



Access & Update your Realm Directory Profile/Online Giving

For any questions/concerns with this document, please contact the author:

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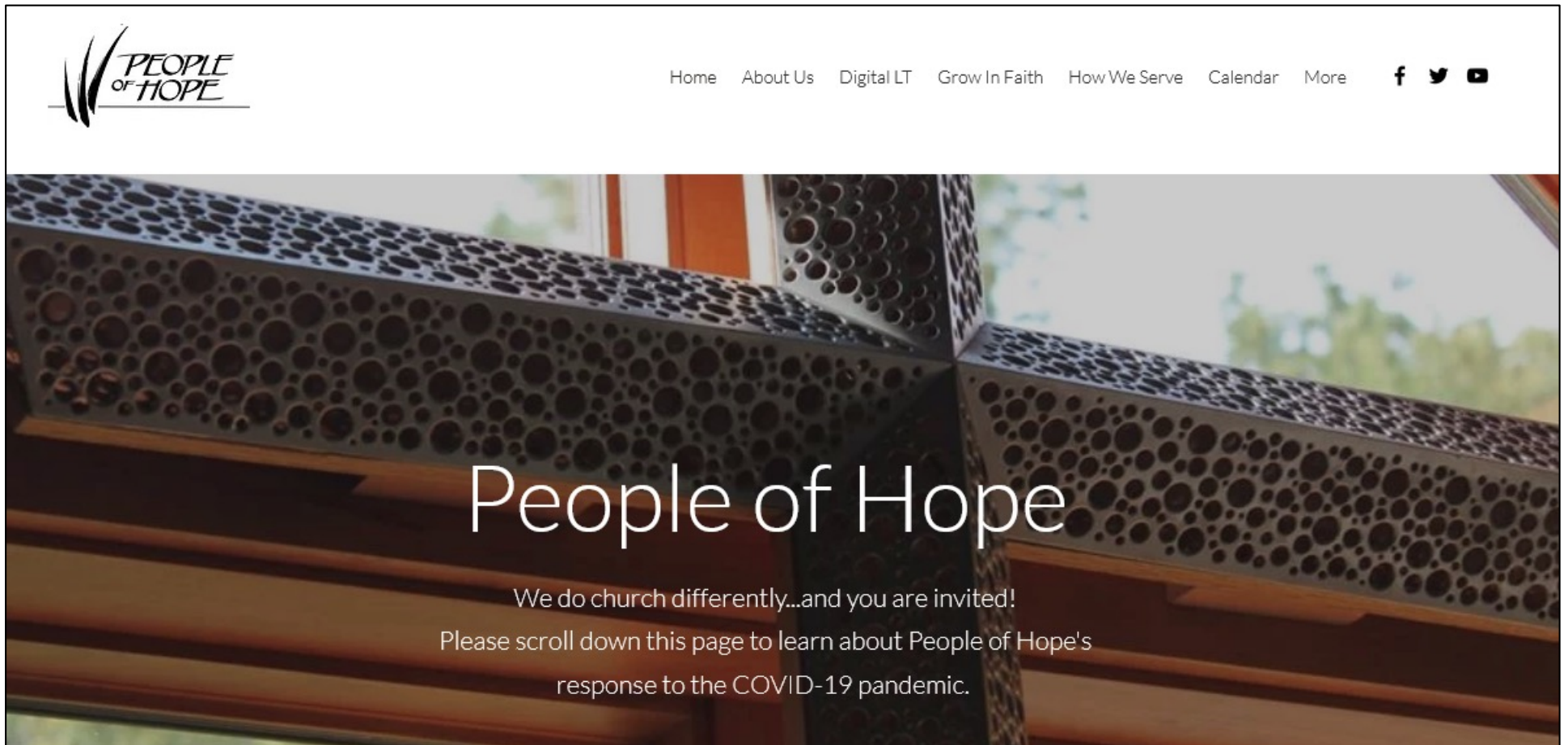
March 2022

Prerequisites:

1. You have an active internet connection
2. You can access the church's home page: www.peopleofhope.com
3. You have a REALM sign-on
 - Note: if you have forgotten your userid and/or password, contact the office (Tori) with the general email: office@peopleofhope.com so she can send you a new link

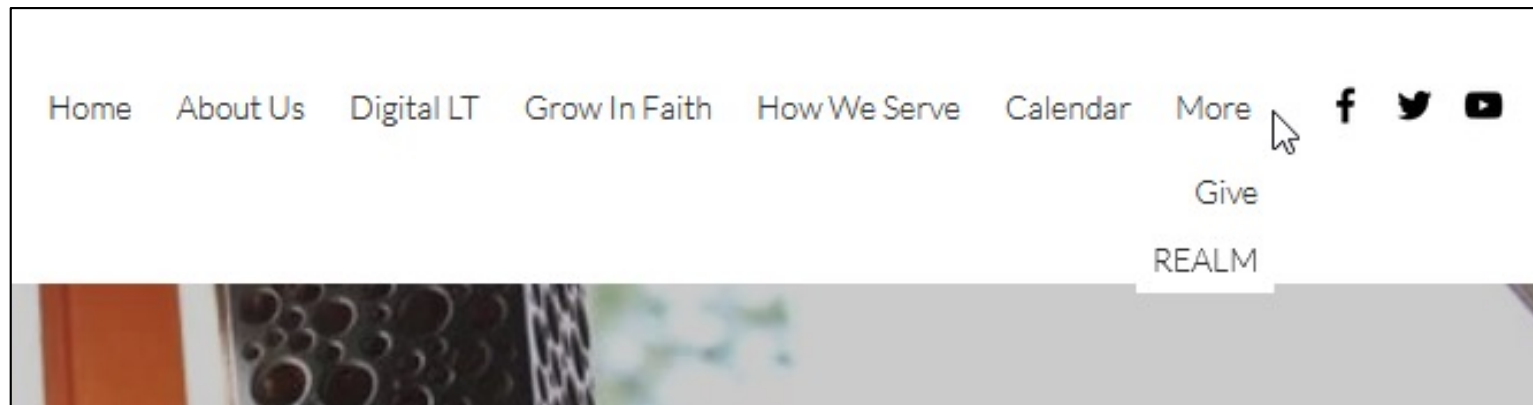
First, get to the church's main home page:

(next, we will expand the 'More' choice on right side of the top line)



By floating your mouse/cursor over the 'More' choice, a drop down 'sub-menu' will appear:

(here you can see the sub-menu consists of: 'Give' or 'REALM', we will select REALM by clicking on it)

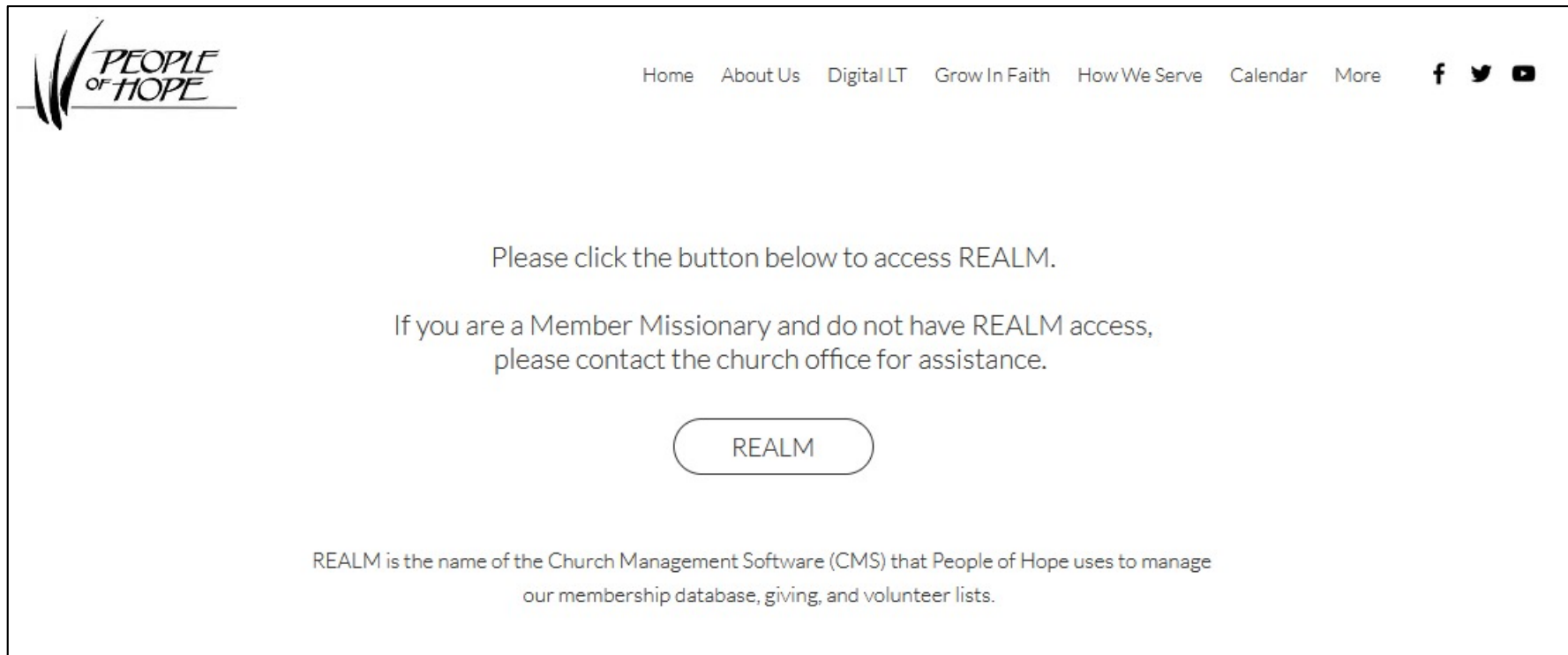


Here is the REALM home page:

(next, we will click on the big REALM button shown below)

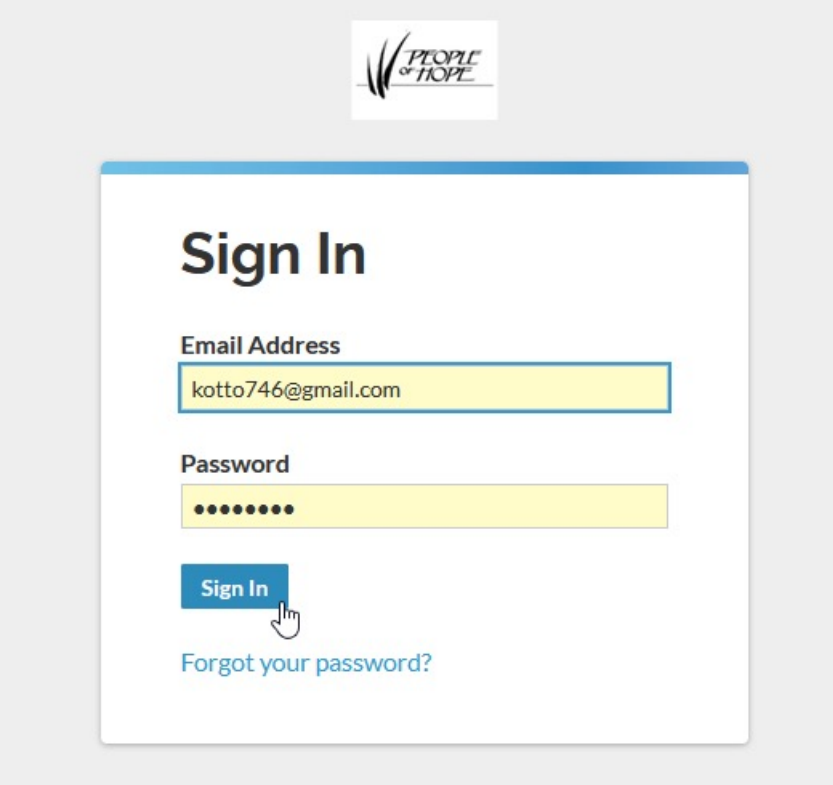
Optional note: if you like/use bookmarks, you could bookmark this page, its address is:

<https://www.peopleofhope.com/realm>



You will then be presented with the REALM sign-on page:

(this is where you need to enter your pre-approved/setup email address and password, and then press the blue 'Sign In' button)



The image shows a web page for signing in. At the top center is a logo for "PEOPLE of HOPE" with a stylized leaf icon. Below the logo is a white rectangular box with a blue border. Inside this box, the text "Sign In" is displayed in a large, bold, black font. Below "Sign In" are two input fields. The first is labeled "Email Address" and contains the text "kotto746@gmail.com". The second is labeled "Password" and contains seven black dots. Below the password field is a blue button with the text "Sign In" in white. A mouse cursor is pointing at the "Sign In" button. Below the button is a link that says "Forgot your password?" in blue text.

CONGRATULATIONS! You are now in REALM!

You should see “your” first name displayed in the upper right corner

(next, we will click on the down arrow next to your name)

The screenshot displays the 'People of Hope' website. On the left is a white sidebar with the 'PEOPLE of HOPE' logo at the top. Below the logo are menu items: 'Communications' (with a dropdown arrow), 'Events', 'Giving', 'Groups' (with a dropdown arrow), 'Serving', and 'Directory'. The main content area has a blue header with the 'People of Hope' logo and a search bar. In the top right corner of the blue header, the user's name 'KO Karen' is displayed with a dropdown arrow and a help icon. Below the header is a navigation bar with 'News', 'Participants', and 'Files'. The main content area features three circular icons (pencil, camera, calendar) and a post by 'Becca Jacobson' (BJ) from '4 years ago via Web'. The post is titled 'Earth Day Celebration' and contains text about activities on Sunday, April 22.

PEOPLE of HOPE

Search

KO Karen

People of Hope

News Participants Files

Communications

Events

Giving

Groups

Serving

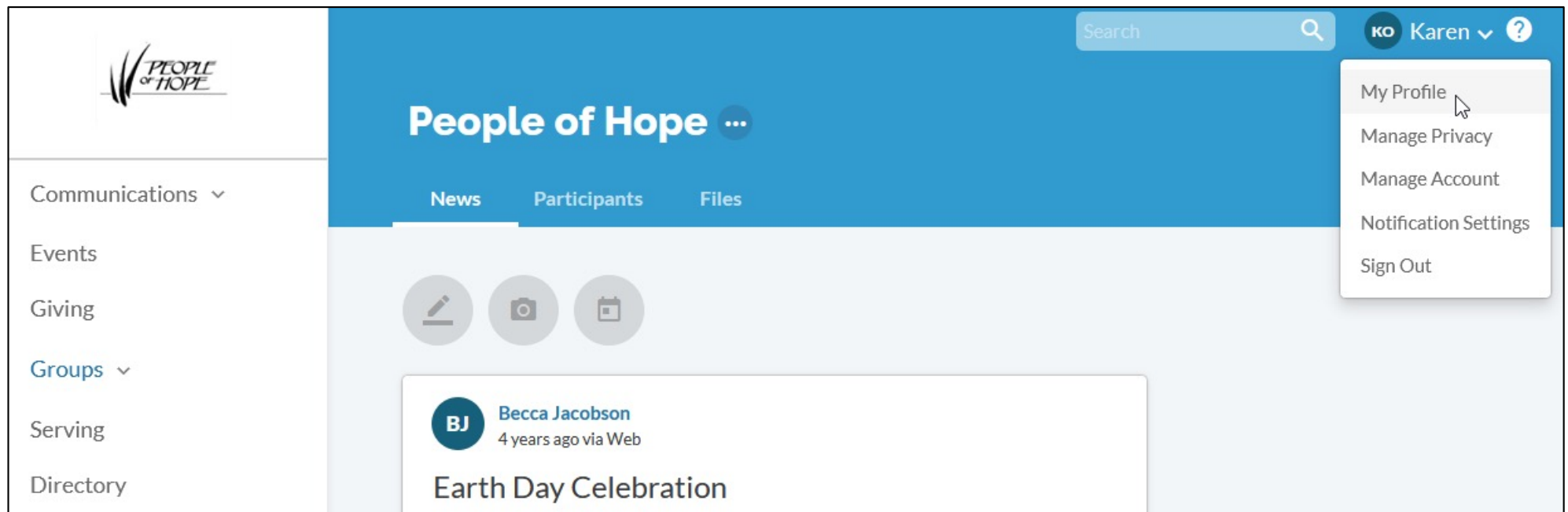
Directory

Becca Jacobson
4 years ago via Web

Earth Day Celebration

On Sunday, April 22 we will be offering some fun activities for all ages to celebrate Earth Day. Our plans include building bird houses during Learning Time to place around the POH campus. After church, from 11:30a-1:30p, Stewards of Hope will...

Clicking on the down arrow shows another sub-menu:
(next, we will click on the 'My Profile' option)



And here is “your” (in this case, mine) current profile record!
(first, we will click on the ‘Edit Profile’ button)

The screenshot shows a web interface for 'PEOPLE of HOPE'. On the left is a navigation menu with links: Communications (with a dropdown arrow), Events, Giving, Groups (with a dropdown arrow), Serving, and Directory. The main content area is titled 'Profile' in a blue header. Below the header, there's a search bar and a user profile for 'Karen Otto' with a circular avatar containing the initials 'KO'. Under the profile name are two buttons: 'Edit Profile' (with a pencil icon) and 'Manage Privacy' (with a lock icon). A mouse cursor is pointing at the 'Edit Profile' button. To the right of these buttons is a '+ Add family' button. Below the buttons is a 'Contact Information' box containing the following details: Primary Email (kotto746@gmail.com), Alternate Email (kotto74@yahoo.com), Home (507) 252-0258, and Address (3814 5th St NW, Rochester, MN 55901). At the bottom of the main area is a 'Personal Information' box. The footer contains links for Support, Privacy, and Terms of Use, along with a copyright notice for ACS Technologies.

Profile Search KO Karen ?

KO Karen Otto

Edit Profile Manage Privacy

Contact Information

Primary Email	kotto746@gmail.com
Alternate Email	kotto74@yahoo.com
Home	(507) 252-0258
Address	3814 5th St NW Rochester, MN 55901

+ Add family

Personal Information

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Here is the first page where you can check/update “your” (in this case, mine) contact information (i.e.: Name, Address(es), Phone number(s), Email address(es), and Social Media page link)

[make sure to scroll down to see all of the available fields!](#)

Finally, make sure to click the ‘Save’ button if you made any changes!:

(next, we will move to the ‘Personal Information’ tab)

The screenshot shows the 'Edit Karen Otto' page in the People of Hope system. The page has a blue header with the text 'Karen Otto >' and 'Edit Karen Otto'. Below the header are two tabs: 'Contact Information' (selected) and 'Personal Information'. On the left side, there is a sidebar with the following links: Communications, Events, Giving, Groups, Serving, and Directory. The main content area shows the 'Contact Information' tab with a 'Save' button (highlighted with a mouse cursor) and a 'Cancel' button. Below these buttons are two input fields: 'Name' (containing 'Karen Otto') and 'ADDRESS' (containing '3814 5th St NW, Rochester, MN 55901'). There is also a 'Home' label next to the address field. A search bar is visible in the top right corner.

Here is the 'Personal Information' page where you can check/update "your" (in this case, mine) more personal information. Make sure to click the 'Save' button if you made any changes!:

Please note: I have no idea what the 'Details' area at the bottom is meant for (clicking on it does nothing) so just ignore it.
(next we will look at where to upload a picture of you/your family)

PEOPLE of HOPE

Karen Otto >

All Search... [User Icon] [Dropdown] [Help Icon]

Edit Karen Otto

Contact Information **Personal Information**

Save or Cancel

BASICS 🔒 ANYONE

Birthday	02/10/1958	📅
Gender	Female	✕
Marital Status	Divorced	✕
Allergies		▼

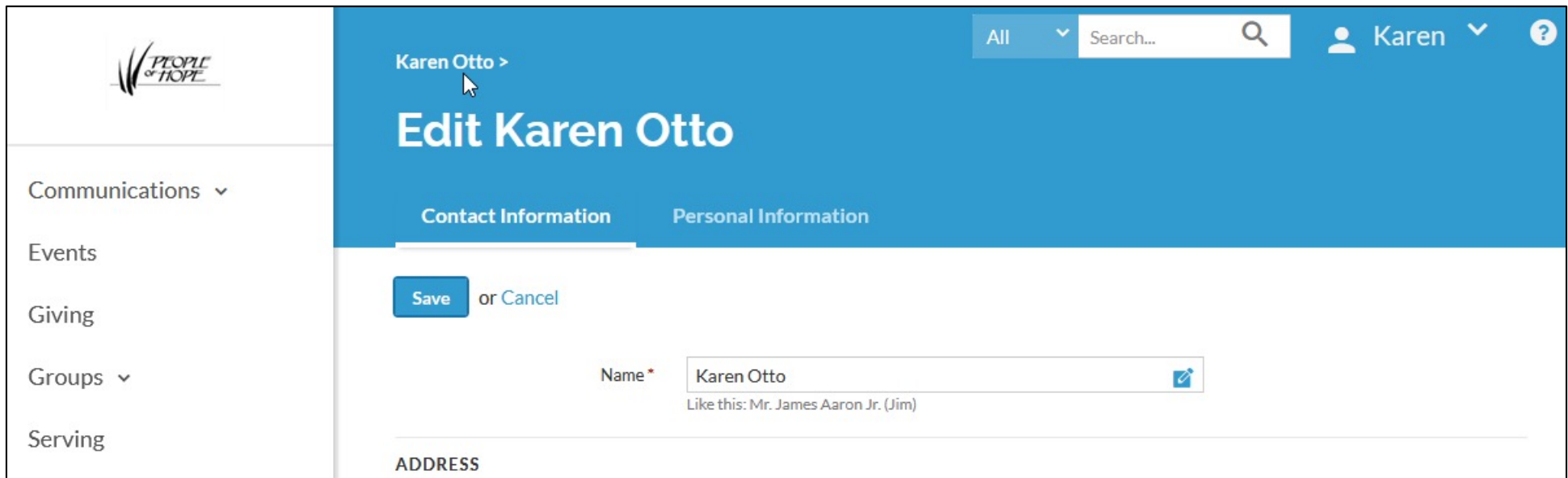
DETAILS

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10

Here back on your main page, we will see how to upload “your” or “your family” (in this case, mine) picture!:

Move you cursor/mouse to the top line where your name is followed by an arrow... and click on your name....



The screenshot shows the 'Edit Karen Otto' profile page. On the left is a sidebar with the 'PEOPLE of HOPE' logo and navigation links: Communications, Events, Giving, Groups, and Serving. The main content area has a blue header with 'Karen Otto >' and a mouse cursor pointing at the arrow. Below the header are tabs for 'Contact Information' and 'Personal Information'. A 'Save' button is next to 'or Cancel'. The 'Name' field contains 'Karen Otto' with a small edit icon. Below the name field is a hint: 'Like this: Mr. James Aaron Jr. (Jim)'. The 'ADDRESS' field is partially visible at the bottom.

PEOPLE of HOPE

Communications ▾

Events

Giving

Groups ▾


Serving

Karen Otto >

Edit Karen Otto

Contact Information Personal Information

Save or Cancel

Name * Karen Otto 

Like this: Mr. James Aaron Jr. (Jim)

ADDRESS

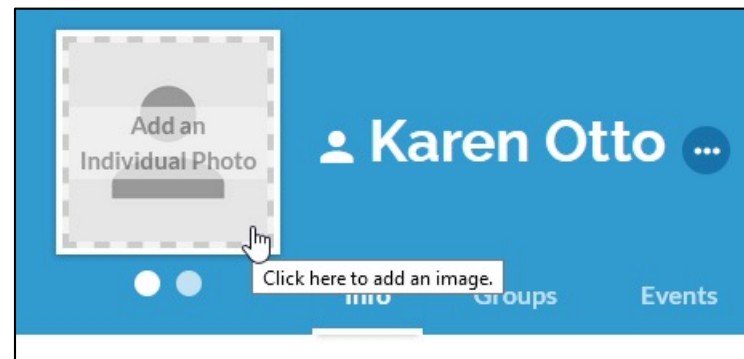
You will then see the area to upload “your” or “your family” (in this case, mine) picture!:

Note: You must be on the device where your pictures are stored. If not, you can always return later to add them!

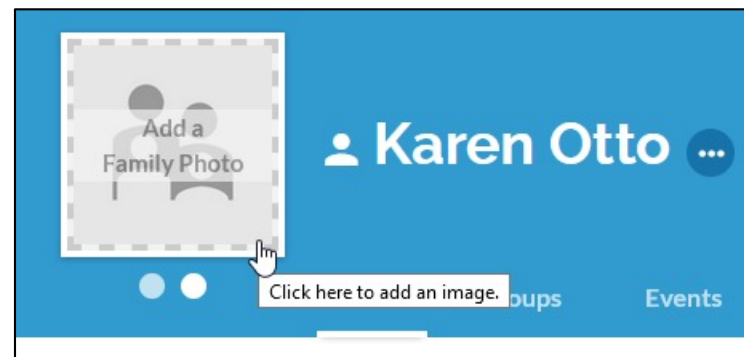
Decide which pictures (Individual and/or Family) you want, and click in their corresponding box:

Note: You can upload both types!

The default, ‘left’ button, is for the ‘Individual’ option →



Pressing the ‘right’ button gives you the ‘Family’ option →



You will then be presented the screen below, where you need to navigate to the picture on your device via clicking the 'Choose File' button!:

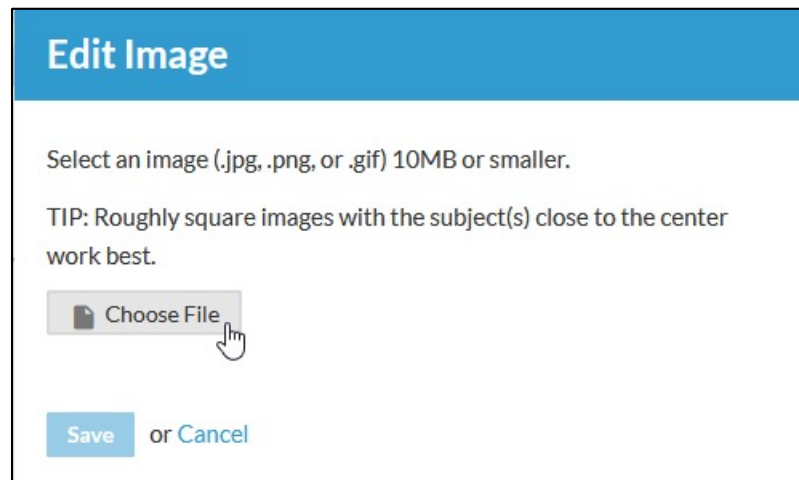
Select the picture you want to upload and 'open' it.

REALM will then open an 'Edit Image' window ...

where you can resize the picture to fit within the REALM allowance.

Remember to click on the 'Save' button to save your picture!

(next, we will go back to the first profile screen, and look at the 'Manage Privacy' button)



And now, back at “your” primary profile page (in this case, mine) we will look at the all important privacy settings:

Note!: please carefully consider the option you choose on the next page!

(this time we will click on the ‘Manage Privacy’ button)

The screenshot displays a web interface for a profile page. On the left is a vertical navigation menu with the following items: 'Communications' (with a dropdown arrow), 'Events', 'Giving', 'Groups' (with a dropdown arrow), 'Serving', and 'Directory' (highlighted in blue). The main content area has a blue header bar containing the word 'Profile', a search input field with a magnifying glass icon, and a user profile indicator showing 'KO Karen' with a dropdown arrow and a help icon. Below the header, the profile section features a large circular profile picture with the initials 'KO' and the name 'Karen Otto'. Underneath the picture are two buttons: 'Edit Profile' (with a pencil icon) and 'Manage Privacy' (with a lock icon). A mouse cursor is pointing at the 'Manage Privacy' button. Below these buttons is a 'Contact Information' box containing the following details: Primary Email (kotto746@gmail.com), Alternate Email (kotto74@yahoo.com), Home (507) 252-0258, and Address (3814 5th St NW, Rochester, MN 55901). To the right of the contact box is a grey button labeled '+ Add family'. The page number '14' is located in the bottom right corner.

Contact Information	
Primary Email	kotto746@gmail.com
Alternate Email	kotto74@yahoo.com
Home	(507) 252-0258
Address	3814 5th St NW Rochester, MN 55901

Here is where you select/change the level you'll allow (remember to press 'Save' when done!):

(floating your mouse/cursor over the 'i' bubbles provides further detail)

Notes!: selecting 'Anyone' allows others to see all of the information you have entered

selecting any of the next 3 options PREVENTS most everyone from seeing anything about you!

selecting 'Custom' allows you to pick & choose access for each line of your contact information!

(next we will look at how to add Family members...)

Manage Account Privacy

Tell us what's ok to share with the church. Also, group meeting hosts' contact info may be visible, regardless.

Your contact and personal information can be seen by users with permission to view profiles and:


- ☒ Anyone in the church *i*
- ☐ Leaders & group/serving team members
- ☐ Leaders *i*
- ☐ Users with permission only
- ☐ Custom Privacy
Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.

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[Save](#) or [Cancel](#)

Once more, back at “your” primary profile page (in this case, mine) we will look at how to add family member(s):

(this time we will click on the ‘+ Add family’ button (off to the right hand side))




Communications ▾
Events
Giving
Groups ▾
Serving
Directory

Profile

Search

KO Karen ▾ ?



KO

Karen Otto

Edit Profile

Manage Privacy

Contact Information

Primary Email

Alternate Email

Home

Address

kotto746@gmail.com

kotto74@yahoo.com

(507) 252-0258

3814 5th St NW
Rochester, MN 55901

+ Add family

Support | Privacy | Terms of Use

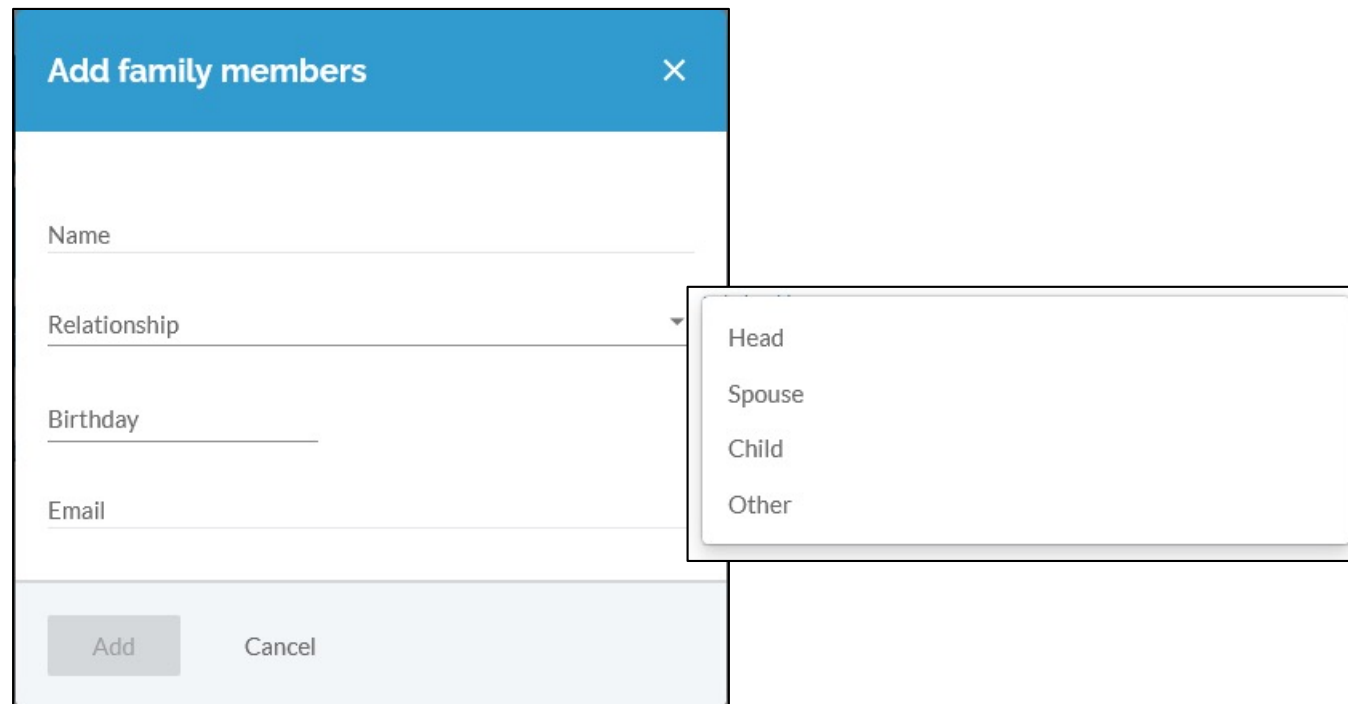
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Personal Information

16

A popup window is then displayed where you can fill in all family members and their relationship to you:

(note!: any person calculated as being under age 18 will have extra safety/security applied as described in the 'i' bubble on the main privacy screen (shown 2 slides previous))



Add family members X

Name _____

Relationship _____ ▼

Birthday _____

Email _____

Add Cancel

Head
Spouse
Child
Other

Congratulations!!!!

You did it!!!!

You now have a REALM directory entry!!!!

THANK YOU!!!!

Still to come: deciphering how 'Groups' work..... and how to work with them.... Timeframe: TBD!