



# Realm Tutorials

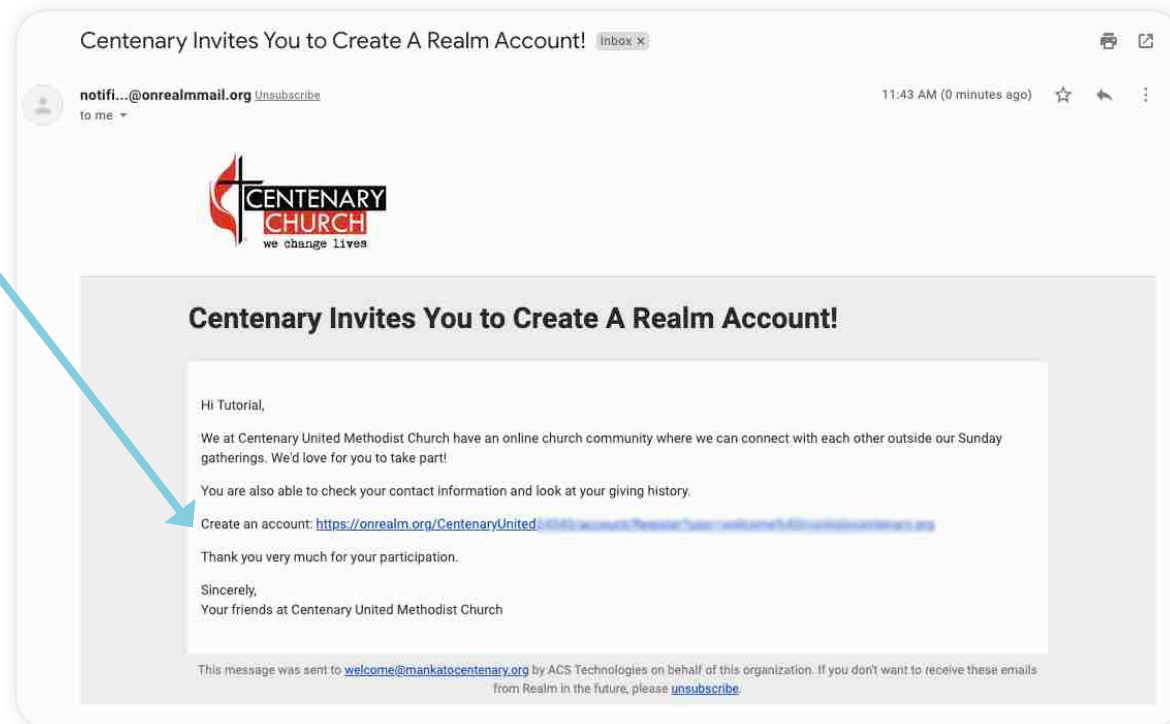
## Account Sign-Up



- 1.... Check your email.
- 2.... Find the email from Centenary. The subject line will be either: "Centenary Invites You to Create A Realm Account!" or, if you were sent a reminder to create an account: "Reminder to Join Centenary's Realm community!"

- 3.... Open the email and click the link.

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](mailto:office@mankatocentenary.org).



A couple can not share a Realm account. Each person must have their own account, with an invitation sent to their own unique email address. If you need help with getting an email address, contact the Centenary office.

- 4.... Clicking the link should open your web browser and direct you to the website pictured.
- 5.... Fill in the email address, which **MUST** be the address the invitation was emailed to.
- 6.... Create and confirm a password, following Realm's secure password guidelines.
- 7.... Click to confirm that you are not a robot.
- 8.... Click Register.

The screenshot shows the registration page for Centenary Church. At the top is the logo for Centenary Church with the tagline "we change lives". Below the logo is a "Register" form. The form includes an "Email Address" field with the text "welcome@mankatocentenary.org", a "Create Password" field (8 character min), and a "Confirm Password" field. There is a reCAPTCHA "I'm not a robot" checkbox. Below the form is a "Register" button. A callout box on the right side of the form lists password requirements: "Your password must have: At least 8 characters, A mix of uppercase/lowercase letters, numbers and symbols". It also lists things to avoid for security: "Repeating characters, Sequences (abc, cba, 123, or 321), Any part of your email address". At the bottom of the page, there is a link for "Sign In" for existing users.

**Your password must have:**

- At least 8 characters
- A mix of uppercase/lowercase letters, numbers and symbols

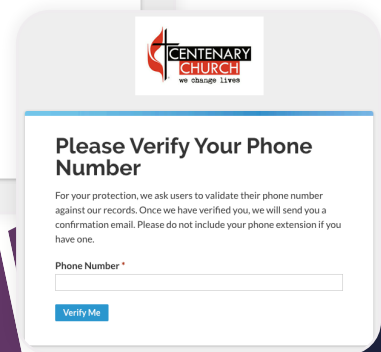
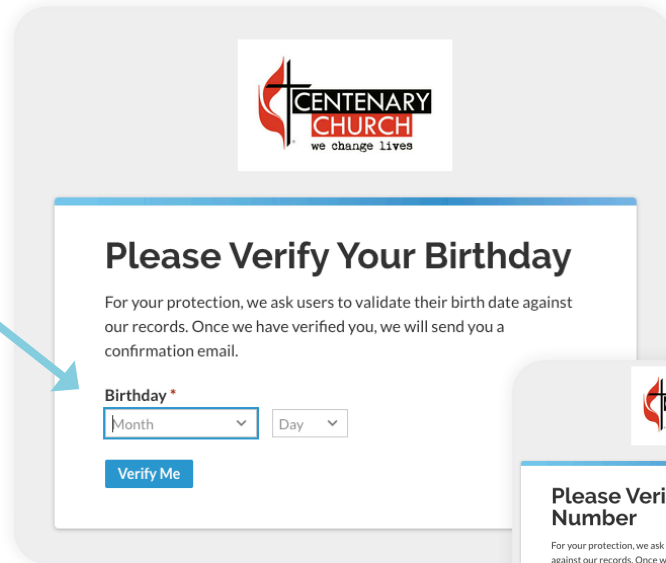
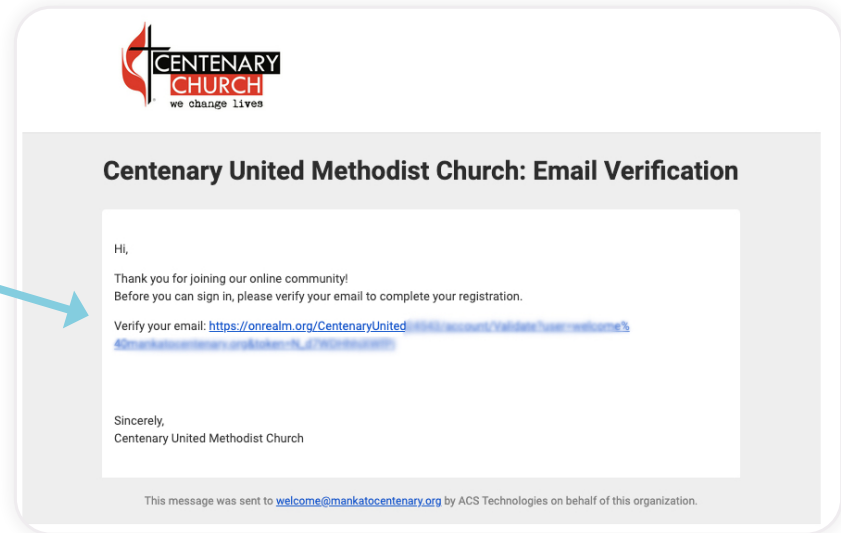
**For your security, avoid:**

- Repeating characters
- Sequences (abc, cba, 123, or 321)
- Any part of your email address

[Why?](#)

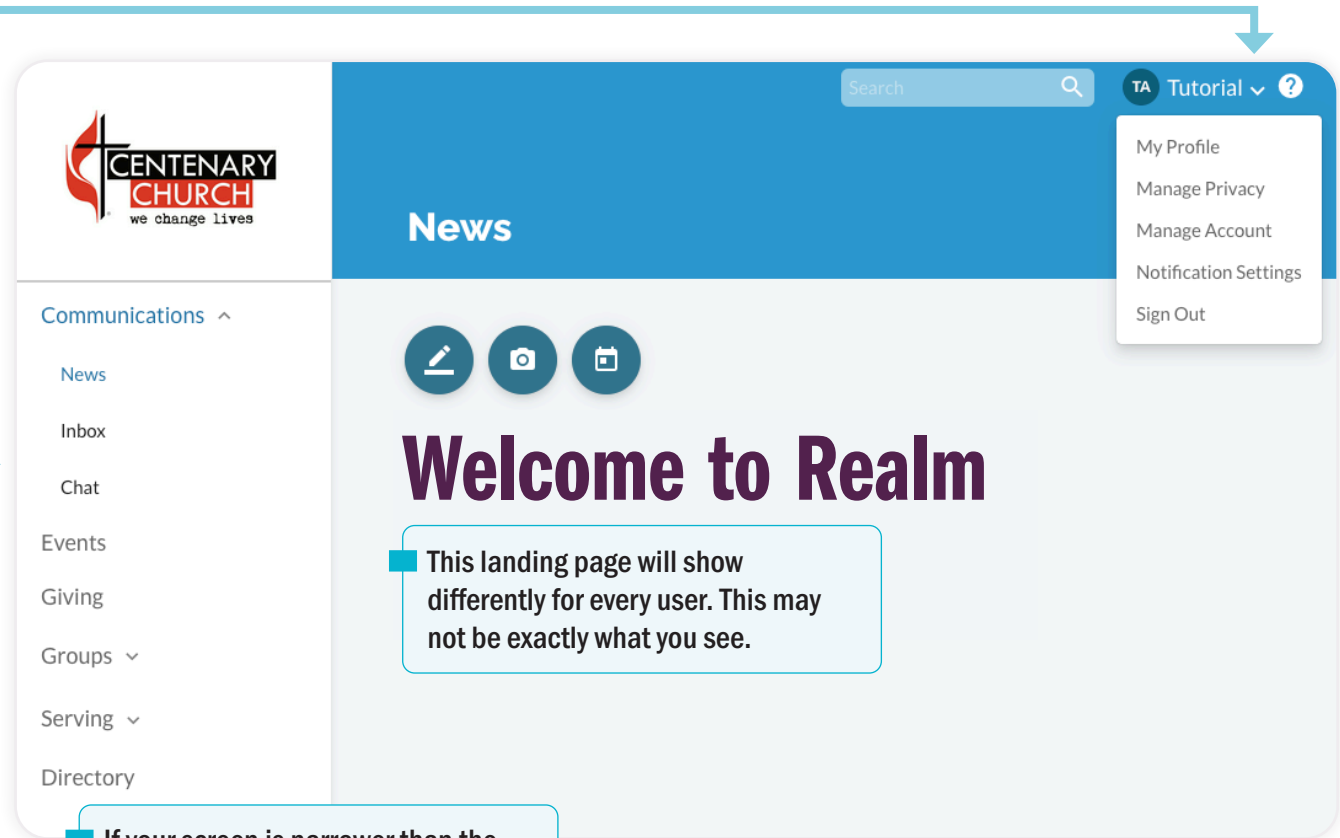
- 9.... You should now have a new email with the subject line: "Centenary United Methodist Church: Email Verification."
- 10.. Click the link to verify your email.
- 11.. Once your email address is verified, you can sign in using the email and password you registered with.
- 12.. Because it is your first time signing in, you will be asked to verify your identity using your birth date. This would be the date on file in Centenary's records. If you have not given us your birth date, Realm will verify your identity using your phone number.

If you are verifying your identity using your phone number and are encountering difficulties, you may need to check with the Centenary office what phone number is on file for you by emailing [office@mankatocentenary.org](mailto:office@mankatocentenary.org)



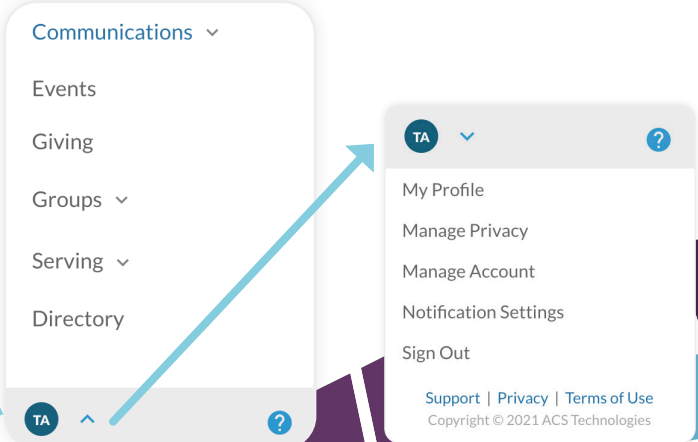
**13..** You have now logged into your new Realm account. Use the drop-down menu below your name, in the upper right hand side to check your contact information.

Use the buttons on the left to navigate the site. If you do not see this menu, you may need to press the three white lines to expand the menu.



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

- 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.



■ Other tutorials are available for managing your profile, your privacy and your notification settings.

**14..** Now that you have created your account you can log in at **<https://onrealm.org/Centenary>** You may want to bookmark the page in your browser.

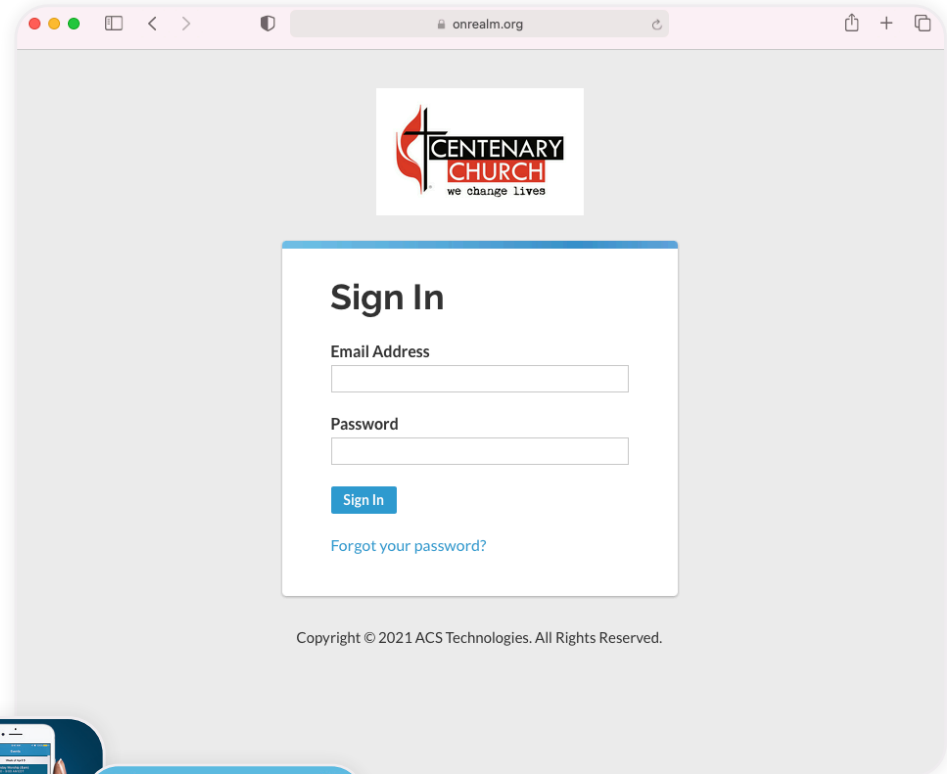
**15..** You may also download the Realm Connect app for free from the Google Play or Apple App stores.



Android



iPhone/iPad



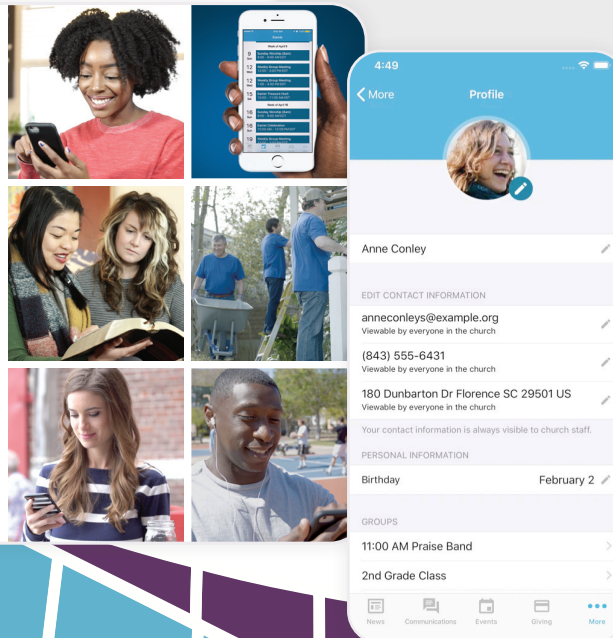
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## Let's get connected.

Download our Connect app today.

- Update your personal information
- Communicate with groups & teams
- Follow church announcements
- Look up members
- Manage giving
- Create and join events

Let's be the church... together.



Please be sure to choose the Realm Connect app and not the Realm Shepherd app. The Shepherd app is only for pastors.

**16..** If you have forgotten your password and need to reset it, visit <https://onrealm.org/Centenary> and towards the bottom of the sign-in section, click the link: [Forgot your password?](#)

**17..** Fill in the email address associated with your account, and Realm will send you an email where you'll be able to set a new password.

