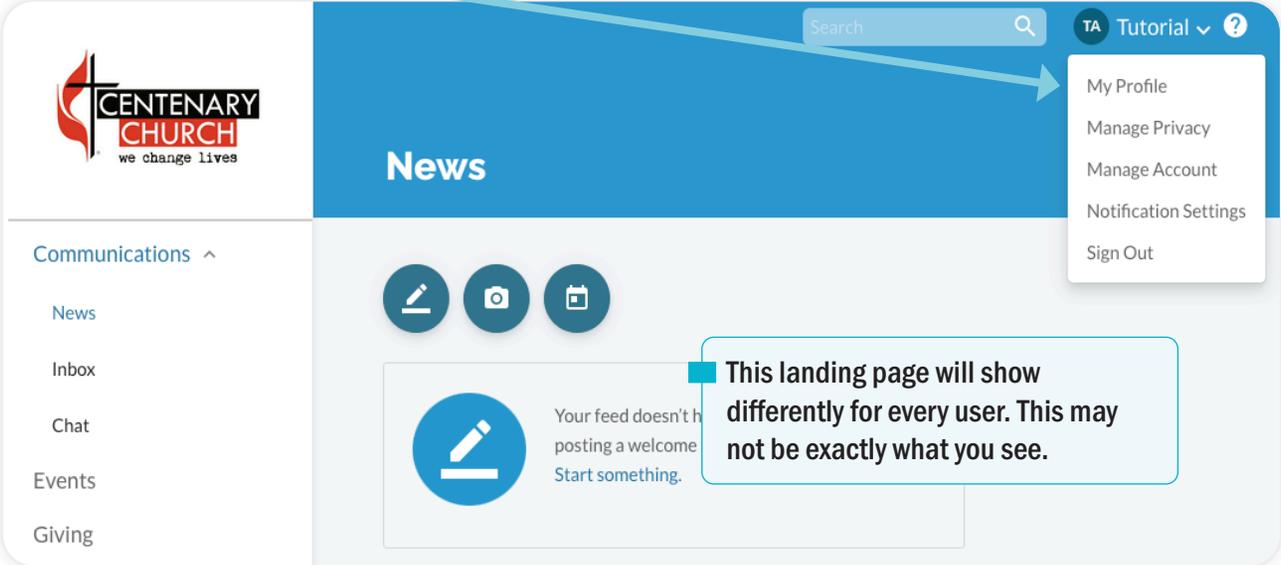CENTENARY CHURCH

Realm Tutorials
Your Profile

Your Profile

1.... Once you have created an account and logged in, you should set up your account.

2.... First, update your unique profile. Click in the top right corner under your name, and choose, My Profile.
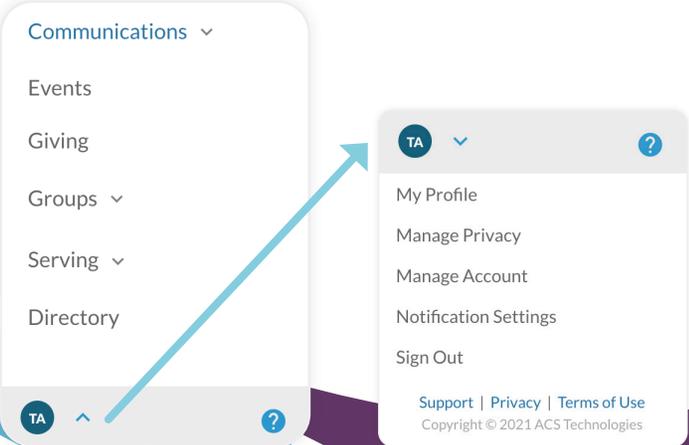
> ■ To sign up for a Centenary Realm account, you must be invited. If you have not yet received an emailed invitation, please contact the Centenary office at office@mankatocentenary.org.

> ■ 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.

Search

TA Tutorial ⌄ ?

My Profile
Manage Privacy
Manage Account
Notification Settings
Sign Out

News

Communications ⌃
News
Inbox
Chat
Events
Giving

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

Your feed doesn't h...
posting a welcome
Start something.

☰ **News**

Communications ⌄
Events
Giving
Groups ⌄
Serving ⌄
Directory

TA ⌃ ?

TA ⌄ ?

My Profile
Manage Privacy
Manage Account
Notification Settings
Sign Out

Support | Privacy | Terms of Use
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Your Profile

3.... This is what your profile looks like. Your profile contains the contact information that the church has on file. You will be able to see your family members.

4.... Click in the circle area to upload your photo.

5.... Check that your contact information is correct.

6.... Click the Edit Profile button to correct contact information and add new information to profile fields.

Your Profile

Please press the Save button whenever you make changes

7..... Fill in the Contact Information fields with the correct information, if it's not already there.

8..... Please fill out your name as you would like it to appear. If something looks odd to you, click the blue pencil to fill in the exact name fields, including Title, First Name, Middle Name, Last Name, Preferred Name, and Suffix.

9..... Your address is shared across your family, if the addresses are linked. If you change a linked address, it changes if for all linked. You will see who is linked here. You can have a family member who has a different address (ie. an adult child who would like to get mail at an apartment or dorm).

10... Fill in phone numbers, and choose which number is the best number to use.

11... Your email is the email that your invitation was sent to. If you have a different email address you would like to use, change it in the email field and then click the blue link to Update account email.

Title

First Name
Tutorial

Middle Name

Last Name
Account

Preferred Name

Suffix

Accept or Cancel

Tutorial Account >

Edit Tutorial Account

Contact Information   Personal Information

All   Search.

Save or Cancel

Name * | Tutorial Account
Like this: Mr. James Aaron Jr. (Jim)

ADDRESS

Home | 501 S 2nd St
Mankato, MN 56001-3705
155 characters remaining
🏠 Lives with Partner & Junior
+ Add address

🔒 Leaders & Group Members

If you have multiple addresses, please contact the Centenary office on how maintain that information.

PHONES

Home | (507) 225-6370 | 🔒 Leaders & Group Members
📋 Copy from Partner
Mobile | (507) 225-6371 | 🔒 Leaders & Group Members
Work | (507) 225-6372 | 🔒 Leaders & Group Members
Other | (507) 225-6373 | 🔒 Leaders & Group Members
Primary Phone | Home - (507) 225-6370

EMAIL

Account Email | welcome@mankatocentenary.org
This email is used to sign in.
Update account email

Email | welcome@mankatocentenary.org
Preferred contact email
🔒 Leaders & Group Members

Alternate Email |

12.. Click Personal Information in the top blue tab to access other profile fields.

13.. Please fill in your birthday if it is not already there. Birth year is visible only to staff.

14.. The fields listed under DETAILS help the office organize your information. New fields may be added, so please check back occasionally.

15.. If you are a parent/guardian, let us know how best to contact you.

16.. Do you want your giving statements emailed securely, instead of mailed? Choose YES here.

17.. Fill in another emergency contact should we need it for a child, here.

18.. Fill in your preferred pronouns.

19.. Let us know if you use giving envelopes.

Please press the Save button whenever you make changes

Tutorial Account >

Edit Tutorial Account

Contact Information   **Personal Information**

Save   or Cancel

BASICS

Birthday   12/12/1979

Gender

Marital Status

Allergies

This page of information is only accessible in a web browser, it is not available using the Realm app. You can sign on to https://onrealm.org/CenteraryUnited24543 on your mobile device to edit this page without using the app.

DETAILS

Best Way to Contact Guardian

Email Statements

Maiden Name

Marriage Date   mm/dd/yyyy

Other Emergency Contact 4 Kids

Pronouns

Uses Giving Envelope