



Realm Tutorials

Website Notification Settings



Notification Settings

Using the Website

1.... Once you have created an account and logged in, you should manage your notification settings. This impacts how, where, and how often you get notifications and emails. As we use Realm more and more, you might need to adjust these settings. Please refer to these instructions frequently.

2.... To manage your notification settings. Click in the top right corner under your name, and choose, Notification Settings or Email Settings.

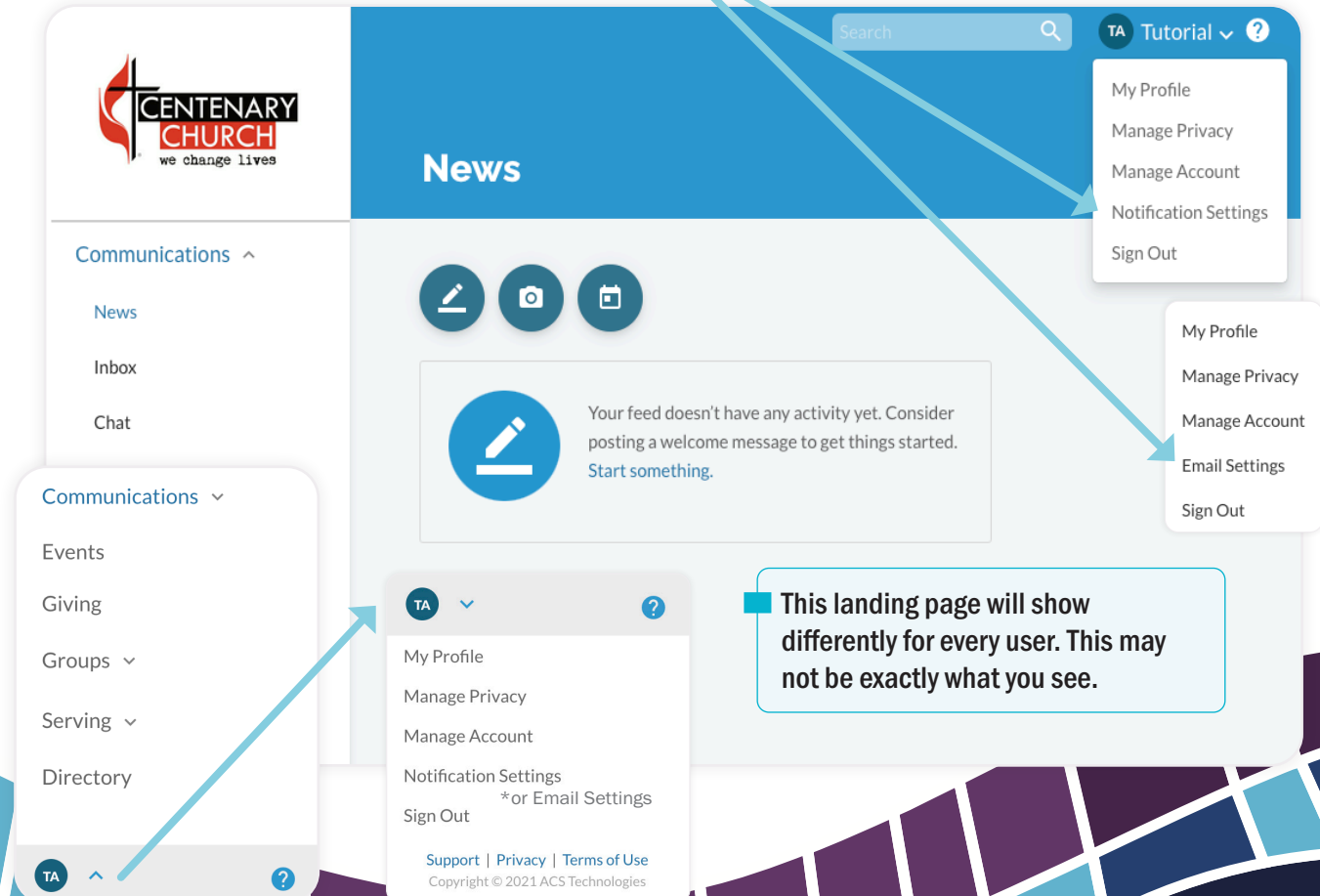
To sign up for a Centenary Realm account, you must be invited. If you have not yet received an emailed invitation, please contact the Centenary office at office@mankatocentenary.org.

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.

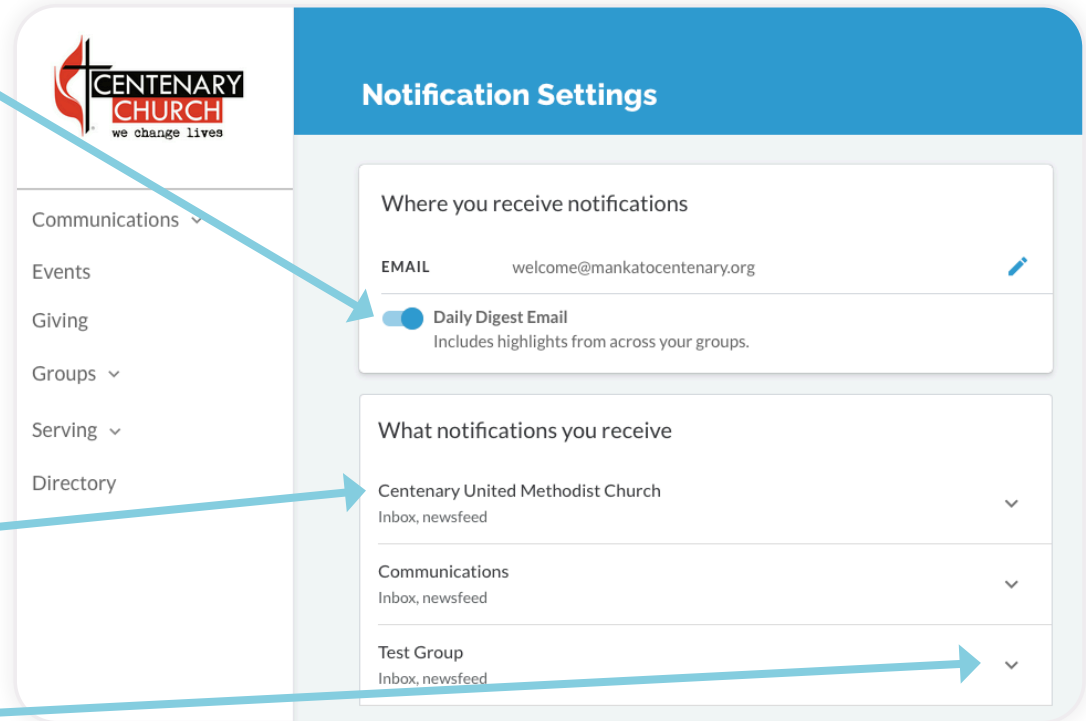


This landing page will show differently for every user. This may not be exactly what you see.

3.... In the notification settings, you can choose if you want a Daily Digest Email. We suggest turning this on, especially as we all learn how Realm works for Centenary. You can always adjust this to your personal preferences. You will only get a Daily Digest if there is new activity, there won't be an email every day.

4.... You will need to set your notification settings for each group that you are in. Everyone is in the Centenary United Methodist Church group.

5.... Click the down-pointing arrow to the right of each group to view the settings.



If you click the blue pencil next to your email, you get a box that allows you to unsubscribe from all email notifications. Please **DO NOT** unsubscribe. Unsubscribing here would mean that if a small group leader sent out a specific email, intended directly for you, you would not get that email. Examples of emails that a group leader might send include an urgent message canceling a meeting or changing a meeting time.

6.... First, adjust how you would like to receive notifications for the Centenary United Methodist Church group. Select or deselect the items you would like to be emailed about. If you uncheck all boxes in the Email column, you will not be sent any emails and will only see that you have been sent a message when you log in to the Realm website.

7.... Only staff can create inbox messages for the group Centenary United Methodist Church, but anyone who receives the message can post replies, hence the two settings.

8.... Only staff can create Newsfeed activity for the group Centenary United Methodist Church, but anyone who sees the post can post replies, hence the two settings. Newsfeed activity includes event postings, informational posts, photos, or shared files.

What notifications you receive	
Centenary United Methodist Church Inbox, newsfeed	
	Email
▼ Inbox activity	<input checked="" type="checkbox"/>
New inbox content	<input checked="" type="checkbox"/>
Replies to messages	<input checked="" type="checkbox"/>
▼ Newsfeed activity	<input checked="" type="checkbox"/>
New posts	<input checked="" type="checkbox"/>
Replies to posts	<input checked="" type="checkbox"/>

What is the Inbox?

The inbox is like email within Realm. Set how and if you would like notifications about inbox messages in Realm sent to your email address.

What is Newsfeed activity?

The Newsfeed is a “bulletin board” just for your group. Each group has it’s own Newsfeed. Events are posted here by group leaders, along with other informational posts by group leaders. Each group has individual settings for who can post on the newsfeed, create events, or post photos. Only church staff can post to the group Centenary United Methodist Church.

Checkboxes

A checked box = yes
An empty box = no
A “-” box = you have selected one yes and one no

	Email
▼ Inbox activity	<input type="checkbox"/>
New inbox content	<input checked="" type="checkbox"/>
Replies to messages	<input type="checkbox"/>

- 9....** Next, adjust how you would like to receive notifications for each of the other groups you are in. Select or deselect the items you would like to be emailed about.
- 10..** Only group leaders can create inbox messages for groups, but anyone who receives the message can post replies, hence the two settings.
- 11..** Who is allowed to post Newsfeed activity is set for each group. In some groups, it is group leaders only, and, in some groups anyone can post to the Newsfeed.

Wednesday Night Adult Class
Inbox, newsfeed

	Email
▼ Inbox activity	<input checked="" type="checkbox"/>
New inbox content	<input checked="" type="checkbox"/>
Replies to messages	<input checked="" type="checkbox"/>
▼ Newsfeed activity	<input checked="" type="checkbox"/>
New posts	<input checked="" type="checkbox"/>
Replies to posts	<input checked="" type="checkbox"/>

What is Newsfeed activity?

The Newsfeed is a “bulletin board” just for your group. Each group has its own Newsfeed. Events are posted here by group leaders, along with other informational posts by group leaders. Each group has individual settings for who can post on the newsfeed, create events, or post photos. In some groups, anyone in the group may be allowed to do these actions. In other groups, it will be limited to group leaders.

What is the Inbox?

The inbox is like email within Realm. Set how and if you would like notifications about inbox messages in Realm, sent to your email address.