

# Getting Started in Realm

- Welcome to Realm, the new application for connecting at Epiphany!
- Realm is the next iteration of our church software (formerly ACS), and we hope you find it helpful and informative.



---

THE PARISH OF THE  
EPIPHANY

# What is Realm?

---

Realm is a **web application**, accessible through your favorite web browser, helping churches manage their communities and finances.

---

Realm is **NOT the parish website** at 3crowns.org-- it is a fully separate product with its own data and a separate directory of parishioners.

---

Realm is a **different login** than the 3crowns website. The login may look the same—it's your email address— and you can make the password the same. But they are two different places, and can have different passwords.



## Overview

---

You'll need an invitation from the parish to join Realm

---

You'll need to set up your login credentials for Realm

---

You'll want to set up your base profile and privacy settings



# Requesting an Invite

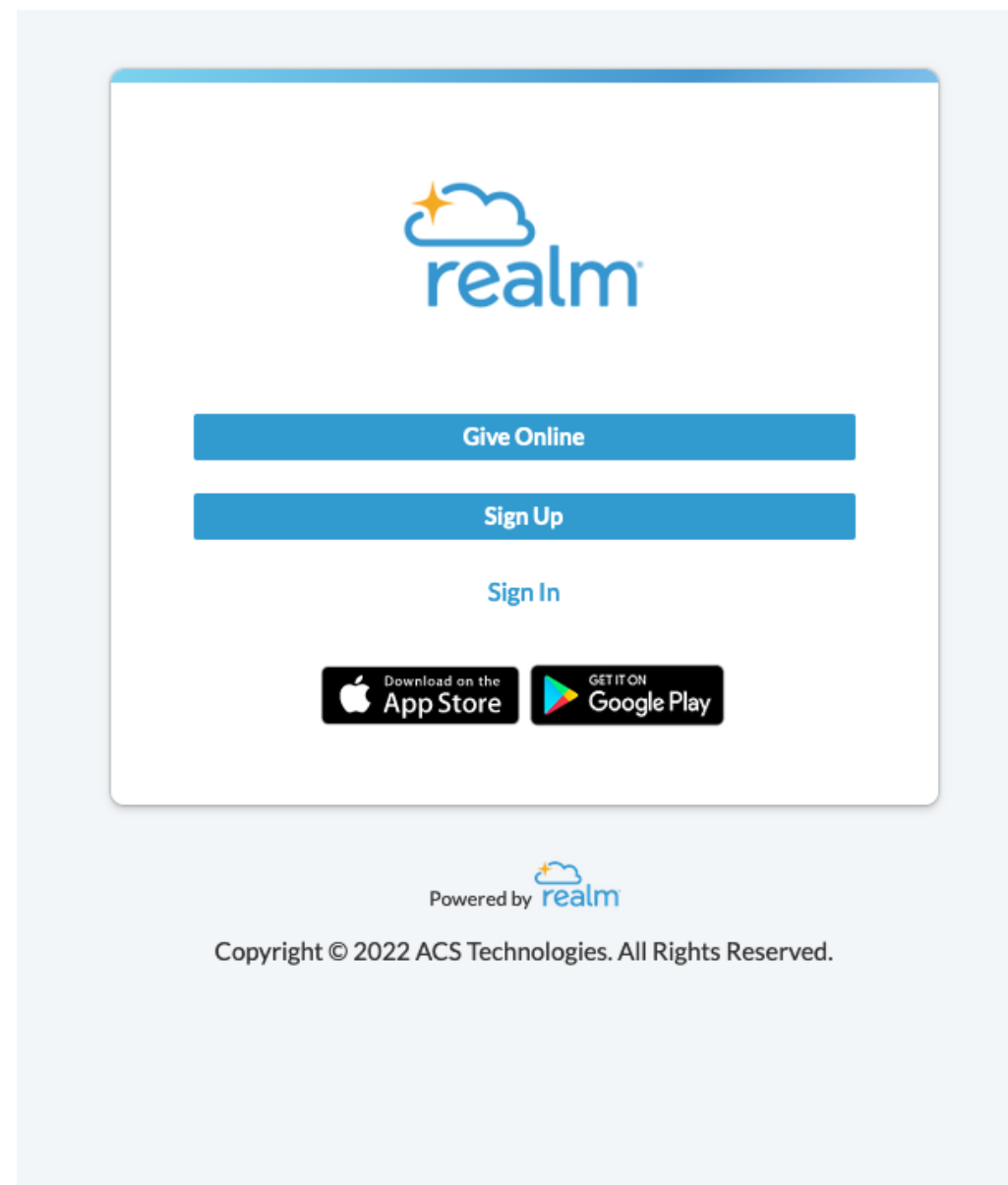
---

# Requesting an Invite: Step 1

**Open** Your favorite web browser

**Browse** To "onrealm.org/ParishTheEpipha/"

**Click on** The blue "Sign Up" button



# Requesting an Invite: Step 2

Enter

Your preferred email address

Enter

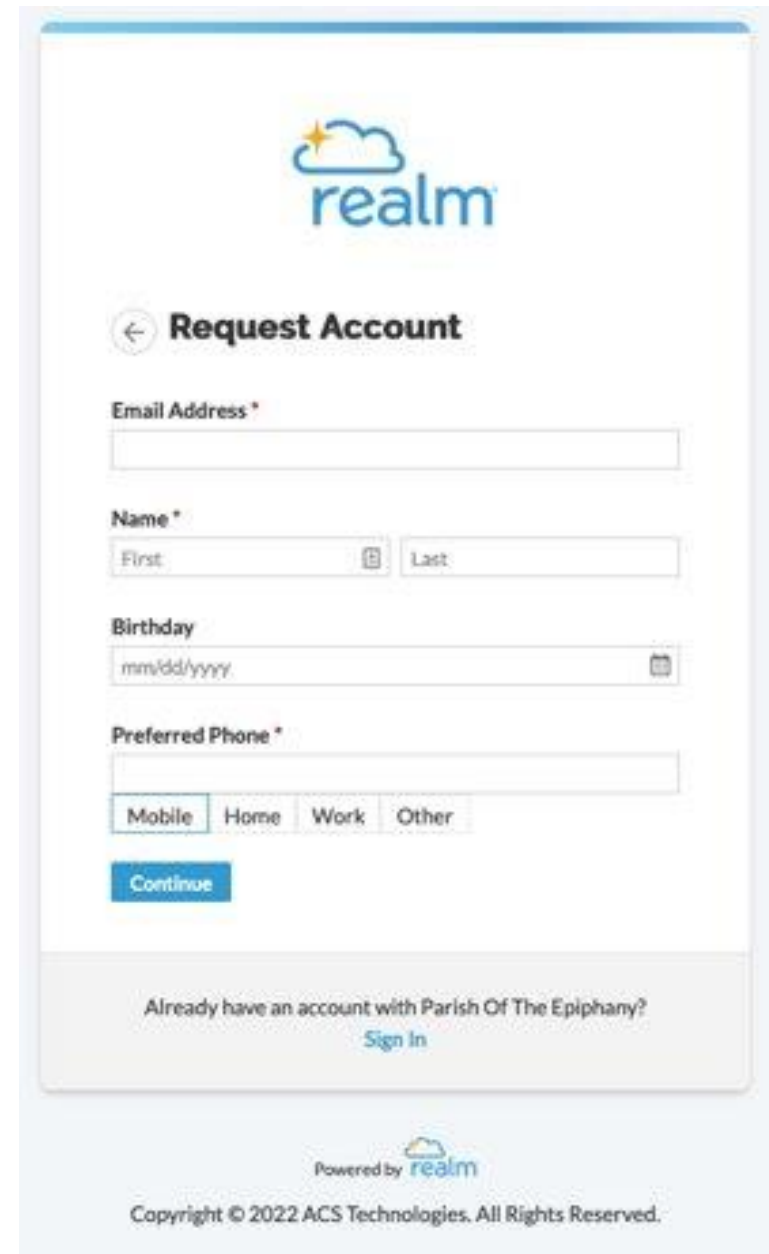
Your first and last name

Enter

Your preferred phone with its type

Click on

the Blue Continue button to advance



The screenshot shows the 'Request Account' form in the Realm app. At the top is the Realm logo. Below it is a back arrow and the title 'Request Account'. The form contains the following fields:

- Email Address \***: A text input field.
- Name \***: Two text input fields labeled 'First' and 'Last' with a swap icon between them.
- Birthday**: A date picker field showing 'mm/dd/yyyy'.
- Preferred Phone \***: A text input field with radio button options for 'Mobile', 'Home', 'Work', and 'Other' below it.

A blue 'Continue' button is located below the phone field. At the bottom of the form, there is a link for users who already have an account: 'Already have an account with Parish Of The Epiphany? [Sign In](#)'. The footer includes 'Powered by realm' and 'Copyright © 2022 ACS Technologies. All Rights Reserved.'

# No Invite Needed!

If you see this message when you hit Continue:

- You already have a Realm account for that email address
- Refer to our *Resetting Your Realm Password* Guide in a separate file

Account already exists. [Sign in](#) with your current password. ✕



← **Request Account**

Email Address \*

bill\_brickman@harvard.edu

# Requesting an Invite: Step 3

Wait

For an email from the parish Realm admins

Check

Your spam folder in case hidden there

Contact

The support group [stewardship@3crowns.org](mailto:stewardship@3crowns.org) if no email received and more than 2 days passed



**Your request has been received.**

Once your request is approved, we'll send you an email to complete your account.

[Go back to the home page](#)

Powered by  realm

Copyright © 2022 ACS Technologies. All Rights Reserved.



A photograph of a red door with a black cross-shaped handle and a mail slot, set in a stone wall with a Gothic window. The text "Setting Up Your Realm Login" is overlaid in white, with a white wavy underline.

# Setting Up Your Realm Login

---

# Setting Up Realm Login: Step 1

Open

The invite email

Check

For a link starting  
"https://onrealm.org/ParishTheEpipha"

Click

On that "Create an account" link or cut  
and paste it into your web browser

Parish Of The Epiphany: Join our online community!



Today at 2:03 PM



Parish Of The Epiphany <notifications@onrealmmail.org>

To: Brickman, Bill



**Parish Of The Epiphany: Join our online community!**

Hi Bill,

We at Parish Of The Epiphany have an online community where we can connect with each other outside our Sunday gatherings. We'd love for you to take part!

Create an account: <https://onrealm.org/ParishTheEpipha/account/CreateAccount?token=ZDQ4ZjZiNTYtMWUwNy00YjAzLWlzNjctYWYwZDAxMjhhMjdh>

Sincerely,  
Your friends at Parish Of The Epiphany

This message was sent to [bill\\_brickman@harvard.edu](mailto:bill_brickman@harvard.edu) by ACS Technologies on behalf of this organization. If you don't want to receive these emails from Realm in the future, please [unsubscribe](#)

# Setting Up Realm Login: Step 2

Create

A password meeting the requirements listed

Enter


the password again in the Confirm Password field

Check

The checkbox for the reCAPTCHA test

Click

The blue Create Account button



### Create Account

Create Password

.....

Your password must have at least 8 characters and meet 3 of these 5 requirements:

- ✓ An uppercase letter
- ✓ A lowercase letter
- ✓ A symbol (!, @, #, \$, %, ^, and so on)
- ✓ A number
- ✓ 15 or more characters


Your password must not have:

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

[Why?](#)

Confirm Password

.....

I'm not a robot 

reCAPTCHA  
Privacy - Terms

By clicking the register button below, you agree to the [Software Services Agreement](#) and you are 13 years of age or older.

[Create Account](#)

Note: If the reCAPTCHA test will not complete, you may need to try the invite URL in a different browser.

# Setting Up Realm Login: Step 3

Confirm

You see the screen to the right

Download

The mobile app if interested

Wait

For the Realm Home screen to open



**There's an app for this.**

Get the mobile app to stay connected with our community.



We'll automatically take you to the web browser experience  
in 0 seconds.

[Continue in the browser now](#)

Powered by  realm

Copyright © 2022 ACS Technologies. All Rights Reserved.



# Setting Up Your Profile

---

# Setting Up Your Profile

## Step 1: Sign In

Open

Your favorite web browser

Browse

To "onrealm.org"

Enter

Your email and password

Click on

The blue "Sign In" button



### Realm is ChMS 2.0

Fully cloud. Fully awesome.

Now churches can administer information about people, contributions, giving, groups and more from anywhere on any device.

Realm helps churches become more effective with ministry.

[Learn more](#)



### Sign In

Email Address

Password

[Sign In](#)

[Forgot your password?](#)

Powered by 

Copyright © 2022 ACS Technologies. All Rights Reserved.

# Setting Up Your Profile

## Step 2: Privacy

Land

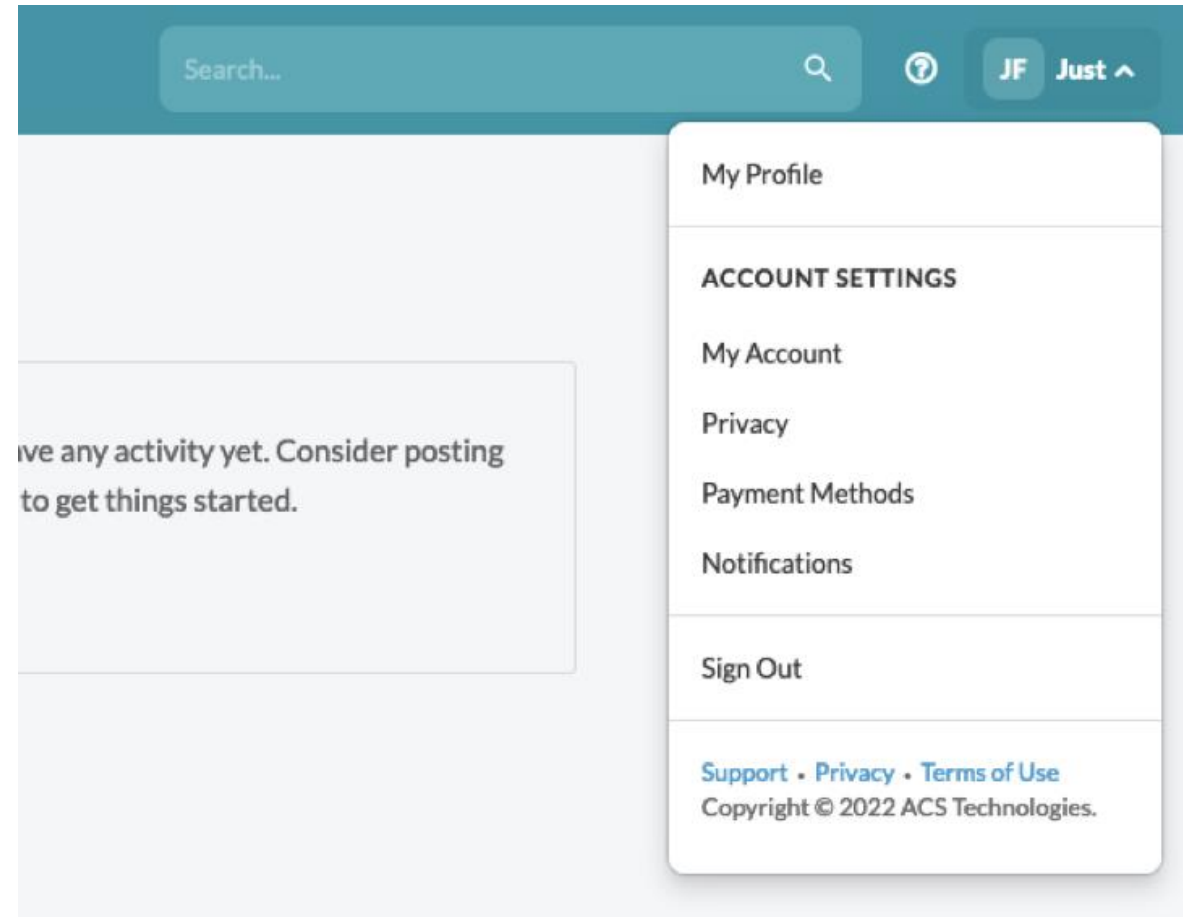
On the Realm Connect Home page

Find

The icon with your initials in the upper right of the home page

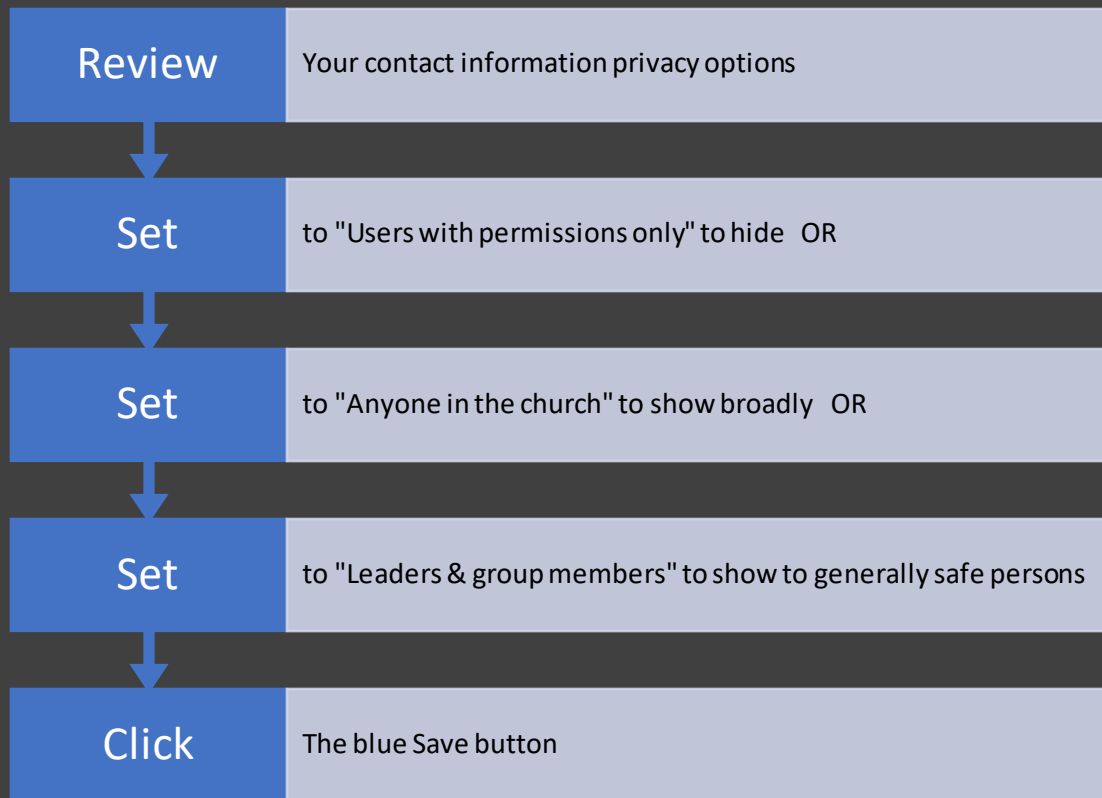
Select

"Privacy" from the menu




# Setting Up Your Profile

## Step 3: Choose level



**Privacy** ? ×

Tell us what's ok to share with the church. Also, group meeting hosts' contact info may be visible, regardless.

 **Bill**

**Your contact and personal information**  
**i** can be seen by users with permission to view profiles and:

- Anyone in the church
- Leaders & group/serving team members
- Leaders **i**
- Users with permission only

---

Custom Privacy  
Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.



# Setting Up Your Profile

## Step 4: My Profile

**Find**

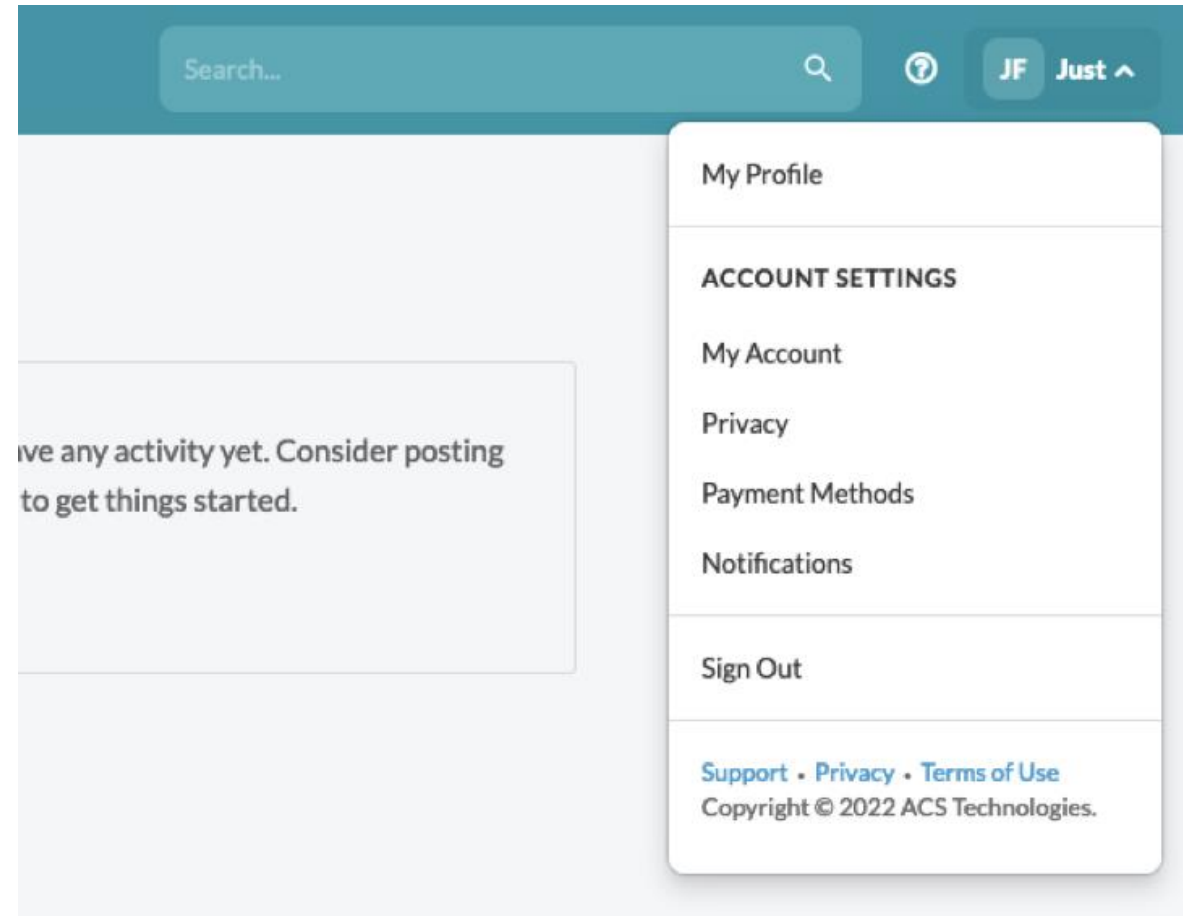
The icon with your initials in the upper right of the home page

**Select**

"My Profile" from the menu

**Click**

The blue "Edit Profile" button with the pencil



# Setting Up Your Profile

## Step 5: Contact Info

Review

Your contact information as gathered so far

Fill in

Empty fields you're willing to provide

Correct

Old or erroneous entries

Click

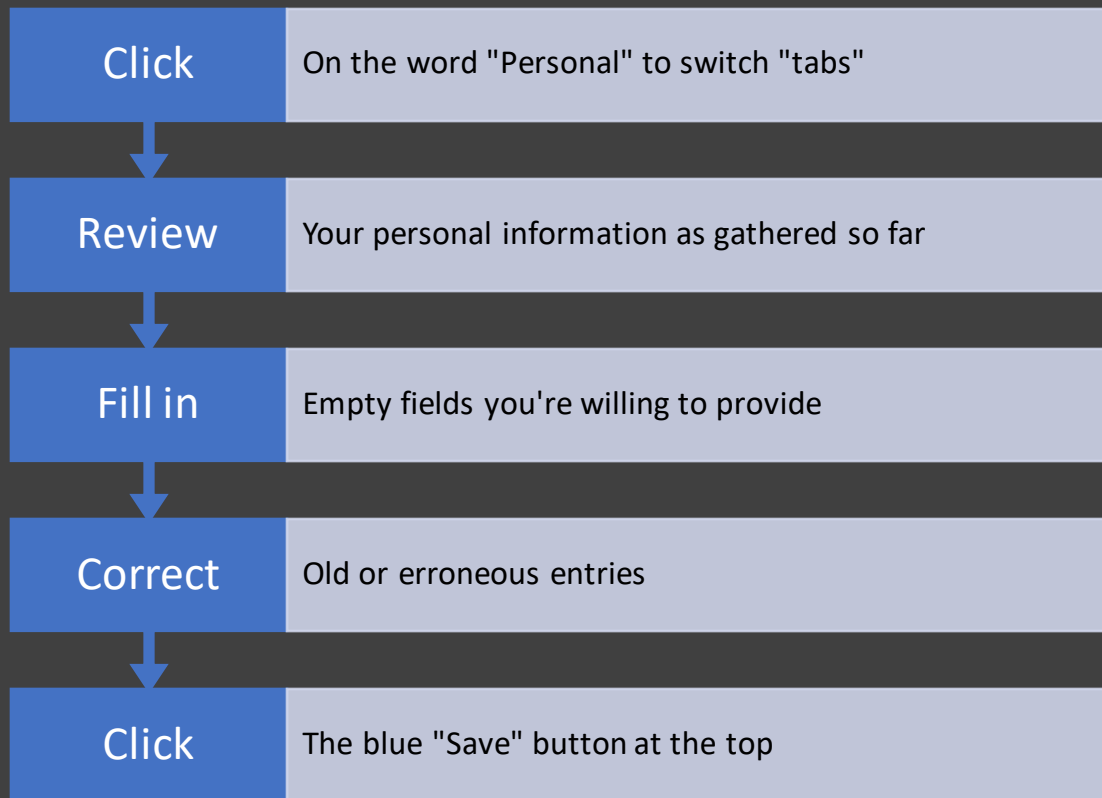
The blue "Save" button at the top

The screenshot shows the 'Parish Of The Epiphany Realm' profile editing interface. The top navigation bar includes a 'Back' button, 'Edit Just for Te...', a search field, and user initials 'JI' with a dropdown arrow. A left sidebar contains navigation links for 'Giving', 'Registration Events', and 'Directory'. The main content area is titled 'Contact Information' and 'Personal Information'. At the top of the form are 'Save' and 'Cancel' buttons. The form fields are as follows:

- Name:** Bill Brickman (with a dropdown arrow and a note: 'Like this: Mr. James Aaron Jr. (Jim)')
- ADDRESS:** Home address field (with a dropdown arrow and a note: '190 characters remaining + Add address'). A lock icon and 'Leaders & Group Members' are visible to the right.
- PHONES:** Home: (555) 555-5555 ext. 555; Mobile: (617) 312-9872 (with a lock icon and 'Leaders & Group Members'); Work: (555) 555-5555 ext. 555; Other: (555) 555-5555 ext. 555.
- EMAIL:** Account Email: bill\_brickman@harvard.edu (with a note: 'This email is used to sign in. Update account email'); Email: bill\_brickman@harvard.edu (with a lock icon and 'Leaders & Group Members', and a note: 'Preferred contact email'); Alternate Email: (empty field).

# Setting Up Your Profile

## Step 6: Personal Info



Parish Of The Epiphany Realm

← Back | Edit Just f | Search...

Giving  
Registration Events  
Directory

Contact Information | **Personal Information**

Save Cancel

**BASICS** LEADERS & GROUP MEMBERS

Birthday: 04/10/1970

Gender: [Dropdown]

Marital Status: Married

Allergies: [Dropdown]

**DETAILS**

Note: We are sorry, Realm only offers two Gender choices at this time. We continue to pursue with them adding a Non-Binary option.



# Finding Parishioners

---

# Directory Search

Click

"Directory" in the left-hand menu

Enter

Any piece of their name next to the magnifying glass

Find

Them in the shorter list, or change the search field

Click

On their photo/initials or their name to see their profile

The screenshot shows the 'Parish Of The Epiphany Connect' website's 'Directory' page. The left-hand navigation menu includes: News, Communications, Events, Giving, Groups, Serving, and Directory (highlighted). The main content area features a search bar with the text 'Bri'. Below the search bar, a list of search results is displayed, each with a circular profile picture or initials, a name, a phone number, and an email address:

- Bill Brickman**: (617) 312-9872, bill\_brickman@mac.com
- AB**: Alan Briggs
- SB**: Sandy Bristol
- JF**: You (617) 312-9872, bill\_brickman@harvard.edu
- BR**: Brian Roller

We'll Have  
Two On-line  
Directories  
For Some  
Time

Make Realm  
Your Go-To

## The Old

[3crowns.org/directory](http://3crowns.org/directory)

Fields maintained by  
parish administrator on  
request

Privacy set by parish  
administrator on request

Search by fixed  
list of committees or  
ministries

Basic set of profile fields

## The New

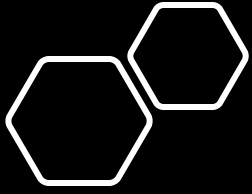
[e.onrealm.org/directory](http://e.onrealm.org/directory)

Fields maintained by parish  
administrator and by  
you, anytime

Privacy set by you, anytime

Search by unlimited kinds of  
groups, maintained by group  
leaders

Great variety of fields, including  
photos set by you, anytime



# For Further Help

- Check out the <http://3crowns.org/online-giving> web page for help and guides like this one
- Contact Stewardship by email at [stewardship@3crowns.org](mailto:stewardship@3crowns.org), for help with Realm, especially with on-line Pledging and Giving during Stewardship Season
- Contact the Parish Administrator at [office@3crowns.org](mailto:office@3crowns.org) with any changes for the old 3crowns.org directory

