REAL Ministry

Updating Your Member Profile in REALM (on a computer)

1. First time only – follow the instructions in your email invitation to set up a login
2. Once you have a login, go to REALM from downtownchurch.org (very bottom right or under "Resources")
3. Login with your email address and password.
4. Click on your name in upper right and choose "**My Profile**"
5. Click on the **photo** spot to add a new photo.
   a. Please choose a headshot of **just you**.
   b. You may prefer to choose a photo on your phone. See app info below.
6. Click on "**Edit Profile**" to update your information.
   a. Update BOTH tabs at the top: **"Contact Information" and "Personal Information".**
   b. Save
7. Click on "**Manage Privacy**" to set privacy for each family member and Save.

Remember to change your profile any time you change addresses, phone numbers, email, etc.

Searching for Member's Contact Info

Simply start typing a name in the upper Search box. **Tip: When you want to look up somebody, always look UP (at the top of the screen).**

Prefer a Phone or Tablet App?

From your App Store, search for "**Realm Connect**" and find the app developed by ACS Technologies.

- In the app, to search for member contact info, use **magnifying glass icon in upper right of "News" tab**.
- To update your profile, click on "**More**" in lower right and then "**Profile**".
- You can choose when to have the app notify you on your phone, or to have an email sent to you. Click "**More**" in lower right, then "**Settings**".

- REALM is always being improved and that may mean that things look a little different when upgrades are made.
- You will use your email address and personal password for REALM. On the church **website**, there are member areas that are accessed with the generic username of "member" and the password "family".