# Realm – How To

Sign up for a Group in the Connect App and internet browser

## **Realm Account**

Must have a Realm account to join a group.

The default to sign up for an account is through a web browser using your smartphone.

Go to: <u>https://onrealm.org/southviewchurch</u>, or scan this qr code.



Your web browser will show the main sign up/sign in page for Southview Realm.

Follow the instructions on the page to create your account and password.

### **Request to Join Group**

- 1. Internet Browser
  - Login to your account
  - Go to groups
    - In the search bar, on the top right ribbon, start typing in the name of the group or parts of the name of the group you wish to join or access.
      - Example: Southview Family.... Will populate in the drop down list our "Southview Family Updates" group.

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Southview Alliance Church Connect	News	Southview Family	×			
News  Communications   Events	200	Profiles Groups           Profiles         Groups           2000         Southwilew Family Updates				
같 Culling 왕, Groups 음 Directory 및 Pathways	All Hampshire Block SOUTHYEW ALLANCE CHARCH Server and Valley All the Updates   Viewpoint January 14 & 15 Helio friends ! Hwort subject you to a long preamble today because we have all the updates this Fridar, We're diving Into 2023 full force and there are multiple ministry events and opportunities coming your way. So here we go.C.A.P. Financial Course   Begins January 22In	See all group results >				

- Click or tap on the group in the drop down list.
- o Click or tap on the dark blue button with the name of the group you wish to join.
  - Example: Click on Join Southview Family Updates

2	Southview Alliance Church Connect	← Groups
6	News	
2	Communications >	Southview Family Updates
*	Events	Info
2	Giving	
89	Groups	◆▲ Join Southview Family Updates
0	Serving	
R"	Directory	About
11	Pathways	Stay connected to what's happening at Southview! This is a community news update and information group. We will be posting our viewpoint, financial updates, and other Southview Church general information.



• A pop up box confirming you wish to join the group will appear.

Southview Alliance Church Connect	←Groups		Search
News Communications  Events Colver	Southview Family Updates		
S. Giving R. Groups G. Serving R. Directory	Loin Southview Family Updates		Leadership  Michele Black  Ali Mannashine Blicox
[], Pathways	Stay connected to what's happening at Southview! Th posting our viewpoint, financial updates, and other So	Request to join group	
		Thanks for your interest in this group! A group leader will evaluate your you soon. Joining a group allows group members to view your profile and the infor your newsfeed. You vill also receive notifications from group members, manage your notifications.	rmation you share on
		Send Request Cancel	

- Click or tap on the blue "Send Request" button.
- The popup box will disappear and you will now see a blue box on the right side with "Request Sent".

Southview Alliance Church Connect	←Groups	
팀 News 과 Communications > 한 Events 로 Giving	Southview Family Updates	
Croups	Your request is pending.	Leadership
ξ <sup>™</sup> Directory Ω. Pathways	About Stay connected to what's happening at Southview! This is a community news update and information group. We will be posting our viewpoint, financial updates, and other Southview Church general Information.	All Hampshire Bilcox     All Hampshire Bilcox     Hannah Hunt     Participation     No active participants

- The request has been sent to the administrators at Southview. Within a day (two if it is late Friday or on Saturday) your request to join the group will be approved.
  - Note: if you are close to a staff member

#### **Connect App**

Once you have your account set up, go to the sign in page in Realm which can be accessed through the church website by click on "Realm" on the top right navigation ribbon. (If you see the QR code as well to sign up this is the same site to sign in).

On the sign in/sign up page are links to the Connect App for apple and google play. The Connect App is the easiest way to access all your information, groups, serving, giving, and more with Southview. Sign in using your new login and password!

Using the left sidebar you will be able to access all areas of Realm that you would on your internet browser.

## **Profile Settings**

Go into your profile (click on your picture/name on top right) and set your notification settings for this group, as well as your other groups. Also, don't forget to set your privacy settings!