

Re-Introducing REALM

In 2020, St. Peter's migrated to REALM Software to bring our community online. You can manage your personal and contact information, donate, see your giving history, and connect easily with others in the congregation—all from a computer or mobile device. A private environment only for our church, Realm requires each user to log in with an email address and a password.

In 2022, we are making an effort to update our on-line directory and photo directory by early May, please join us to support St. Peter's Church' Online through REALM. Help us by sharing this information also with anyone without a computer who can call the office for assistance to update their information.

REALM is our online photo directory and database system.

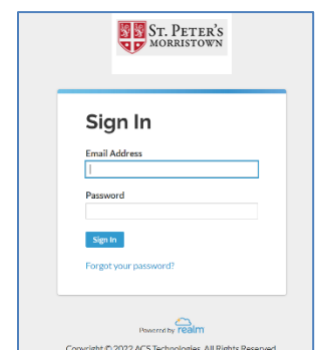
- It's easy to navigate and works on all devices!
- It's our photo directory.
- You have access to your own information.
- You can update your own information and security settings.
- It is easy to access your pledge information.
- Connect with the parish through an online community and allow for effective communication by the congregation.

If you do not have a profile or for update assistance - Contact **Elaine Earlywine** in the Church Office at **973-538-0555 x100** or earlywine@stpetersmorrissetown.net. or **Nerissa Boccino** at nboccino@comcast.net

If you're a member of St. Peter's, click the link below

[Log into your Realm Profile](#)

for access to the church directory. Once logged in, you may view and edit your profile, make contributions online, and more.



Where can I download the app for my phone?

Below are the links to the application for your cell phones.



The app for Realm is called CONNECT. You can click on the above buttons or search for “Realm Connect” in your app stores.

Note: ** all blue text in Realm is clickable

******There is a help tool built into Realm. Click the ? to get helpful tips in the page that you are on in Realm. It is also searchable by entering a term into the search box after you click the ?

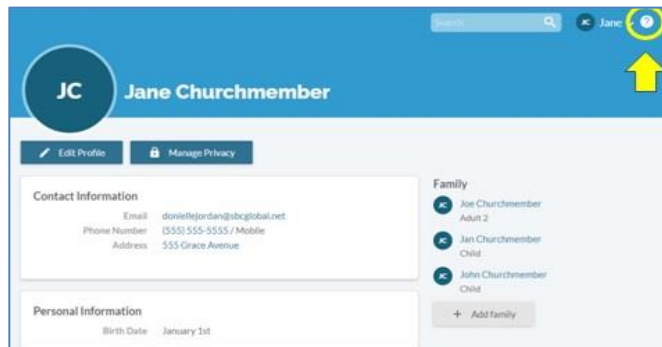


Photo Update

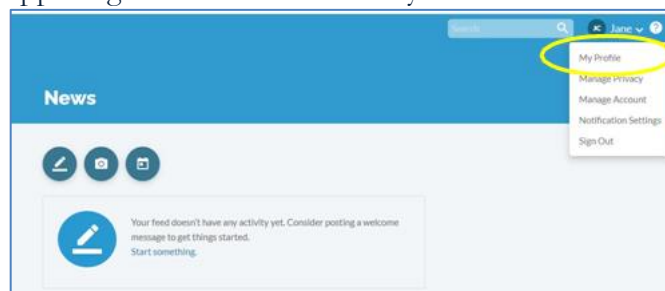
Add Your Photo

Share your smile! Add your photo to your profile page.

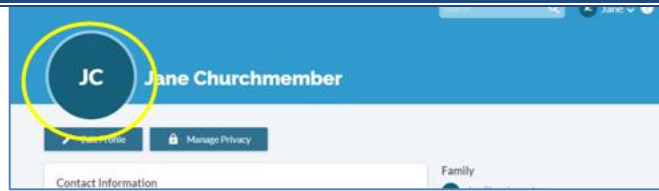
Image Size:

Ideally, the image you choose to upload should be 172 x 172 pixels. If the image is larger, you should zoom out until it fits in the dashed-line center square. Otherwise, the website will delete the remainder. If the image is smaller, it will not be automatically enlarged to fit the space. You can zoom in but might lose resolution. Most photo or graphics programs can determine and alter the size of an image.

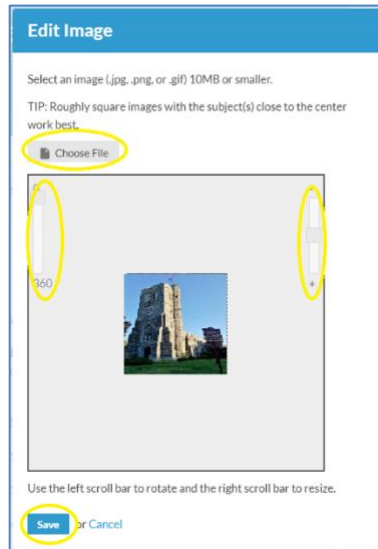
1. After logging into the church's Realm site.
2. Click your name in the upper-right corner and select My Profile.



3. Point to the image to the left of your name and click it.



4. Browse to the image you want to use and select it.
5. Adjust the image size using the slider.



6. Click Save. You might need to refresh the page to see your changes.

Update Your Photo

Change your profile photo.

You can change the photo that displays on your profile.

1. Point to the image to the left of your name and click it.
2. Click New Profile Photo.
3. Browse to the image you want to use and select it.
4. Adjust the image size using the slider
5. Click Save. You might need to refresh the page to see your changes.

Delete Your Photo

You can remove your profile photo.

If you no longer want to use the photo on your profile, you can delete it.

1. Click your name in the upper-right corner and select My Profile.
2. Point to the image to the left of your name and click it.
3. Click Remove Profile Photo.

Update Contact Information

Update your contact information on your profile.

Your profile contains your contact information. This is what other members will use when they want to get in touch.

1. After logging into the church's Realm site.
2. Click your name in the upper-right corner and select My Profile.
3. Click Edit Profile.
4. On the Contact Information tab, enter or edit the fields displayed.
5. Note, especially, any fields marked with an asterisk. These must be completed before you can save.
6. Click Save.

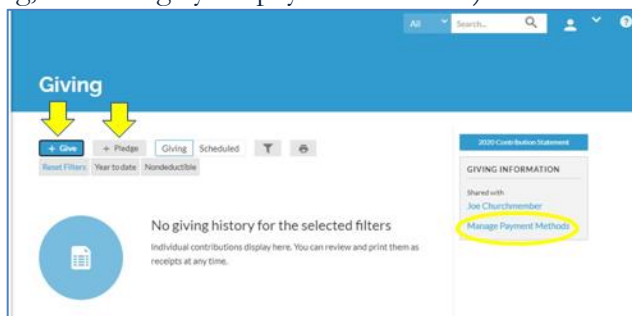
Security Settings

Update your security settings: click to give your permission to share your name and photo with “Everyone in the Church” as this is our photo directory—select other security settings as you are Comfortable

Update Giving

Instructions to add or change / update your giving on Realm:

1. Log into your Realm account at [log into your Realm profile](#)
2. From the menu on the left-hand side of the page, click Giving. (The next screen will allow you to give, make a pledge, see a record of your giving, and change your payment method.)



3. Click **Scheduled** to add or update
4. Click the icon with 3 dots (...) next to the recurring gift you want to edit and select **Edit**
5. Make any necessary changes and click **Save**

You're done.

If you have questions, please email **Elaine Earlywine** in the Church Office

at earlywine@stpetersmorristory.net. or **Nerissa Boccino** at nboccino@comcast.net