REALM INVITATIONS TO LOGIN AND OTHER INFORMATION

Your invitation to Realm will come from "Unity Presbyterian Church" (email address: notifications@onrealmmail.org) inviting you to create a Realm Account. Just follow the links and create your password, etc.

Once you have created your account, that is the password you will use to sign in on either the computer or the mobile app associated with Realm. If you would like to download the mobile app associated with Realm you can find it in the App Store by searching for "Realm Connect".

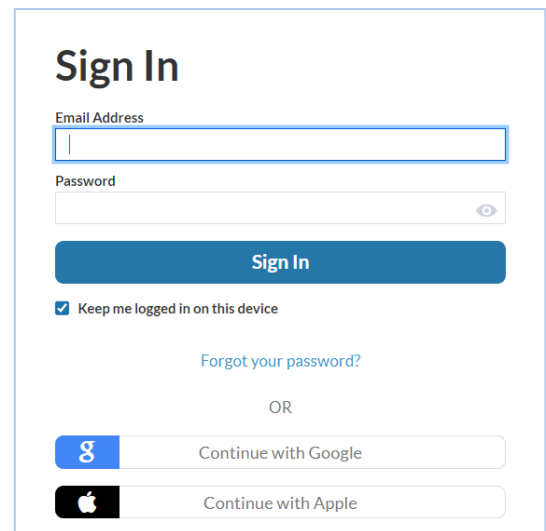To log into Realm after creating your login, go to Unity's Website (www.unityfortmill.org) and click on the Login button at the top of the Home page.
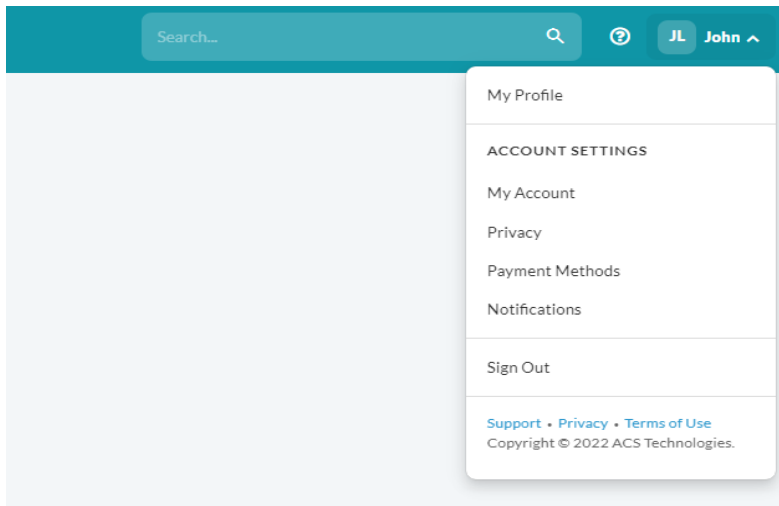
On the next screen, click the words, "Sign In".

On the next screen, enter your email address and your password and click "Sign In". (If you ever forget or need to reset your password, you can click on "Forgot your password?" and follow the instructions to create a new password.

THINGS TO DO WHEN YOU LOG IN:

1. CHECK YOUR PROFILE INFORMATION

If you're logging in on your computer, in the upper right of the screen you will see your name.

When you open your profile, you can review your contact and personal information. If anything needs to be updated, simply click on the **Edit Profile** button. Be sure to click **Save** after making your edits!
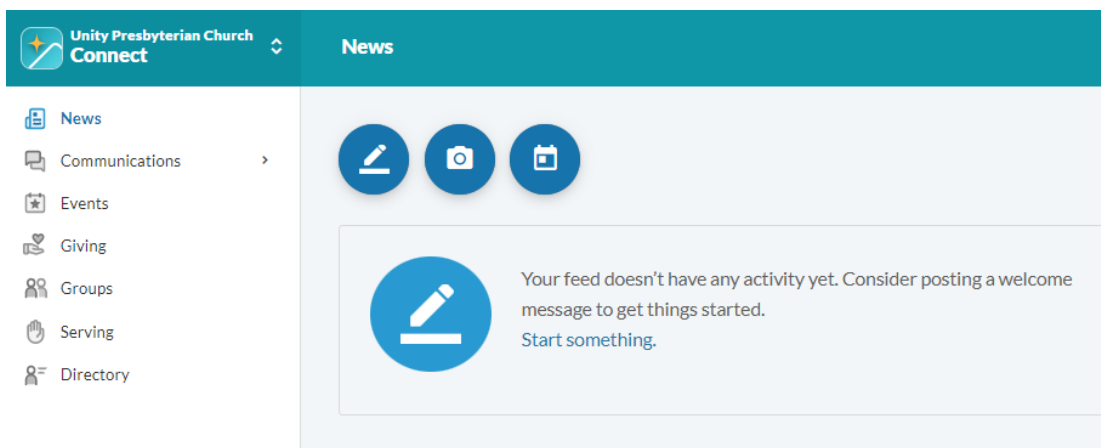
2. MANAGE PRIVACY

While you are reviewing your profile information, you will also want to take a moment to manage your Privacy Settings. From your profile screen simply click on the **Manage Privacy** button. You have complete control over who can see your contact and personal information. 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. Authorized staff will always have access to your profile information. 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. Children under 13 may not participate and will not be able to sign in.
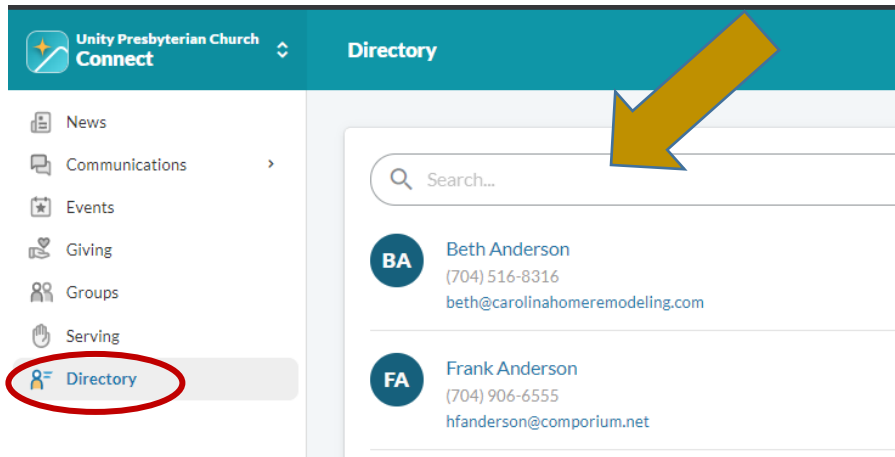
3. OTHER ITEMS TO EXPLORE

On the left side of your computer screen, you will see a list of Items to Explore:
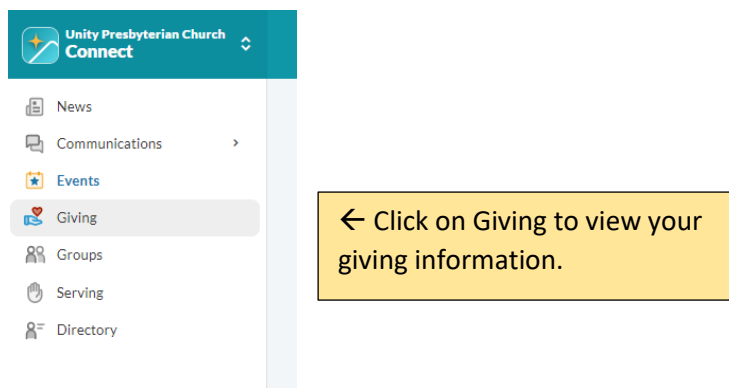
NEWS: is your News Feed, similar to your news feed on other social media. Once we begin to post upcoming events and other communications you will see information from your specific groups appear on your News Feed.
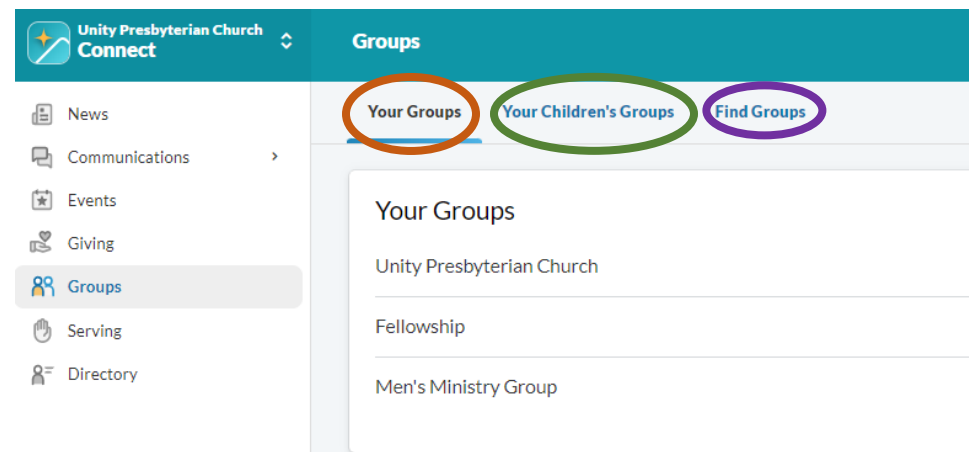

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DIRECTORY: This is the Online Directory where contact information for those who have opted-in to the online directory will be located. There is a search bar at the top where you can enter the name of the person you are trying to locate (first & last work best). Once you locate the person you are looking for, click on that person's name to open a screen where their contact information will be visible to you if you have permission to view their information.

GIVING:

← Click on Giving to view your giving information.

GROUPS: From this page you can explore the groups you are involved in (Tab – Your Groups), the groups your children are involved in (Tab – Your Children's Groups), or you can search for other groups you may wish join (Tab – Find Groups)

SERVING: From this page you can view the Serving Teams (under "Your Teams") and Roles you have volunteered to be a part of at Unity. Any teams that you are a leader of will be marked "Team Leader".

EVENTS: is where you will find upcoming events for your groups listed.