

## ***Realm<sup>®</sup> Groups***

A good way to get more involved with your church is to find a group whose goals and interests match your own.

- To view your groups, click **Community > Groups**

## **Communication**

Depending on your group's settings, you may be able to connect with other members of your church online with tools such as a group newsfeed, chat, and inbox. If these options are enabled, you can customize the kinds of notifications you get from your group, so you're always informed if something important is happening.

*(For now, we are only focusing on the group newsfeed.  
We'll get into the chat and inbox at a later date.)*

## **Events**

Events are another way to meet other people in your group and strengthen your fellowship. Groups can host two types of events: events created by the group leaders and events created by group members. If your group settings allow members to add events, you can create and host your own event by posting it to the group newsfeed.

## **How to Find A Group to Join**

Joining a group helps you get more involved in your church and strengthens your fellowship. You can search for a group and send a request to join.

To find a group to join:

1. Log into your profile.
2. Click **Community > Groups > Find Groups**.
3. Click the group type.
4. To filter by meeting day, click a day of the week.
5. To search for a group by name, enter your search in the **Filter Groups** text box.
6. Click the name of a group to see its details.
7. Click **Join Group**, then click **Send request** to let the group leader know you want to join.

## **How to See Who's In Your Groups**

After you join a group, you can view information about it, such as who the other members are.

To see who's in your groups

1. Log into your profile.
2. Click **Groups** in the menu.
3. Click the name of a group, then click the **Participants** tab.

## Group Events

When event creation is enabled for a group, you can create an event that displays on the newsfeed to everyone else in your group. These events allow other people to RSVP, which tells you who plans to attend.


While creating an event from the group newsfeed, you can add file attachments, such as a flyer or a form. You can also set up a list of items that you'd like other people to bring to the event. This gives group members the ability to sign up to bring items to help out with your event.

When you RSVP for an event, you can indicate how many guests you intend to bring. You can also add the event to a calendar program outside of Realm to help you remember the event details.

### How to Add a Group Event

When event creation for group members is enabled, you can create your own events for other members to RSVP to.


Add a group event

1. Click **Community** > **Communications** > **News**.
2. To add an event, click .
3. Select the group you want to create the event in.
4. Enter an event title and description.
5. If you have an attachment, click **Attach files**.
6. Enter an event time and location.
7. To add an item list to the event, click **+ Add item to bring**. Enter the item description and the quantity.
8. Click **Post**.

### How to Edit a Group Event

When event creation for group members is enabled, you can create your own events for other members to RSVP to. If you need to change some information about your event, you can do that on the Events page.


To edit a group event:

1. Click **Community** > **Events**.
2. Click the event you want to edit.
3. Click , then click **Edit**.
4. Make your changes to the event, then click **Save & Close**.

## How To Add an Attachment to a Group Event

While creating a group event, you can add attachments, such as a flier, that group members can view. If you need to add an attachment after you posted an event, you can do that, too.


To add an attachment to a group event

1. Click **Community > Events**.
2. Click the event's name.
3. Click , then click **Add Attachments**.
4. Locate the file on your computer and double click to attach it.
5. Click + **Add another attachment** to add additional attachments.
6. Click **Save**.

## How to Manage an Attachment to a Group Event

You can add attachments to your event, such as a flier, that group members can view. You can also change the attachment or delete an existing attachment if needed.


To manage an attachment to a group event

1. Click **Community > Events**.
2. Click the event's name.
3. Click , then click **Manage Attachment**.
4. To delete an attachment, click **X** next to the attachment name.
5. Click + **Add another attachment** to add additional attachments.
6. Click **Save**.

## How to Cancel a Group Event

When event creation for group members is enabled, you can create your own events for other members to RSVP to. You can also cancel your event if needed.

To cancel a group event

1. Click **Community > Events**.
2. Click the event you want to cancel.
3. Click , then click **Cancel Event**.
4. Choose whether to cancel this single event or cancel all future events.
5. Enter a cancellation message.
6. Click **Send cancellation**.


### **Additional Information:**

*Canceling an event will send a notification to everyone in the group.*

## How to Delete a Group Event

When event creation for group members is enabled, you can create your own events for other members to RSVP to. You can also delete your event if needed.

To delete a group event

1. Click **Community** > **Events**.
2. Click the event you want to delete.
3. Click , then click **Delete**.
4. To delete the event, click **Delete** again.

## How to RSVP to a Group Event

If you want to attend an event you see on your group newsfeed, you can RSVP for it. You can also choose to bring guests, and if requested, items to help with the event.

To RSVP for a group event

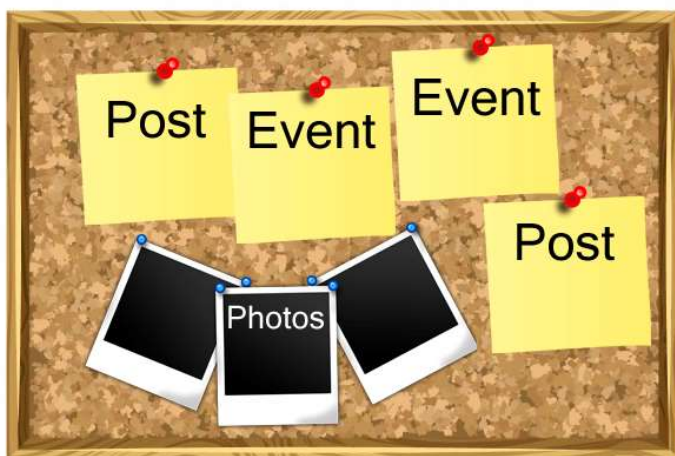
1. Click **Community** > **Events**.
2. Click the event you'd like to attend.
3. Next to **Will you attend?** click **Yes** or **No**.
4. If you are going and bringing additional guests, enter a number next to **How Many?**
5. If there's an option to bring items for the event, and you want to bring one, check the box next to the item and indicate how many you're bringing.
6. To add the event to a calendar, click **Add event to calendar**, then select the type of calendar you use. Add the event as you normally would on your selected calendar.

## Group Newsfeed

Church groups connect you with other people for worship, prayer, and fellowship. In turn, your newsfeed keeps you in touch with your groups from your desktop or on your mobile device.

### About the Newsfeed

The **News**, sometimes called a **newsfeed**, is content created by people in your groups. You can think of this like a bulletin board where people pin things up for everyone in your group to see.



## Group Newsfeed (Cont.)

On the newsfeed, you can create:



**Post:** A message written by a group member that all other group members can read.



**Photo:** A single photo, or a gallery of photos, that group members share.




**Event:** An event created by a member of your group that other group members can RSVP for.


News comes in two flavors - a newsfeed for your individual groups and a newsfeed for all of your groups combined.

To view the news for a single group, click **Groups**, and then choose the name of your group.

To view the news for all of your groups combined, click **News**.

## Interacting with the Newsfeed

When someone shares something that you like on the newsfeed, you can show your support by clicking or tapping the heart  at the bottom of the post.

If you want to add a comment, click or tap  and enter your comment. Everyone in your group can read and respond to your comments.

### **Newsfeed Notification Settings:**

On the **Notification Settings** page, you have control over how often you're notified when information is posted to your group's newsfeed. You can select different notification settings for each group you're a part of. So if you want to receive all notifications from your Bible study group, but no notifications from another group, you can do that! You can also choose to receive highlights from all of your church groups once a day through a daily digest email. See how you can customize your newsfeed notification settings below.

## How to Change Newsfeed Notification Settings

On the Notification Settings page, you determine how often you want to be notified when new information is posted to your group newsfeeds. You can select different settings per group to fully customize your notifications.

To change newsfeed notification settings

1. In the top-right corner, click your name, then select **Notification Settings**.
2. On the **Newsfeed Notifications** tab, select your notification setting for each group. You can turn newsfeed notifications off for a group by selecting the **Nothing** option.

## *How to Turn on the Daily Digest*

If you turn on the Daily Digest, you will receive an email each day with highlights from your church groups. This email is sent nightly at 10pm EST and includes all leader and staff notifications created since the last digest.

To turn on the daily digest:

1. In the top right corner, click your name, then select **Notification Settings**.
2. On the **Newsfeed Notifications** tab, turn on the **Daily Digest**.