



## Steps for Joining Realm



These instructions will enable you to claim your church record, log onto Realm, access and update your online profile, manage your privacy settings, update your profile picture, view the church directory, and view your giving information. For questions, please contact the Church Office at [office@upbrookline.org](mailto:office@upbrookline.org), visit <https://help.acst.com/> or call Realm customer support at 1-800-669-2509.

- I. You will be sent an email invitation with the subject line "The United in Parish Brookline: Join our online directory." Check your spam folder just in case! Click the link that comes after "Create an account."

The screenshot shows an email interface with a blue header bar containing navigation icons: Keep as New, Reply, Reply All, Forward, Delete, Spam, and More. The email subject is "The United Parish In Brookline: Join our online community!". The sender is "The United Parish In Brookline (notifications@onrealmmail.org)" and the date is "Wed, Jan 30, 2019 11:44 am". The email body features the church logo and the following text:

**The United Parish In Brookline: Join our online community!**

Hi Benji,

We at The United Parish In Brookline have an online church community where we can connect with each other outside our Sunday gatherings. We'd love for you to take part!


Create an account: [https://onrealm.org/TheUnitedParish/account/Register?user-\[REDACTED\]](https://onrealm.org/TheUnitedParish/account/Register?user-[REDACTED])

Sincerely,  
Your friends at The United Parish In Brookline

This message was sent to [REDACTED] by ACS Technologies on behalf of this organization. If you don't want to receive these emails from Realm in the future, please [unsubscribe](#)

The bottom of the screenshot shows navigation icons: Reply, Reply All, and Forward.

2. You will be taken to the Registration page. Create a password.




## Register

Sign-up is easy, and it's free! Get started by completing the fields below.

Email Address

Create Password (8 character min)

Confirm Password

I'm not a robot  reCAPTCHA  
Privacy - Terms

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

[Register](#)

Already have an account with The United Parish In Brookline? [Sign In](#)

**Your password must have:**

- At least 8 characters
- A mix of uppercase/lowercase letters, numbers and symbols

**For your security, avoid:**

- Repeating characters
- Sequences (abc, cba, 123, or 321)
- Any part of your email address

[Why?](#)

3. Check your email.



**Please check  
your email.**

We are sending you instructions to activate  
your account.

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4. Verify your email.

The screenshot shows an email interface with a blue header bar containing navigation icons: Keep as New, Reply, Reply All, Forward, Delete, Spam, and More. The email title is "The United Parish In Brookline: Email Verification". The sender is "The United Parish In Brookline (notifications@onrealmmail.org)" and the date is "Wed, Jan 30, 2019 11:53 am". The recipient is "To: you" with a "Details" dropdown. A "Sign In" button is visible in the top right of the email content area. The email body features the church logo, the title "The United Parish In Brookline: Email Verification", and the text: "Hi, Thank you for joining our online church community! Before you can sign in, please verify your email to complete your registration. Verify your email: [https://onrealm.org/TheUnitedParish/account/Validate?user=\[redacted\]&token=TH5X6dR00BPmMFw](https://onrealm.org/TheUnitedParish/account/Validate?user=[redacted]&token=TH5X6dR00BPmMFw) Sincerely, The United Parish In Brookline". A footer note states: "This message was sent to [redacted] by ACS Technologies on behalf of this organization. If you don't want to receive these emails from Realm in the future, please [unsubscribe](#)." The bottom of the email shows "Reply", "Reply All", and "Forward" options.

5. Log in to Realm at [onrealm.org](https://onrealm.org).

The screenshot shows the sign-in page for onrealm.org. At the top right, a green notification box says "Your account has been verified. You may sign in now." with a close button. The church logo is centered at the top. The main content is a white "Sign In" form with the following elements: "Email Address" label and a text input field containing a redacted email address; "Password" label and a text input field with a vertical cursor; a blue "Sign In" button; and a blue link "Forgot your password?". At the bottom, the footer text reads "Copyright © 2019 ACS Technologies. All Rights Reserved."

6. Verify your identity by entering either your phone number or birthday.



## Please Verify Your Birthday

For your protection, we ask users to validate their birth date against our records. Once we have verified you, we will send you a confirmation email.

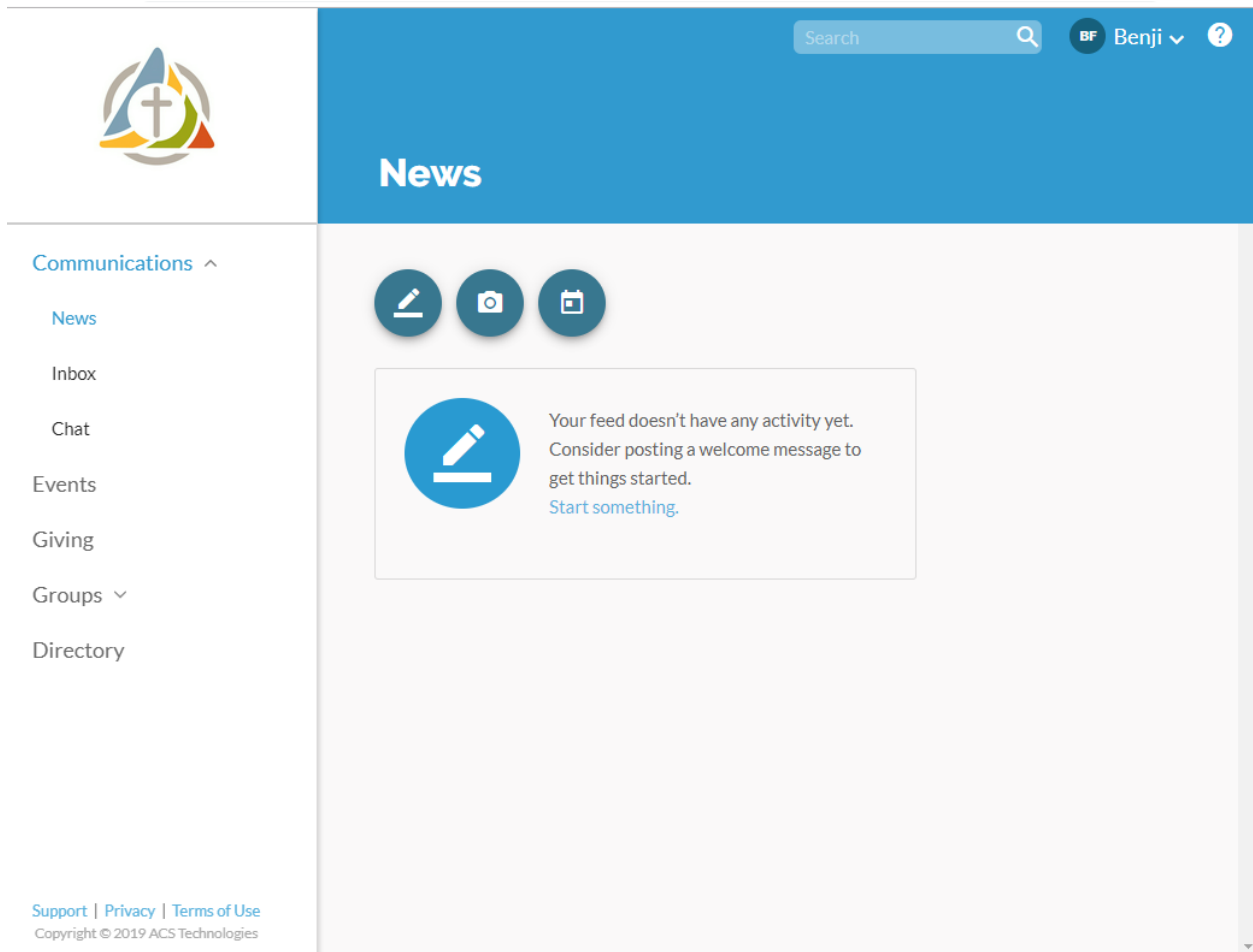
**Birthday \***

**Verify Me**

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7. You will see the home screen that looks like this:



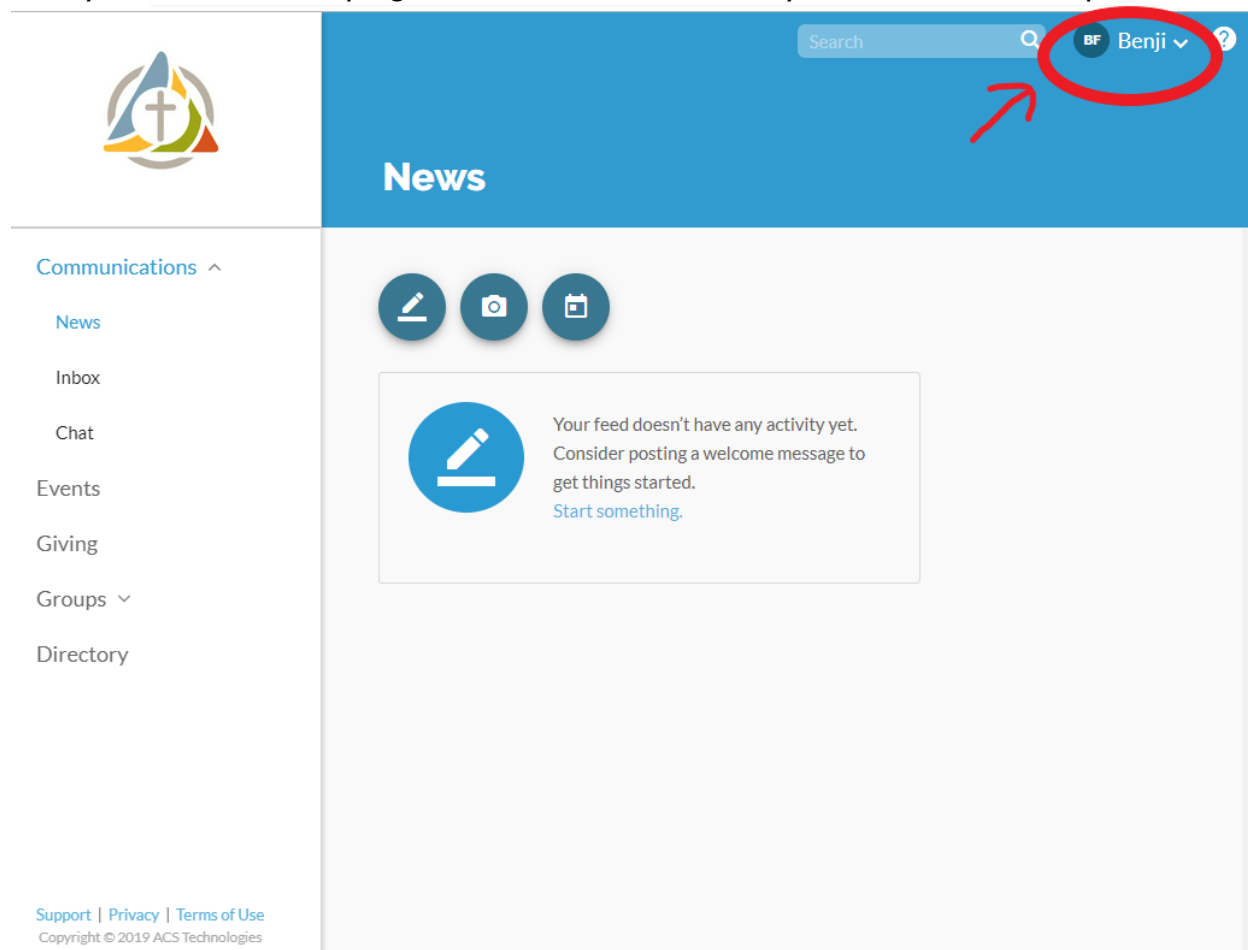
Explore your groups, account settings, giving history and the directory. If you have questions about a certain page, click the question mark in the top right-hand corner.

**Now that you are logged in, you must do two things:**

- 1. Update your profile or confirm that the information listed is correct.**
- 2. Update your privacy settings to opt-in to the directory.**

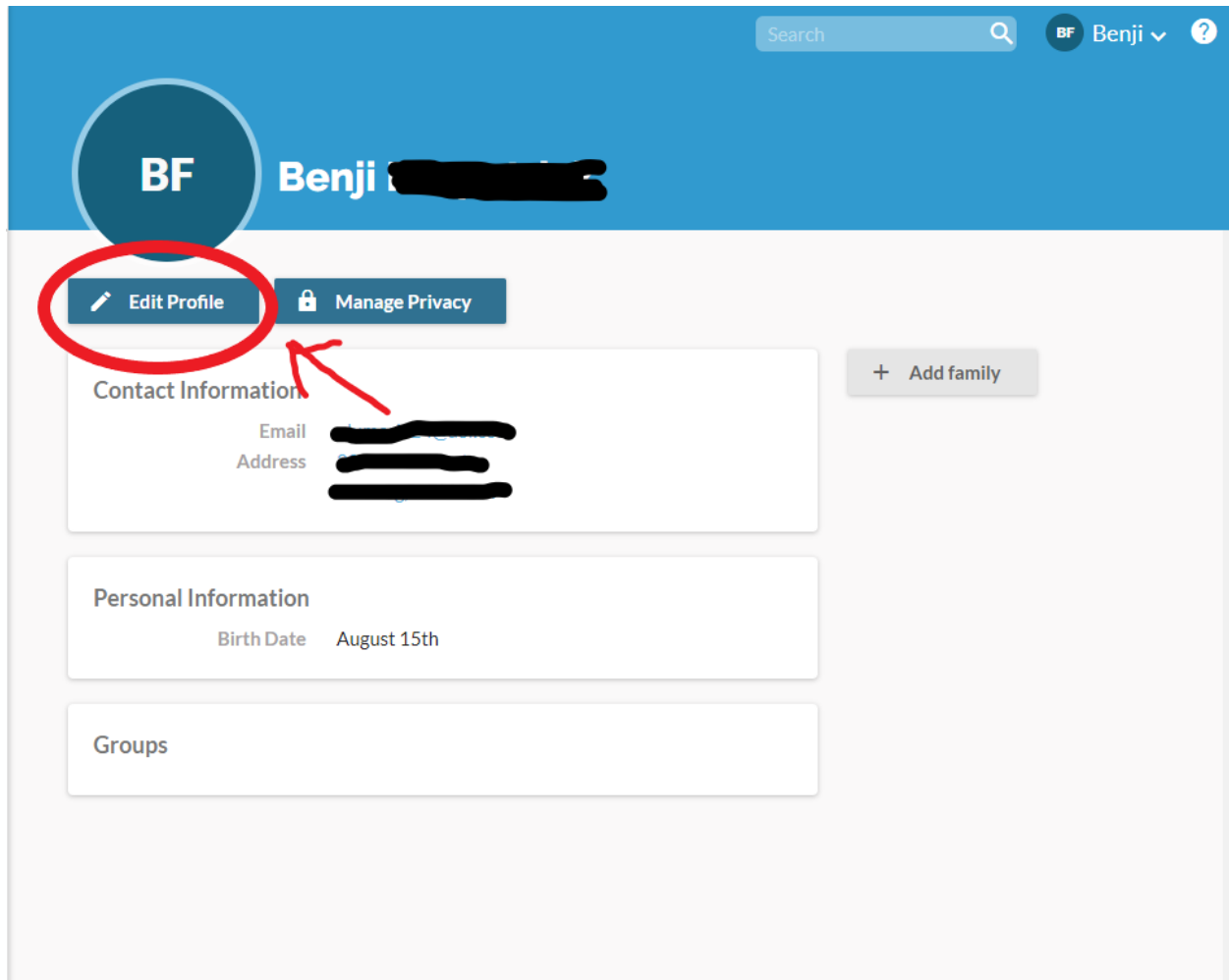
To update your profile:

1. Click your name at the top right-hand corner and select “My Profile” from the drop-down menu.



The screenshot displays a web application interface. On the left side, there is a navigation menu with the following items: Communications ^, News, Inbox, Chat, Events, Giving, Groups v, and Directory. At the bottom left, there are links for Support | Privacy | Terms of Use and a copyright notice for ACS Technologies. The main content area is titled "News" and features three circular icons: a pencil, a camera, and a calendar. Below these icons is a message box with a pencil icon and the text: "Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. Start something." The top right corner of the interface shows a search bar and a user profile dropdown menu. The dropdown menu is highlighted with a red circle and a red arrow, and it displays the user's initials "BF" and the name "Benji".

2. Click the blue box "Edit Profile".






3. Edit your Contact Information. Update or confirm your name, home address, phone number(s), and email addresses. Click “Save” at the bottom.

Benji [redacted]

All Search... Benji



# Edit Benji [redacted]

Contact Information Personal Information

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

---

ADDRESS

Home    Groups + Leaders + Staff

[+ Add address](#)

---

PHONES

Home

Mobile


Work

Other

---

EMAIL

Account Email   
This email is used to sign in.  
[Update account email](#)

Email   Groups + Leaders + Staff  
Preferred contact email

Alternate Email

---

SOCIAL MEDIA

Twitter Link

Facebook Link

LinkedIn Link

or

4. Edit your Personal Information. Update or confirm your birthday, gender, marital status, allergies, emergency contact, and pronouns. Click “Save” at the bottom.

Benji [REDACTED] All Search... Benji [REDACTED]

# Edit Benji [REDACTED]

Contact Information Personal Information

BASICS

STAFF

Birthday 08/15/2012

Gender

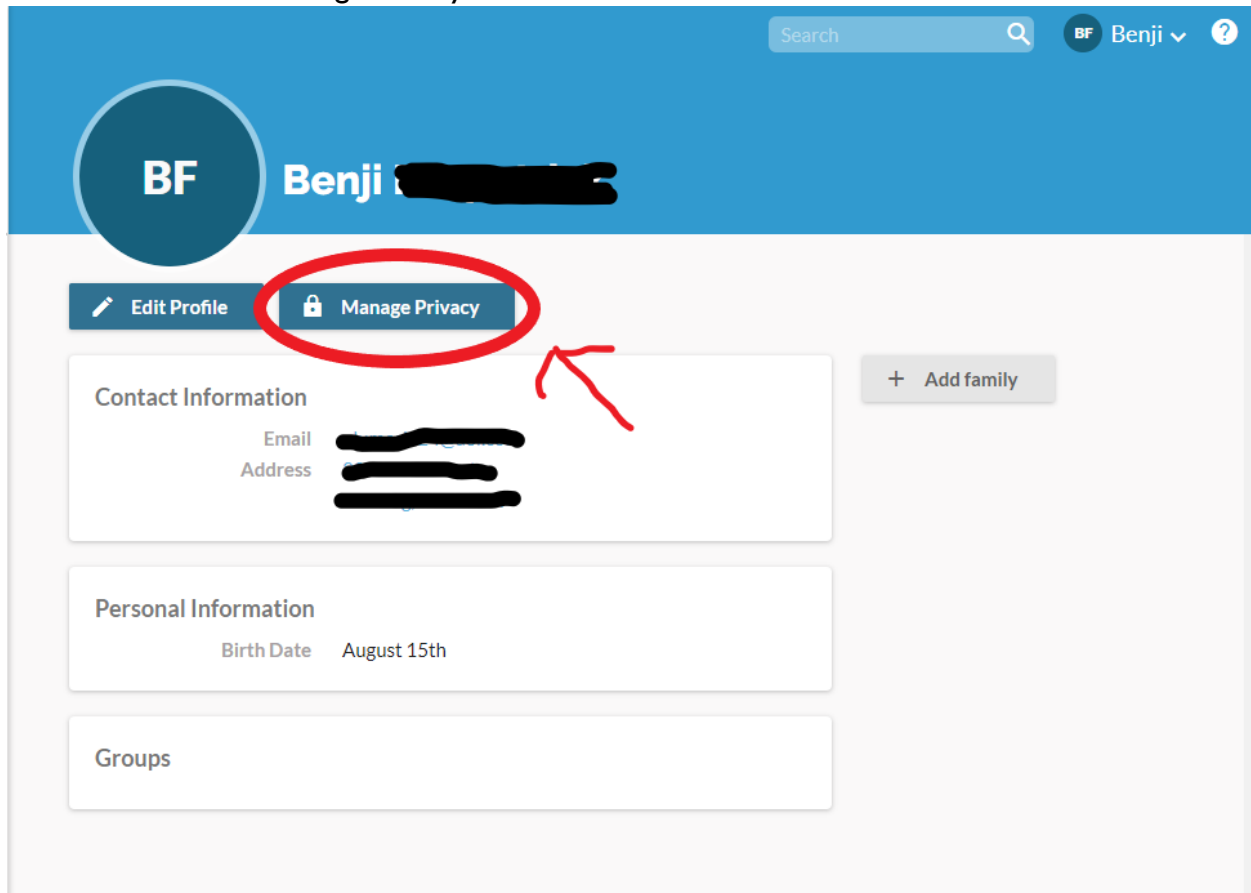
Marital Status

Allergies

Save or Cancel

**To update your privacy settings:**


- I. Click the blue box "Manage Privacy".



2. The default is “Leaders & Group/serving team members” If you keep it at the default, you will not be included in the directory for other church members to see. **If you want to be included in the church directory, you must opt-in by selecting “Anyone in the church”.** That means anyone in United Parish’s Realm database can see your contact information.



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



Benji

**i** 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

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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.

**Save** or Cancel

3. If you don't want all of your information listed, and only some of it, select "Custom Privacy" and choose your privacy level. Click "Save" at the bottom. You will receive an email notification alerting you that a change has been made to your privacy settings.



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Benji

**i** 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**
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---

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Office Phone  
**(617) 277-6860**

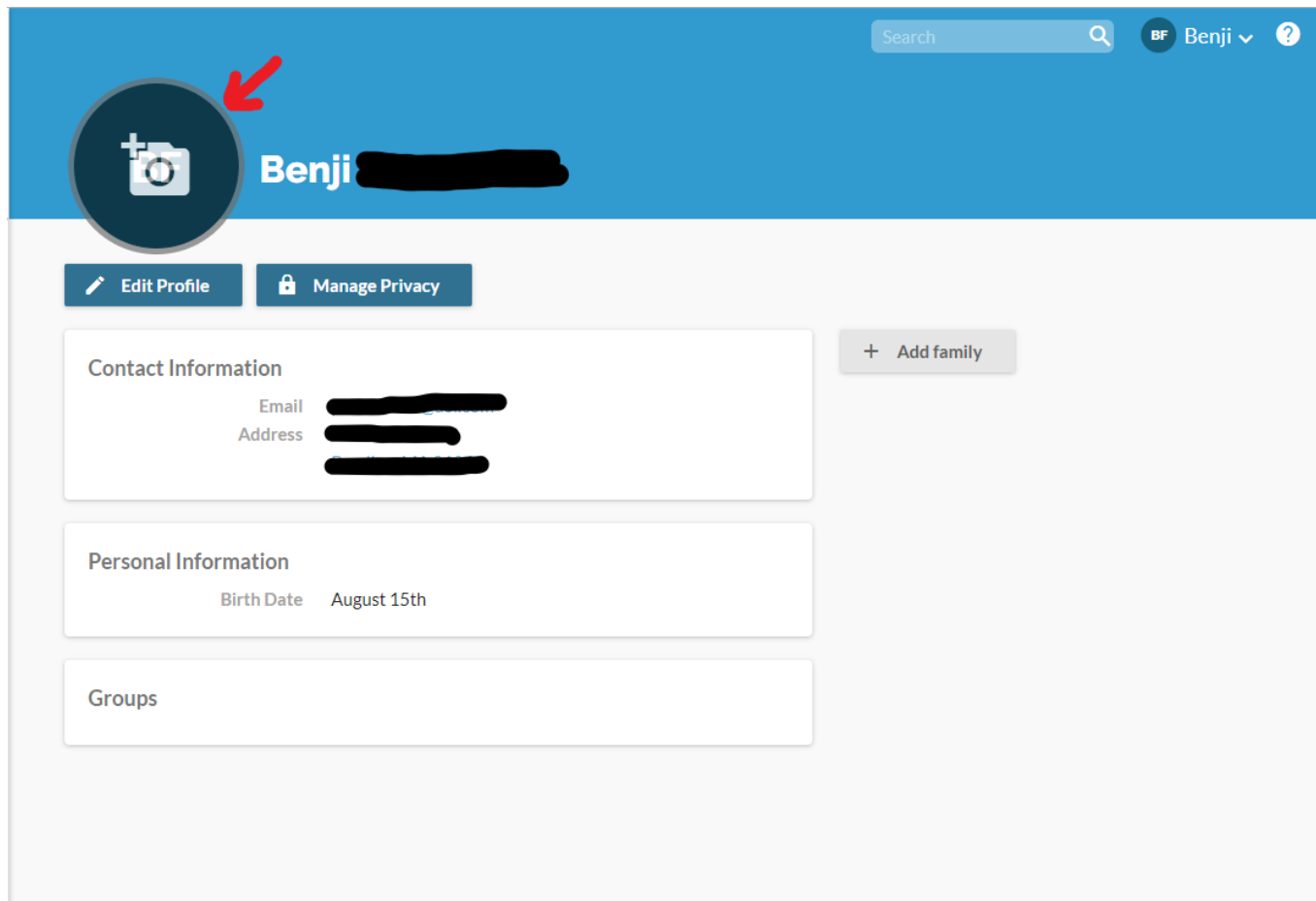
Primary Email Address  
**office@upbrookline.org**

Personal Information

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


## To add an optional profile picture:

1. Hover over the dark blue circle to the left of your name with your initials in it. You will see a camera icon.



The screenshot shows a Facebook profile page for a user named Benji. The profile picture area is highlighted with a red arrow pointing to a camera icon, indicating where to click to add a profile picture. The page includes a search bar, a user menu, and sections for Contact Information, Personal Information, and Groups.

Search  BF Benji ?

 Benji [Redacted]

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

[+ Add family](#)

**Contact Information**

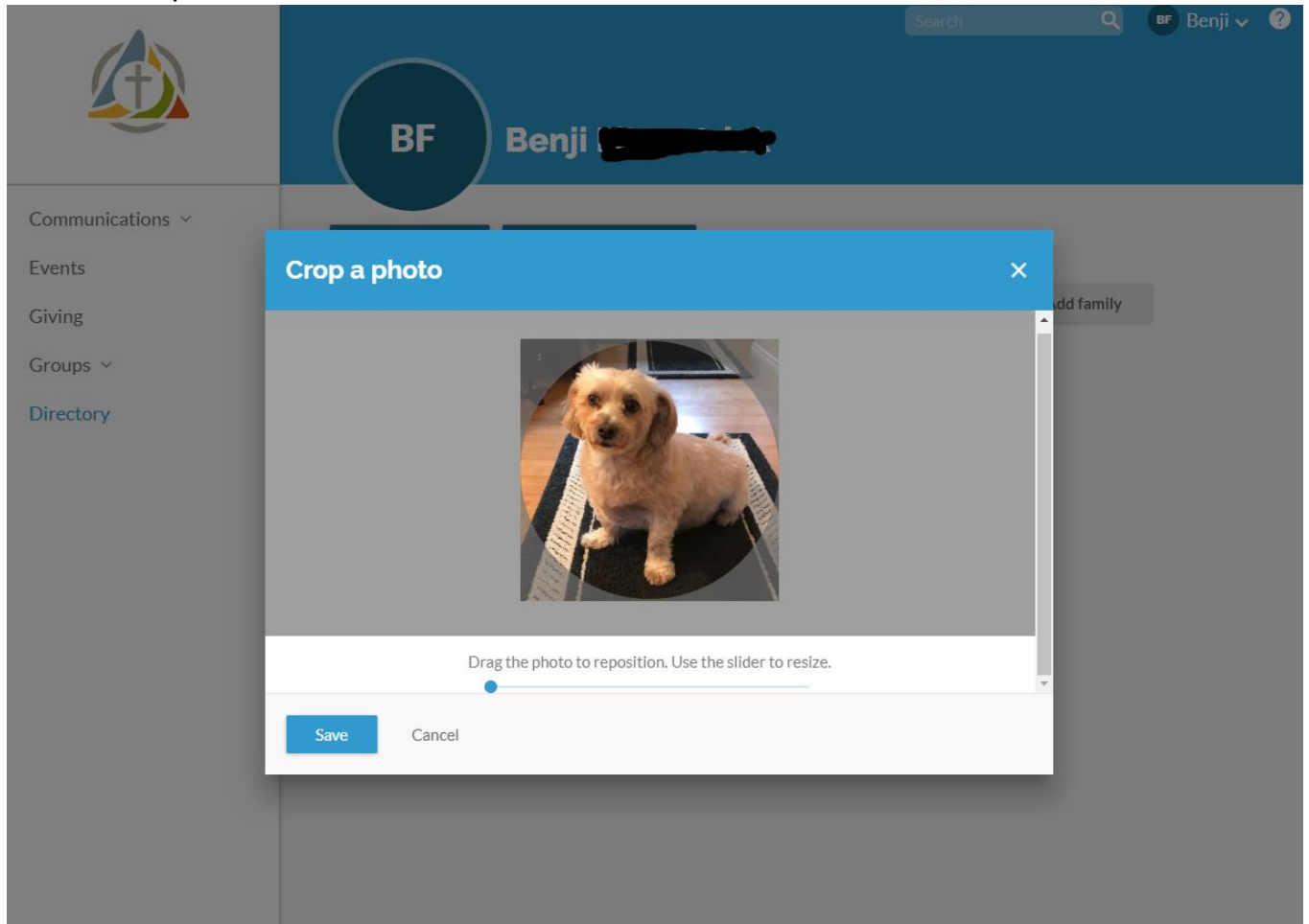
Email [Redacted]  
Address [Redacted]

**Personal Information**

Birth Date August 15th

**Groups**

2. Click the camera icon. Upload your photo, crop it, and click “Save.” To edit your photo – either to upload a new profile photo, or to remove the existing profile photo – hover over your profile photo and click the pencil icon.



If you need help with logging on, editing your profile or managing privacy settings, please contact Sarah Fitzpatrick in the Church Office at [office@upbrookline.org](mailto:office@upbrookline.org) or 617-277-6860, or visit <https://help.acst.com/> or call Realm customer support at 1-800-669-2509.

**To view the online church directory:**

- I. On the left side option menu, select “Directory”.

The screenshot shows a web interface for a church. At the top left is a logo featuring a cross inside a stylized triangle with blue, green, and orange segments. The top right has a search bar, a user profile for 'Benji', and a help icon. The main header is blue with the word 'News' in white. Below the header, there are three circular icons: a pencil, a camera, and a calendar. A central message box contains a pencil icon and the text: 'Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. [Start something.](#)'

On the left side, there is a navigation menu under the heading 'Communications ^'. The menu items are: News, Inbox, Chat, Events, Giving, Groups ^, and Directory. The 'Directory' item is circled in red, and three red arrows point to it from the right.

At the bottom left, there is a footer with the text: 'Support | Privacy | Terms of Use' and 'Copyright © 2019 ACS Technologies'.



2. You will see all of the congregants who have logged into Realm. Click on a person's name to see their contact information.

The screenshot shows a web application interface for a church directory. The top navigation bar is blue and contains a search bar, a user profile for 'Benji', and a help icon. The left sidebar lists navigation options: 'Communications', 'Events', 'Giving', 'Groups', and 'Directory' (which is highlighted in blue). The main content area is titled 'Directory' and displays a list of congregants. Each entry includes a profile picture, a name, and initials. The entries are: Anne, Lexi, Hannah, Josaphat, Susan, Liz, and You. At the bottom of the list, contact information for Sarah Fitzpatrick is provided: (617) 277-6860 and office@upbrookline.org. The footer of the page includes links for 'Support', 'Privacy', and 'Terms of Use', and a copyright notice for ACS Technologies.

**To view your giving information:**

1. On the left side option menu, select “Giving”.

The screenshot displays a web application interface. On the left is a navigation menu under the heading "Communications ^". The menu items are: News, Inbox, Chat, Events, Giving (circled in red with a red arrow pointing to it), Groups, and Directory. At the top right of the main content area, there is a search bar, a user profile for "Benji", and a help icon. The main content area is titled "News" and contains three circular icons (pencil, camera, calendar) and a message box that says: "Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. Start something." At the bottom left, there are links for "Support | Privacy | Terms of Use" and a copyright notice: "Copyright © 2019 ACS Technologies".

2. On this page you can:
  - a. set filters to see your giving history for a certain period such as the calendar year or the fiscal year.
  - b. view your giving number.
  - c. manage payment methods.
  - d. make a contribution.
  - e. print giving statements.
  - f. view current pledges or make a pledge.

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If you have questions about your giving information, please contact Treasurer Doug Johnson ([treasurer@upbrookline.org](mailto:treasurer@upbrookline.org)) or Assistant Treasurer Lietza Molloy ([assistanttreasurer@upbrookline.org](mailto:assistanttreasurer@upbrookline.org)) or visit <https://help.acst.com/> or call Realm customer support at 1-800-669-2509.