CENTENARY CHURCH

Realm Tutorials
Managing Privacy

1.... Once you have created an account and logged in, you should manage your privacy setting. This affects the amount of information you share with other invited Centenary Realm users.

2.... To manage your privacy. Click in the top right corner under your name, and choose, Manage Privacy.

> ■ To sign up for a Centenary Realm account, you must be invited. If you have not yet received an emailed invitation, please contact the Centenary office at office@mankatocentenary.org.

> ■ If you have not yet created an account, please follow the "Account Sign-up" tutorial first.
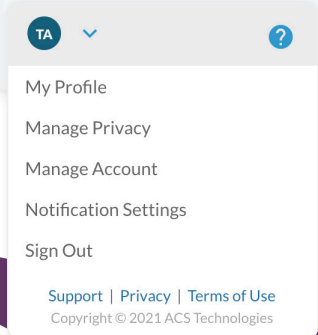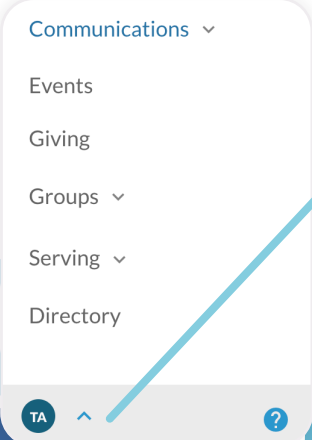
> ■ If your screen is narrower than the one pictured here, Realm resizes the screen.
> ■ The left menu is collapsed. To see the menu, click the three lines.
> ■ The right menu with your name is moved to the bottom of the left menu. Click the upward arrow to see the menu options.
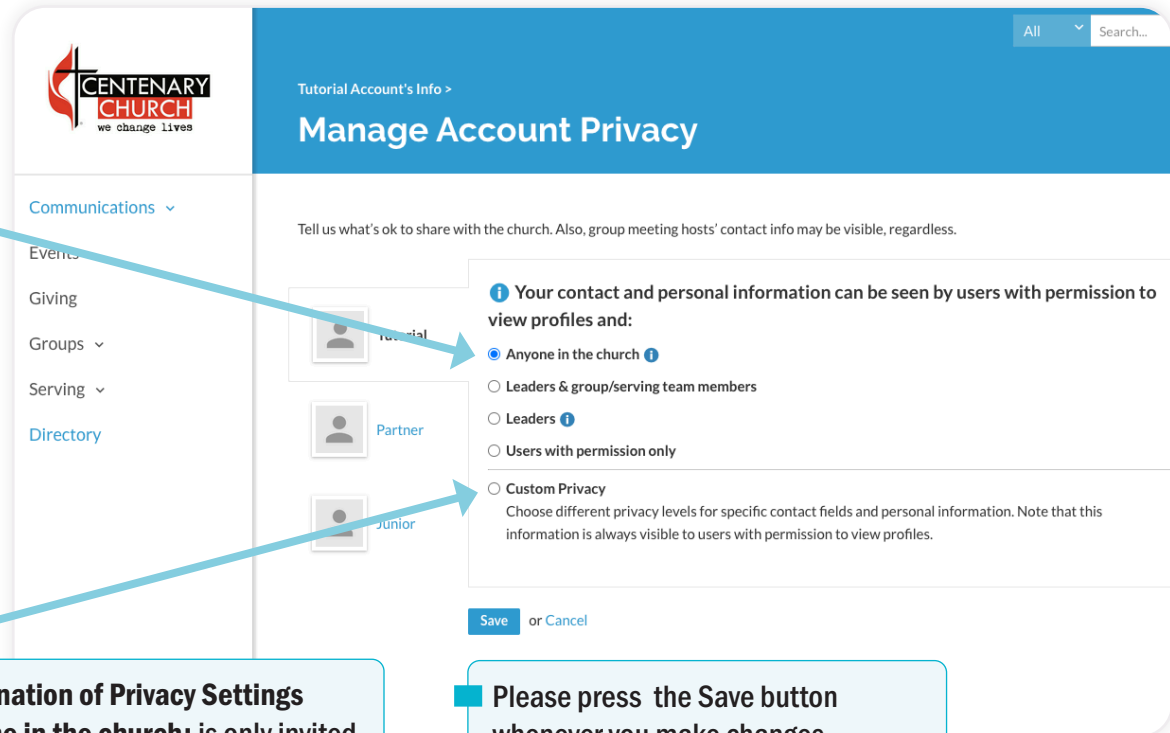

> ■ This landing page will show differently for every user. This may not be exactly what you see.

News

Communications
- News
- Inbox
- Chat

Events

Giving

☰ **News**

My Profile
Manage Privacy
Manage Account
Notification Settings
Sign Out

News

Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. Start something.

Communications ˅
Events
Giving
Groups ˅
Serving ˅
Directory

My Profile
Manage Privacy
Manage Account
Notification Settings
Sign Out

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3..... Please, select to share your information with "Anyone in the church." Only invited Centenary members constitute "Anyone." This is exactly like a printed directory. You can also share your partner's information (please let them know that you are doing so). Editing your own privacy information does not automatically edit that of your partner or other family. They also can do that for themselves with their own Realm login.

4.... If you would like to set custom privacy settings for each piece of contact information, allowing for everyone to see some information but not all information, please choose that option.

CENTENARY CHURCH
we change lives

Tutorial Account's Info >
Manage Account Privacy

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

ⓘ Your contact and personal information can be seen by users with permission to view profiles and:

○ Anyone in the church ⓘ
○ Leaders & group/serving team members
○ Leaders ⓘ
○ Users with permission only

○ 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

Communications ⌄
Events
Giving
Groups ⌄
Serving ⌄
Directory

Tutorial
Partner
Junior

All ⌄   Search...

Explanation of Privacy Settings
Anyone in the church: is only invited Centenary members who have Realm accounts, just like a printed directory

Leaders & group/serving team members: allows people who are also in the same small groups (like classes, committees, or teams) as you to see the information

Leaders: allows only people who lead a small group you are in (like classes, committees, or teams) to see the information

Users with permission only: allows church staff only

Please press the Save button whenever you make changes

5.... Once you click the radio (round) button next to custom privacy, you get the option to select the custom privacy for each piece of information.

> **Explanation of Privacy Settings**
> **Anyone in the church:** is only invited Centenary members who have Realm accounts, just like a printed directory
>
> **Leaders & group/serving team members:** allows people who are also in the same small groups (like classes, committees, or teams) as you to see the information
>
> **Leaders:** allows only people who lead a small group you are in (like classes, committees, or teams) to see the information
>
> **Users with permission only:** allows church staff only

> Please press the Save button whenever you make changes

◉ **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.

Home Address
501 S 2nd St Mankato, MN 56001-3705
| Anyone in the church ⌄ |

Home Phone
(507) 225-6370
| Anyone in the church ⌄ |

Mobile Phone
(507) 225-6371
| Anyone in the church ⌄ |

Office Phone
(507) 225-6372
| Leaders ⌄ |

Other Phone
(507) 225-6373
| Leaders ⌄ |

Primary Email Address
welcome@mankatocentenary.org
| Anyone in the church ⌄ |

Personal Information
| Anyone in the church |

> Personal Information is just your birth date (no year included)

Save or Cancel