

## REALM GROUP LEADER GUIDE

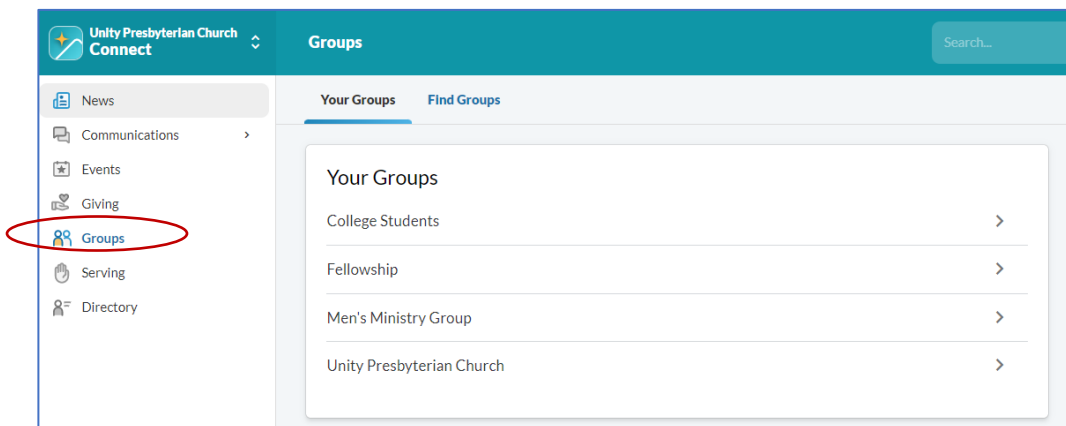
Realm is the new online database system Unity is using to serve the administrative needs of its staff, leaders, and membership. This system provides convenient tools to support the way groups connect and grow together. This guide highlights important information about the multiple things group leaders can do on Realm. It is intended to be a quick reference guide.

You'll learn how to...

- View News, Participants, Files, Attendance
- Post to the Group Newsfeed
- Email Your Group
- Download the Mobile App

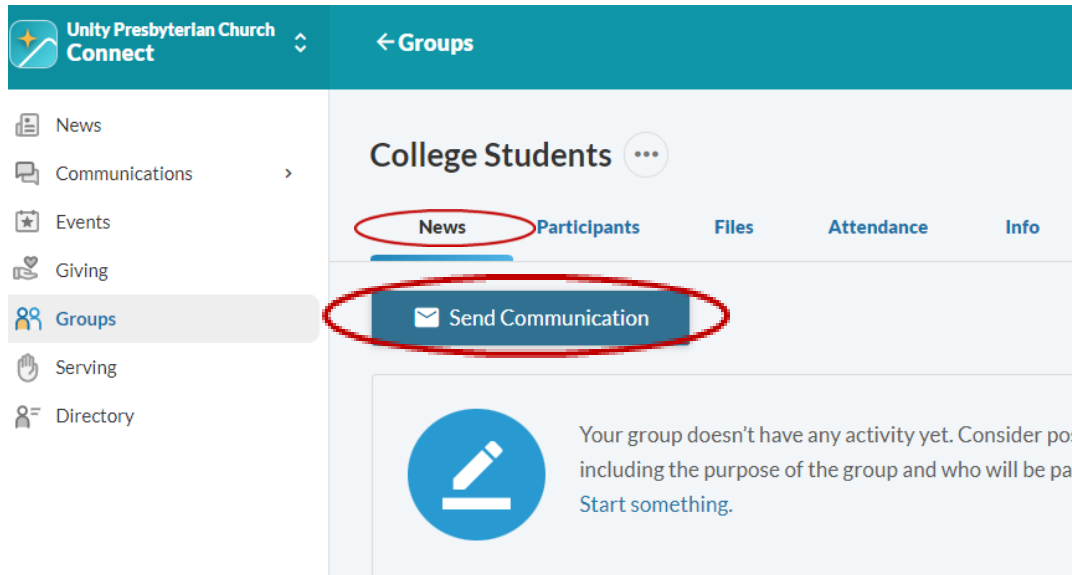
### WHAT YOU WILL SEE...

Once you log into Realm, Click on the word, “Groups” in the left column of your screen.

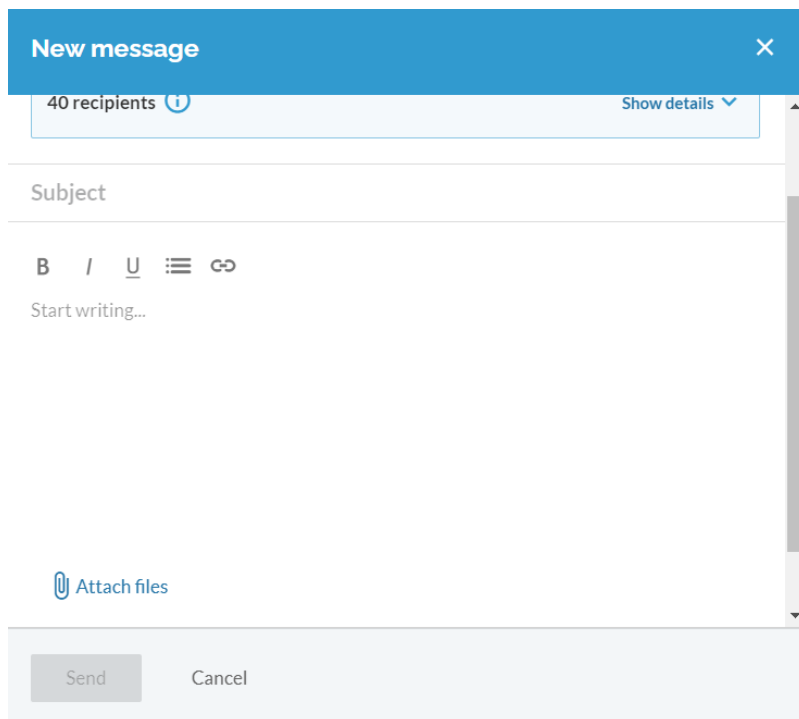


The groups that you are a member of will then be listed to the right. To view participants or communicate with the group you are leading, click on the name of that group.

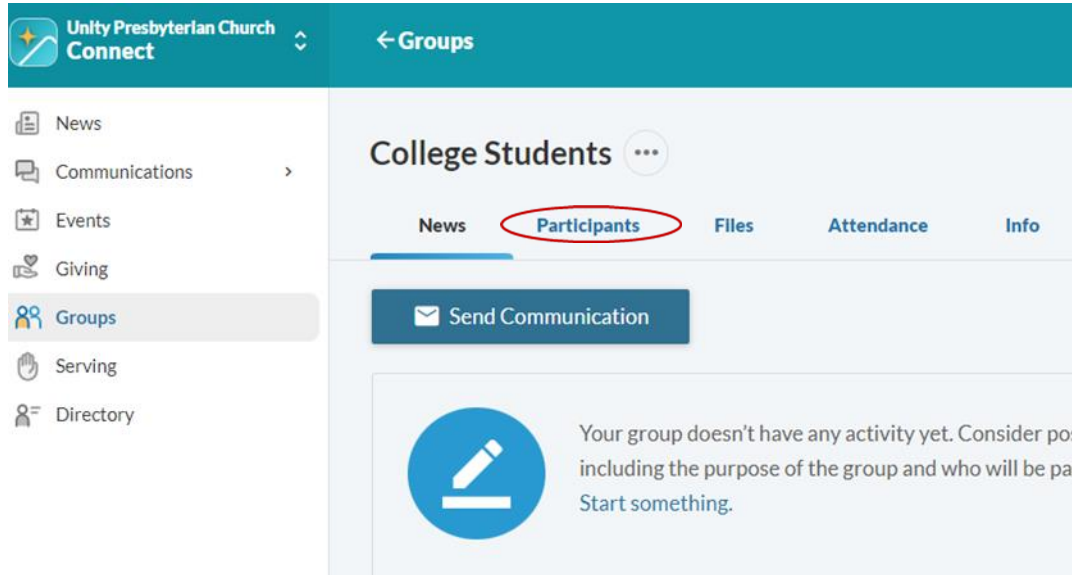
## News:



The group opens to the “News Feed” similar to what you see in other social media. This is where you can post information for your group regarding upcoming events or other communications. You can also email your group by simply clicking on the “Send Communication” button. This opens a window where you can choose to create a post to the News Feed or send an email. If you choose to “Compose Your Message” you will get a window where you can type your email message. You can even attach documents if you wish! **NOTE: If you are leader of a group involving children or youth, Parents will automatically be emailed even if there is no email showing for the child/youth. Also, if there is a youth email on file, Parents will still receive a copy of the email you send.**

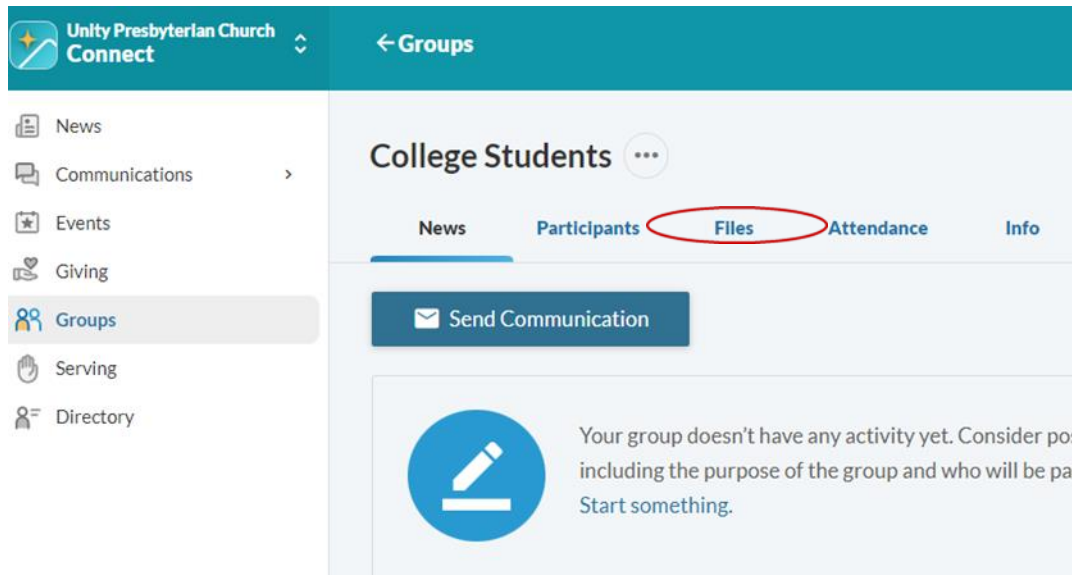


## Participants:



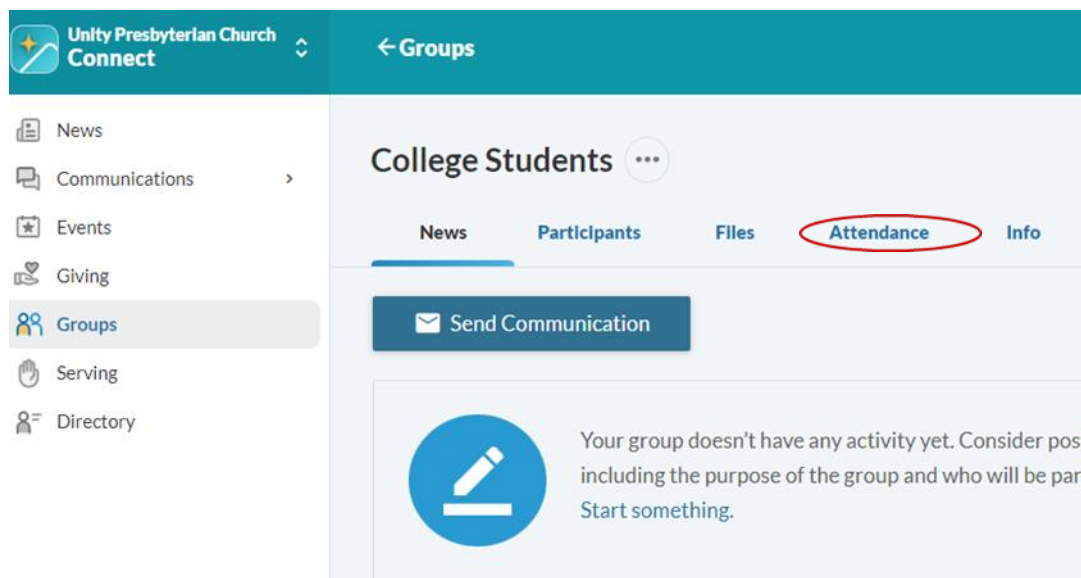
If you just want to view your participants, click on the tab labeled “Participants”. You will see a list of all your participants. You will also see whether or not we have an email on file for them. **NOTE: If you are leader of a group involving children or youth, Parents will automatically be emailed even if there is no email showing for the child/youth. Also, if there is a youth email on file, Parents will still receive a copy of the email you send.** You can also choose to “Send Communication” from this page as well.

## Files:



The files tab is where you will find documents that you have stored for your group. When someone adds a file to a post, it will appear here.

## Attendance:



Clicking on this tab will allow you to view attendance for your group.

## REALM CONNECT MOBILE APP

Stay connected to your group wherever you go with Realm's mobile app named Realm Connect. It is available for iPhone and Android devices. This free app enables leaders to communicate with members in a timely manner, and it keeps members engaged throughout the week. Although people are not required to use the app to participate in your group, it sure makes it a lot easier.

Connect with your group anytime:

- Newsfeed—Keeps everyone up to date with the latest posts, photos, and events for your group.
- Files—Access your group's shared files.
- Participants—See names and basic profile details for the people in your group, based on their privacy preferences.
- Notification Settings—Manage your preferences for group notifications and emails.
- Mark Attendance—Keep track of attendance for group events.
- Chat—Have real-time conversations with your entire group, or select individuals.
- Inbox—Email or text your entire group, or select individuals.

Download the Realm Connect app:

On your iPhone or Android device, go to: <http://onelink.to/connectapp>

Feel free to share/text that link to the people in your group.

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>