

Managing Your Family's Information In Realm®

How to Manage Your Profile Details and Your Family's Information

Your profile contains all the information that church staff and others with appropriate permissions can view about you.

Those designated with a primary family position, like "Primary Adult" or "Secondary Adult," can edit the information displayed on the profile pages of their family members.

How to 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. Log into your profile.
2. Click your name, 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.

Photo Quality:

Once you add a photo, Realm makes a copy of it at its new size and works with that copy from then on. Suppose, for example, you use a photo file you have saved on your computer and add it to your Realm profile. Realm immediately saves your updates as a new, smaller version of the file. If you return to your profile photo to make changes, you'll only have Realm's new version to work with. So the quality won't be as good as your original. For best results, when editing your profile picture, delete Realm's photo and use your original again.

How to Update Your Photo

You can change the photo that displays on your profile.

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

How to Delete Your Photo

You can remove your profile photo.

1. Log into your profile
2. Click your name, and select **My Profile**.
3. Point to the image to the left of your name and click it.
4. Click **Remove Profile Photo**.

How to Update Contact Information

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

1. Log in to your profile.
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. See the Contact Field Descriptions for details.
5. **Note**, especially, any fields marked with an asterisk. These must be completed before you can save.

Your Online Security:

Don't be afraid to include all of the information asked for. You can decide later what data you want to hide online by setting your privacy preferences.

How to Update Personal Information

Gender, birthday, and marital status--your church needs to keep this information current for its records and to give you accurate reports, statements, and updates.

1. Log in to your profile.
2. Click your name in the upper-right corner, and select **My Profile**.
3. Click **Edit Profile**.
4. On the **Personal Information** tab, complete or edit the fields displayed. Fields marked with an asterisk must be completed before you can save.

Your Age

*Feel free to enter your full birthday. The year and your age will **not** be displayed on your church profile.*

5. Click **Save**.

How to Update Social Media Information

If you want, your profile can include links to your Twitter, Facebook, LinkedIn, and Instagram profiles. In which case, links to your social media pages will be added to your contact information. Others who have permission on those sites to view your page can click on one of these icons and do so.

1. Log in to your church's site.
2. Click your name in the upper-right corner, and select **My Profile**.
3. On the **Info** tab, click **Edit Profile**.
4. Click **Contact Information**.
5. Scroll to the **Social Media** section, and enter or edit the fields displayed. You can enter the full URL, such as "http://twitter.com/JuniperFamilyWaterBabies". Or enter just the profile name, "JuniperFamilyWaterBabies", and Realm will fill in the URL when you tab out. The **Social Media** option might not appear for you depending on your church's setup.
6. Click **Save**.
7. Links to the pages you specified will be added to your profile page under **Contact Information**.

How to Add a Family Member

Suppose you've had an addition to your clan: new baby, grandparent moved in, etc. You need to include the new member in your family profile online.

1. Log into your website.
2. Click your name in the upper-right corner, and select **My Profile**.
3. On the **Info** tab, next to **Family**, click **+**.
4. Click **Add a family member**.
5. Fill in the information and click **Save**.

How to Update a Family Member's Profile

A person who is a primary family adult member can change contact or personal information for another family member.

1. Log into your website.
2. Click your name, and select **My Profile**.
3. In the **Family** section, click the family member's name.
4. Click **Edit Profile**.
5. Make your changes and click **Save**.

How to Manage Your Family's Privacy

You can check and edit the privacy settings for each member of your family in the same window. That way, you can determine who in your church can see which information for your spouse and children.

Note that only primary members of a family can change settings for others; individuals with a family position such as "child" or "other" cannot. When you change privacy settings for another member of your family, that person will be notified by email.

1. Log into the site.
2. Click your name in the upper-right corner, and select **My Profile**.
3. Click **Manage Privacy**.
4. Select a family member (if more than one).
5. Click one of the buttons above the line to apply that setting to all information in the profile, or click **Custom Privacy** and select a setting for each field. Note that for children under the age of 18, the **Everyone** privacy option is not available. For more, see the Privacy Handout.

Useful Info

While you can hide the majority of your information from most of your church, you should know that:

- *Regardless of your settings, your information will still be visible to certain members of your church staff.*
- *Once you have a login, your name and picture are visible to all others at your church who have a login.*