

## Realm Connect for android mobile devices

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This document contains details on how to install and start using the Realm Connect application on android mobile devices. There is a similar document that describes how to install Realm Connect on Apple devices.

The Realm Connect application is very similar to the MemberLink and Church Life applications you may be familiar with.

Note: Before proceeding with the steps in this document you must have already logged into Realm using a browser successfully. If you have not done so, please follow the steps in the document titled 'RealmLoginTraining.docx'. If you need assistance send an email to [Membership@FirstUnitedOakPark.com](mailto:Membership@FirstUnitedOakPark.com) or call Heather Vanderberg at (708)386-5215 ext 100.

### Installing Realm Connect on your Apple device

1. Open the 'Google Play Store' application
2. Perform a search for 'Realm Connect' in the Apps section (bottom of the Google Play Store site)
3. In the search results set select 'Realm Connect – for our church'
  - a. You will see an application with logo containing a white star in a blue square background
4. Press the 'Update' button
5. Once it completes the installation, press the 'Open' button
  - a. The login screen to Realm Connect will appear
6. Enter your Realm ID / email and password and press 'Sign In'
  - a. The next screen provides information about Connect notifications - News
7. You are now in Realm Connect and are viewing the Realm News Feed 😊
8. Select the three horizontal lines in the upper left corner and a window will pop out containing options that you can select.

### Usage Tips

#### Accessing and Using the Realm Directory

Realm Connect enables you to view the Realm Directory. The Realm Directory contains all users in the church who have created Realm accounts and have set their privacy to allow their account to be added to the Directory.

1. While inside Realm Connect, select the three horizontal lines in the upper left corner and a window will pop out containing options that you can select.
2. Select 'Directory'

3. You will see all directory members in alphabetical order. Selecting anyone of the directory displays the members email, phone, address, family members, groups, and birthday information. Press the magnifying glass in the upper right corner and then enter a name for you to search for.
4. Once you have selected the person you are searching for, you can then read there profile information. To place a phone call all you need to do is touch their phone number and your android will call them.
5. When completed looking at the members information, keep using the back arrow to go back to the search for people directory function or until you get the three lines to open the Connect table of contents.

#### Viewing your Realm Profile

Realm Connect enables you to view and edit your Realm Profile.

1. Press the three horizontal lines icon in the upper left corner and then select 'Profile' from the list.

#### Viewing and communicating with members of the Realm Groups you are in

Realm Connect enables you to view all the groups you are in, show the participants in each group, see the group News and Files, and send communications.

1. Press the three horizontal lines icon in the upper left corner and then select 'Profile' from the list.
2. Select 'Groups'
3. Select the group of interest

#### Pledge, Contributions and YTD Status

1. Realm Connect enables you to view your gifts and pledges. Press the 'Giving' icon in the list of functions to view your pledge fulfillment status and contributions.

#### Sign Out

For the most part, you do not need to sign out of Realm Connect but if you want to:

1. Press the three horizontal lines icon in the upper left corner and then select the downward pointing arrow on the right. You will then see the logout button.