

How to Manage Realm Groups on iPhone

There are many groups at Shepherd of the Valley formed around areas of common interest. Realm helps group members stay connected, view and sign-up for activities, and share information and pictures. These instructions help you see what groups you are in, learn how to join a group, and discover how to remove yourself from a group.

1. Open the Realm Connect App.
2. Realm will open on the News screen. To get to your groups, click on 'More' at the bottom of the screen.
3. To find the groups you are a part of, click on 'Groups.' This will open the Groups page. Shepherd of the Valley has over 70 Realm groups. The group "Shepherd of the Valley Lutheran Church" is the default group that everyone is in. SOTV uses this group to post messages to the full congregation, or at least those we have current emails for in Realm.
4. Select a group to see:
 - a. Number of participants in the group (participant name and information provided by clicking on the arrow).
 - b. News: This page will have all the latest posts for the group.
 - c. Files: Includes items that have been shared in the group. Files get loaded into Realm by users and staff by attaching one or more documents to a post.
 - d. Settings: See what notifications you will receive via email or push notifications. These notification settings are covered in another video and PDF found at sotv.org/realm.
 - e. Leaders of the group.

Note: To get back to the groups page, click on 'Group Info' at the top of the page.
5. To find a new group, return to the 'Group Info' page and choose 'Find Groups' under 'Your Groups' section.
 - a. By clicking on 'Find Groups,' you will see different group categories listed that have many additional options available when you select one.
 - b. If you click on a group name, it may contain a brief overview, number of participants, and the leader(s) name(s).
 - c. If you decide that you would like to join the group, simply click 'Join' at the top right of the screen.

- d. The next screen will inform you that a group leader will need to approve your request to join. If you would like to continue, select 'Ok' in the Request to Join box. *You will be notified when your request has been completed.*
6. How to remove yourself from a group: You can't remove yourself within the Realm Connect app. You will need to contact the church office by calling 952.432.6351 or emailing realm@sotv.org to have someone remove you from that specific group.

If you need help working with Realm, email realm@sotv.org or call the church at 952.432.6351.