How to Set up Your Realm Profile on iPhone

Your profile is where you provide contact information (email address, phone number, address, birthday, a picture) and specify who can see this information.

1. Open the Realm Connect App. Realm will open to the News screen.

2. To setup your profile, you will see one of the below.

    a. If you see 'Profile' at the bottom of the screen, click on it.

    b. If you don't see 'Profile,' click on 'More' at the bottom of the screen, then 'Profile.'

3. Upload or change your profile picture.

    a. To add a profile picture for the first time, click on the camera image.

    b. To change your profile picture, click on the pencil image in the corner of your current photo.

    c. If your iPhone asks if you will allow Realm access to your photos on your phone, click 'Select Photos' or give access to all photos (your preference).

    d. Scroll through and find the photo you wish to use as your Realm profile picture. Click on it.

    e. The photo will appear on the screen; adjust the photo to your liking. Click 'Apply.'

4. Change your email address.

    a. Add an email address by clicking on the plus sign to the right of 'Add email address.' Type in your email address.

    b. Change your email address by clicking on the pencil to the right of the email address you are updating. Type in your email address.

    c. Notice the four options under the 'Who can see this?' section that allows you to pick who sees your email address. (The check mark means that option is selected. If you want to choose a different option, click on it and look for the check mark.) Once email address is changed and visibility is set, click 'Save.'

5. Add or change your phone number.

    a. Add a phone number by clicking on the plus sign to the right of 'Add phone number.' Type in your phone number and mark what type it is. You can also set 'Who can see this?' as you did with your email address. Remember to 'Save.'

b. Change your phone number by clicking on the pencil to the right of the phone number you are updating. Click on your current number to change it. Mark what type it is, and set 'Who can see this?' before clicking 'Save.'

6. Add or change your home address.

   a. Add your address by clicking on the plus sign to the right of 'Add address.' Type in your address to the 'Enter Location' bar. Once you see your address pop up, click on it. Set 'Who can see this?' and click 'Save.'

   b. Change your address by clicking on the pencil to the right of the address you are updating. Click on your address to change it. Type in your address to the 'Enter Location' bar. Once you see your address pop up, click on it. Set 'Who can see this?' and 'Save.'

7. Add or change your birthday. (Note: Your birthday is only visible to Church staff.)

   a. Add a birthday by clicking on the plus sign to the right of 'Add birthday.' Remember to 'Save.'

   b. Change your birthday by clicking on the pencil to the right of the birthday listed. Click on the blue text to change it. Remember to 'Save.'

8. Add or update who's in your family.

   a. 'Add Family' if under your 'Family' section you are missing your spouse or children under 18 years old.

   b. Insert the family member's full name, relationship to you, birthday, and email address. 'Save.'

      i. If you supply an email address, Realm asks if you would like to invite that person to Realm. If you swipe the slide button to the right, Realm will send an invite to the email address supplied.

      ii. To add additional family members, repeat step 8.

9. 'Groups'

   a. The group information is covered in another video and PDF found at sotv.org/realm.

If you are receiving emails that you do not want to get from Realm, turn them off through Realm settings. Please do not click on the Unsubscribe link in the emails, which will unsubscribe you from all SOTV emails through Realm. If you need help working with Realm, email realm@sotv.org or contact the church at 952.432.6351.