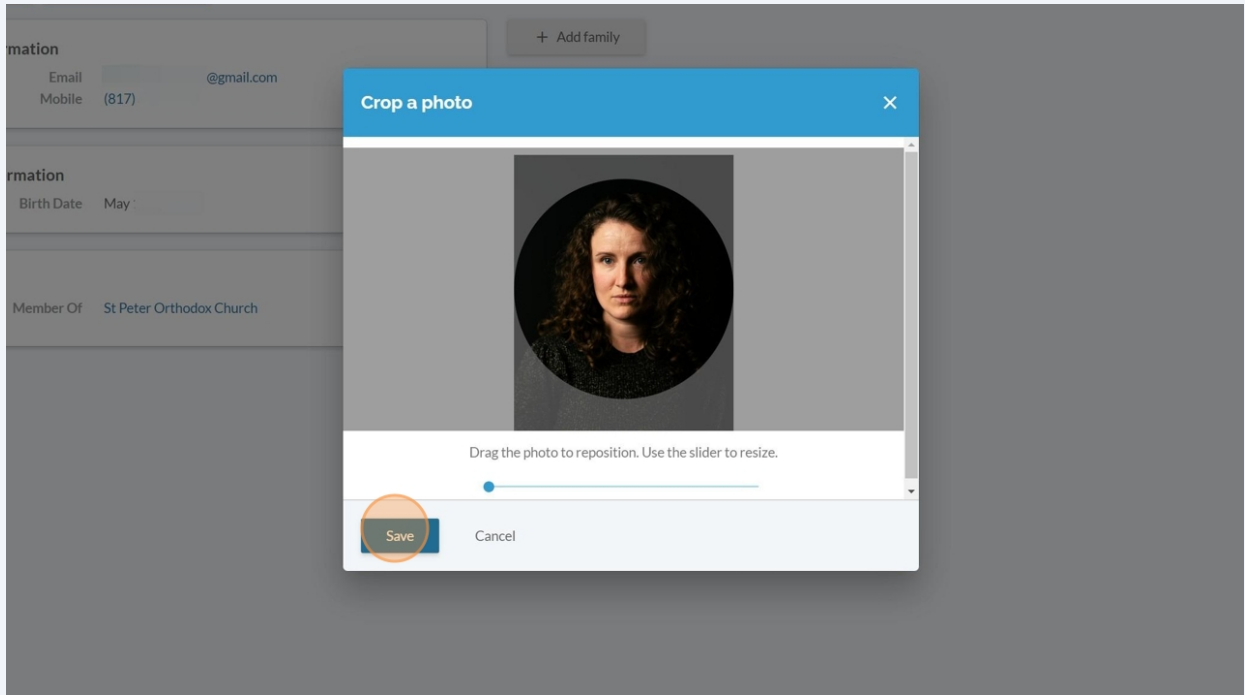
19 Click the camera icon to add a photo.



20 You can drag the image to position it, and use the slider to resize it.



21 Click "Save".





Please do not use the "Add family" feature at this time.

To make this transition as seamless as possible, please wait until after your account and your spouse's account have been linked together before adding children. You will be notified when you are able to add your children, and a guide like this one will be provided.

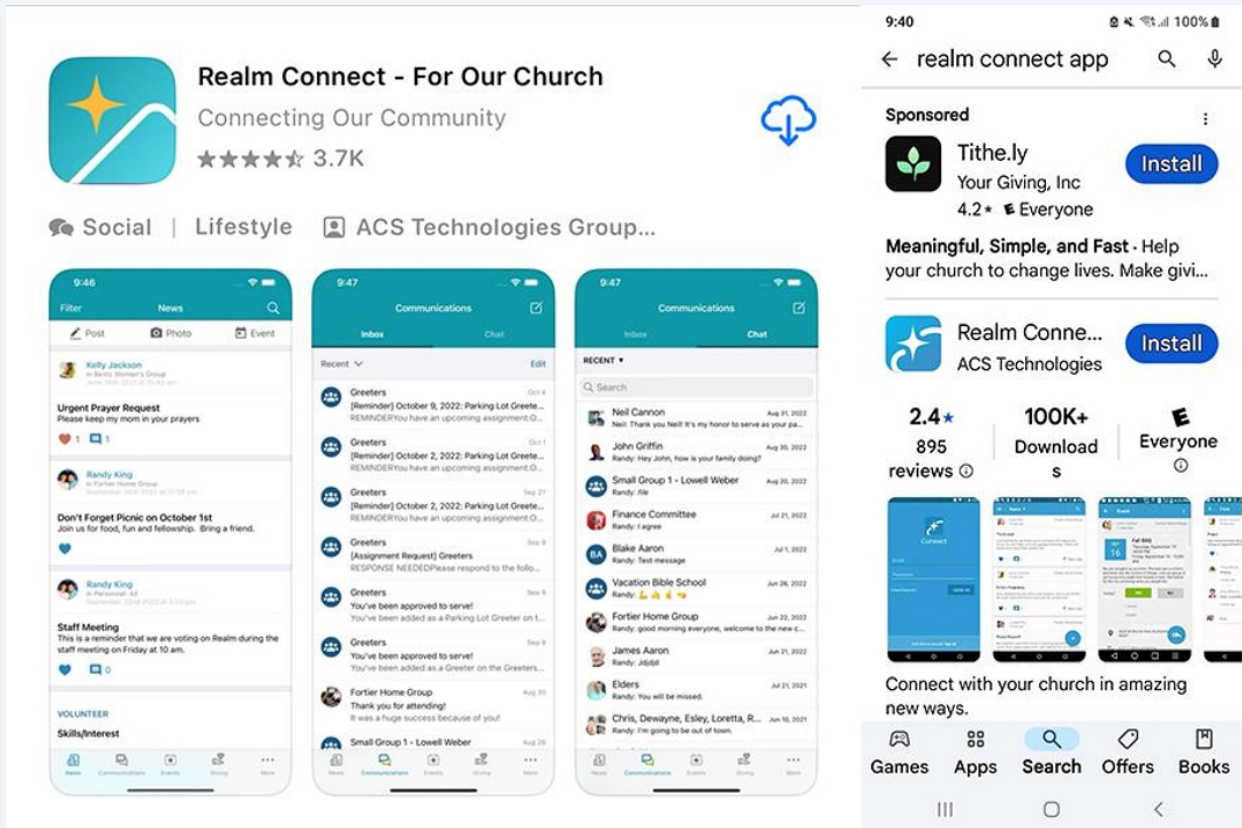
Adding children before your accounts are linked could result in duplicate profiles and additional work for church staff. Thank you for understanding!

The screenshot shows a user profile for Carissa Sherman on the St Peter Orthodox Church Connect platform. The profile includes a navigation menu on the left with options like News, Communications, Events, Giving, Groups, Volunteering, and Directory. The main profile area displays the user's name, a profile picture, and buttons for 'Edit Profile' and 'Manage Privacy'. Below this, there are three sections: 'Contact Information' (with fields for Email and Mobile), 'Personal Information' (with a Birth Date field), and 'Groups' (showing membership in St Peter Orthodox Church). A button labeled '+ Add family' is located to the right of the Contact Information section, and it is circled in red with a diagonal slash through it, indicating that this feature is currently disabled or discouraged.

22

Now that you have completed the set up, it's time to download the Realm Connect app to your phone.

Open the App Store (iOS), or the Google Play store (Android). Search for "Realm Connect", and download the app.



23

Log in on your phone using the email and password you created during the sign up.



There is currently a bug with Android that requires Android users to go to their System Settings for the Realm Connect app to enable push notifications. To do this:

1. Open your device's Settings
2. Tap Notifications > App notifications.
3. Scroll down to find Connect (this is the Connect App for Realm)
4. Tap on Connect.
5. Turn on Allow notifications
6. You will now get notifications when you get emails and messages sent to you in Realm Connect



You're all set!