

Helpful Hints to Navigate Realm at CPC (and FAQ's)

LOGIN

Login

You need to receive an email from CPC to be invited to login into the Realm CPC site. Access to CPC's Realm site is restricted to members, active friends and associated groups. If you have not received an email, contact the office at office@chcpc.org to have one sent.

Change your login email address

You can change the email address you use to log into the site. This changes only your login email; if you have an email on your profile page, it will be unaffected. Your profile page information is what others in the church see (assuming your privacy settings don't prevent it) and how the office will contact you. To change that email as well, you also need to update your contact information.

- To change your email address
 - Log into the site.
 - Click your name in the upper-right corner, and select Manage Account.
 - Click the Account tab.
 - Click Update account email.
 - Enter your new email address and confirm.
 - Enter your Current Password.
 - Click Save.
 - Log in with your new account email.

To change your password

- Log into the site.
 - Click your name in the upper-right corner, and select Manage Account.
 - Click the Account tab.
 - Enter your new current password, new password, and confirm.
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CONTACT INFORMATION

Update contact information

Your profile contains your contact information. This is what other members will use when they want to get in touch.

- Log into your site.
- Click your name in the upper-right corner, and select My Profile.
- Click Edit Profile.
- On the Contact Information tab, enter or edit the fields displayed.
- Note, especially, any fields marked with an asterisk. These must be completed before you can save.
- Click Save.

Update Personal Information

Gender, birthday, marital status,, etc—CPC needs to keep this information current for our records and to give you accurate reports, statements, and updates.

- Log into your site.
- Click your name in the upper-right corner, and select My Profile.
- Click Edit Profile.
- On the Personal Information tab, complete or edit the fields displayed. Fields marked with an asterisk must be completed before you can save.
- Click Save.

Your Birthday

Feel free to enter your full birthday on your profile page. The year and your age will not be displayed on your church profile, but will be visible to church staff.

Add or update your photo

- Log into the site.
- Click your name, and select My Profile.
- Point to the image to the left of your name and click it.
- Browse the image you want to use and select it.
- Adjust the image size using the slider.
- Click Save.

ONLINE SECURITY AND PRIVACY

Your Online Security and Privacy

Don't be afraid to include all of the information asked for. It's tremendously helpful to the office staff to have your complete information. But, you get to decide what data you want to allow online by setting your privacy preferences.

- **Everyone**—Like a church directory listing, everyone in our church will be able to see whatever profile information is marked as visible to everyone.
- **My Groups + Group Leaders + Church Staff**—This setting means information will only be shared with the people you are involved with at church. *This is the default setting.*
- **Group Leaders + Church Staff**—You would use this setting if you wanted to keep some profile information hidden from anyone who is not a group leader or on staff.
- **Church Staff Only**—This setting effectively removes you from the church directory. Your information will only be available to authorized church staff.
- **Custom Privacy**—Choose different privacy levels for specific contact fields and personal information.

Manage Your Family's Privacy

You can check and edit the privacy settings for each member of your family in the same window. That way, you can determine who in your church can see which information for your spouse and children. Only primary adult members of a family can change settings for others; individuals with a family position such as "child" or "other" cannot. When you change privacy settings for another member of your family, that person will be notified by email.

- Log into the site.
 - Click your name in the upper-right corner, and select My Profile.
 - Click Manage Privacy.
 - Select a family member (if more than one).
 - Click one of the buttons above the line to apply that setting to all information in the profile, **or** click Custom Privacy and select a setting for each field.
 - Click Save.

Set Your Own Privacy Preferences

By default, the viewing of your personal and contact information is limited to members of groups you are in, group leaders, and staff members. If you choose to, however, you can make your information visible to all registered users of your church's website.

- Log into the site.
 - Click your name in the upper-right corner, and select My Profile.
 - On the Info tab, next to Edit Profile, click to the privacy icon.
 - Select a family member (if more than one).
 - Click one of the buttons above the line to apply that setting to all information in the profile, **or** click Custom Privacy and select a setting for each field.
 - Click Save.

Privacy Notes:

- While you can hide the majority of your information from being posted on the CPC online directory you should know that regardless of your settings, contact data will still be visible to certain members of your church staff.
- Once you have a login, your name and picture are visible to all others at your church who have a login.
- A family member with a primary position such as "Adult 1" or "Adult 2" can change privacy settings for other members of the family.
- Children's information is never visible to "Everyone".

FAQ's

Why did we make the switch to Realm?


For many years we've used the Logos accounting and database software. Unfortunately, Microsoft is ending their legacy support for the program, so the owner decided to discontinue its availability. We had to move to a new accounting and church management program by 2019.

I only see one phone number published in the on-line directory:

Yes, currently only one number can be displayed in the on-line directory. Realm is working on this. In the meantime, it is important you select the number you wish to be called at most often as your primary number in your profile (in the EDIT menu)

Have older children? How do we handle that?

Older children can stay in your household listing indefinitely. If they have their own independent interaction with CPC, we can make them their own households at any time. Just let the office know.

 Lives with But, you can update their information at any time so we have current information. By clicking the little house under their address, unlink them from your address and put in their own.

You can change their last name as well if they get married. Just send us the details and we'll be sure it's noted that they are married.

I have an allergy that's not on the list:

Just let the office know at office@chcpc.org and we will add it.

Will there be any more printed directories?

Not in the near future. We've had to put our efforts into getting the data transferred from Logos to Realm and we are currently focussing on the online accessibility and strength of the program. We will work with anyone who does not have internet access, or is not comfortable navigating the program. Just let the office know you need additional help.

I can't see my giving:

We're not quite there yet. Moving all the accounting operations from Logos to Realm has been a big job and at roll out time we were not quite there yet. We will let everyone know when that section is up and running.

Will anything change if I donate online or by ACH?

Not yet. At some point we will switch some of our operations to a slightly different VANCO system, but you will be informed ahead of time if you need to do anything.