UNDERSTANDING GROUPS

Groups are important to the fabric of Worthington Christian Church. Life Groups, specifically, are groups that we encourage all WCC members and regular attenders to participate in. They're not only great for Bible study and fellowship, but it's where many of us form lifelong bonds with our fellow believers. Being involved in a Life Group makes a large church family feel more intimate and personal.

Life Groups aren't the only groups that can be found in Realm. We have several ministry-specific and service-focused groups, too. If there's a group that piques your interest, please contact the Group Leader to make an inquiry or email the office at realm@worthingtoncc.org.

TO SEE YOUR GROUPS

1. Click 'Groups' from the main menu. The groups you are a member of will appear.
2. Click on the group name, then "Participants" tab.

TO FIND A GROUP

Using the menu on the far left, click 'Groups' and then click 'Find Groups." At this point you will be asked what type of group you are looking for, such as class, community, service, etc.

If you find a group that you are interested in joining, click on the name of that group and then click on the button, "Join Group." A request will be sent to the group leader(s) who will get back to you as soon as they can.

PRO TIP: Your News feed and Message feed will have all the current posts, files, images and messages posted to your group. Be sure to log into Realm daily to check for updates. Better yet, make sure you have your notifications turned '**ON**' so that you will get an email or push notification on your smart phone whenever a new post or message is made!

CREATING A GROUP COMMUNITY

There's more to groups than just taking attendance. You can also post messages, photos and files to your group wall.

What does that mean? It means exactly what it sounds like it means! You can post prayer requests, your thoughts or questions from a recent class discussion or study, a photo from a recent group get-together, a PDF or Word document for an upcoming study, make plans for a get-together for lunch or dinner, etc. — just like you can do on Facebook.

PRO TIP: Making a post to your group will send out a notification (by email or text or both) to everyone in your group that a post has been made. The only exception being if members of your group have opted out of receiving notifications.

All group posts are private. Only members of your group will see your posts, photos, messages and files.

POST A MESSAGE OR FILE ON YOUR GROUP WALL

From your newsfeed, you will see three icons. They are 'Create a Post,' 'Create a Photo Post,' and 'Create an Event.'

Depending on the permissions you have in your group (member vs. leader), you may be able to create a post and/or an event.

TO CREATE A POST:

1. Click the icon that looks like a pencil.
2. If you belong to multiple groups, select the check box next to the group you want to post in and click '**Next.**'
3. **Title your post, then compose the body of your message.** If you wish to add a file (JPG, PDF, DOC, etc.) to your post, click **"Attach files."**
4. Once you are finished writing your post, click the blue '**Post**' button. Your message will be posted to your group and appear on the newsfeed of everyone in your group. If members of your group have their notifications set to receive emails when a new post is added to the group, they will get a message sent to their inbox.

PRO TIP: If you click on the title of a post, it will take you to the full message and show all of the replies. You're also able to reply to a post.

TO SEND A MESSAGE TO YOUR GROUP

If messages are enabled for your group, leaders can send a message to everyone in a group, or just specific people, from the Participants tab. Sending a message will notify group members based on their preferred notification setting. It will also create a new conversation on the Messaging tab where the discussion can continue.

NOTIFICATION SETTINGS

Each Realm user has control over their notification settings and it is up to the individual to choose to receive a notification. Leaders can view notification settings for each member in a group. This helps you know how members receive notifications for messages and posts. **Leaders, you may want to ask your group members to turn their notifications 'ON' if you plan to post or send messages to your group.**

TO EDIT YOUR NOTIFICATION SETTINGS

1. Click your name (located at the top right corner), and select "Email Settings."
2. Change your settings as needed.

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realm®

About Realm

Realm is a cloud-based member website. It is where we can register for events, take class attendance, manage our profiles, view the church directory, make a contribution, post ideas, questions, prayer requests, etc. in our group(s), view and track your current contribution statement... **Realm is Worthington Christian Church online.**

GETTING STARTED: Realm users must be members or regular attenders of WCC and we need three key pieces of information from you to create an account: full name, email address and birth date. Realm uses your full name and email address to confirm that you are you. If we don't have that information on file, you will <u>not</u> be able to create an account.

The reason for the birth date is due to federal law, specifically the Children's Online Privacy Protection Act (COPPA). All Realm users are required to be 13-years-old and older, which is why Realm asks for your date-of-birth. If you don't want your age displayed in your profile, no worries! Realm will only display your birth date — not your birth year.

REALM 'CONNECT' APP: The mobile app for Realm is called 'Connect' and can be downloaded to your smart phone or tablet for free from your app store (iTunes or Google Play).

IMPORTANT NOTE: Realm is in constant development. We see updates, on average, every two weeks. Additional functionality to Realm, specifically to Groups, is expected to be released in the coming months.

CREATING AN ACCOUNT

The Realm login page is **onrealm.org/worthingtoncc.** Upon visiting the site you will see two blue buttons (Give Online and Sign Up) – if you need to create an account, click the second blue button, "**Sign Up.**"

From that point, there are three simple steps:

1. **Follow the prompts on the page.** Input your email address, name, birthday and phone number, then press "Continue."
2. **Your request for an account will be sent to the administrator.** If you attend WCC, or participate in a Bible study with us, you can expect an email within 2 to 3 business days.
3. **Follow the instructions in the email** and fill in the required fields to complete registration.

That's it! You should now have an account in Realm. If you have any questions, please contact the church office at 614-885-8389 or info@worthingtoncc.org.

UPON LOGIN: The first thing you will see when you log into Realm is your newsfeed. This is where you will see the latest posts from your group(s) and/or upcoming events. If you navigate away from this page and wish to go back, simply click "News" from the main menu.

NOTE: We suggest using a desktop or laptop computer when creating or editing your Realm account.

THE MAIN MENU

The main menu is located on the left side of the screen, directly under the church logo, when viewing Realm using your desktop computer. If you're using the Connect app, the main menu can be accessed by tapping on the main menu icon (≡).

Your options from the main menu are:

» **News —** Posts, announcements, events and photos from your group(s) and/or church leadership will be published here.
» **Communication —** Messages and/or chat.
» **Events —** A listing of events available for sign-up. **Go here to register for upcoming events!**
» **Giving —** Give online and view your total contributions.

» **Groups —** See what groups you are currently part of, or browse what groups are available for you to join.
» **Serving —** There are several service opportunities with the church available to you throughout the year. If you'd like to participate in one, a great way to let us know of your interest is to complete your service profile!
» **Directory —** This is our online church directory and each member has the ability to customize their privacy settings. That means you may (or may not) publish your contact information for your fellow WCC members to see if you wish!

YOUR PROFILE

To view your profile, click your name at the top right, then click "View My Profile." This will take you to your profile page. From here you are able to edit your contact info, photo, etc.

YOUR PRIVACY

Your listing in Realm (name, primary phone number, primary email, mailing address and photo) is viewable by all WCC members with a Realm account. (No, your profile will <u>NOT</u> be viewable outside of Realm.)

This means that Realm is our online digital directory for all church members and regular attenders! Because of this, we encourage everyone to keep their profile photo up-to-date as it will be a helpful way for all of us to match a name with a face.

Parents, we also want to encourage you to keep your child's profile photo up-to-date. Why? Because it aids in the overall safety and security of our Children's Ministry if we can quickly match a child's name with their face.

If you prefer to keep household profiles private, you may certainly do so. To change your privacy settings just follow these steps:

1. **Click your first name** (located at the top right corner of the page if viewing from a web browser on a desktop computer).
2. Click on the link, '**Privacy.**'
3. You're now able to **edit your privacy settings** for each member in your household.
4. Select the privacy settings that you're most comfortable with, then click the blue "**Save**" button.

CHILDREN'S PHOTOS & PROFILES

By default, children's photos & profile information are hidden from the general congregation. However, teachers, group leaders and staff will be able to see a child's photo but not necessarily their profile information — that privacy setting is up to you to change. Once a child becomes an adult, their photo and contact information will be viewable by the entire congregation (unless they edit their privacy settings to remain hidden).

GIVING THROUGH REALM

You can contribute once or set-up a recurring gift through Realm by following the steps below.

1. Click "**Giving**" on the main menu.
2. Click **[+ Give]**.
3. **Enter the amount you want to give, then select the fund.** If the fund has the memo field enabled, complete this field to add a note. To give to more than one fund at once, click "Give to an additional fund."
4. **If you wish to participate in automatic giving, select a gift frequency** and enter the date information.
5. **Enter your payment information.** If you have a saved payment method, you can use it or click Add New Payment Method to add another payment method. Then click "**Give.**"

COMPLETION OF GIFTS
If you set up a recurring online gift, you will be sent an email when the end date has been reached.

EVENT REGISTRATION

All events available for registration will appear in order by date-of-post in the newsfeed.

1. Find the event you wish to register for under the 'Events' tab. Then click on the event for details, including the registration deadline. **Click the "Register by..." button.**
2. Select additional family members who will attend. If guests are allowed, and you'd like to bring someone, click '**Add Guest.**' Then click '**Next.**'
3. If this is an event that requires payment, click '**Next**' to view the event cost details. **Otherwise, you may jump to step #6.**
4. Depending on the event, you may have the option to '**Pay Now**' or '**Pay Later.**' For events that require payments or a deposit, you MUST pay at the time of registration in order to successfully sign up.
5. Choose your online payment account. You may click '**Add New Payment Method**' if you don't have a payment account or wish to add a new one. On the following screen, enter your payment information and click '**Save.**' If you already have a payment account, select it from the Account drop-down.
6. Click '**Register.**' Be sure to check your email for a confirmation message from Realm. **(Always click 'Register' to complete registration.)**

TO EDIT WHO'S COMING:
1. Click 'Events' to view the events you're signed-up for.
2. Click the name of the event.
3. Click '**Edit Who's Coming**' then make the needed changes, and click '**Update.**'