

# How to Set up Realm Notifications on iPhone

**Realm allows you to choose how you would like to be notified of a new event or message from your group.**

1. Open the Realm Connect App. Realm will open to the News screen.
2. To setup your notifications, go to Realm's settings by selecting 'More' at the bottom of the screen.
3. Chose 'Settings.'
4. Under the 'Ways to Notify You,' you can set:
  - a. Email notifications (sent to the email address you have provided on Realm). To receive emails of new group activity, click on 'Email.' On 'Update Email Settings' page, select the bar that has 'Receive via your preferred email address.' This will put a check mark on the right. This means you will then get an email when a new message is sent by one of your groups.
    - i. The 'Unsubscribe from all email notifications' will unsubscribe you from all SOTV email sent through Realm. It is not recommended that you select this option; if you would like to opt out of a particular email or need help, please email [realm@sotv.org](mailto:realm@sotv.org) or contact the church office at 952.432.6351.
    - ii. You can change your preferred email address from this page. Select 'Edit preferred email address on your profile.' This takes you to your profile page. Here, change your email address by choosing the pencil to the right of your email address. Type in your new email address and click 'Save' in the upper right. To get back to email notifications, select 'Back' at the top of the screen.
  - b. Push notifications (alerts that show up on your phone sent from the Realm Connect App, similar to when you get a text message). If you want push notifications, you can choose an alarm and/or a banner.
    - i. To set up push notifications, select the Push Notifications bar. (Realm opens your iPhone settings for the Realm Connect app.) Turn on or change the push notifications by selecting Notifications. To allow notifications, click on the slide button to the right (grey means off and green means on).
    - ii. The settings shown are specifically for the Realm Connect app. You may choose to have alerts come across your locked screen, appear in your notification center, have a banner display, have just sound alerts, or just badges. Use the slide bar to select your preferences (grey means off and green means on). When you're finished, return to the Realm Settings screen by choosing the 'Realm Connect Notifications Settings' option at the bottom.

5. 'Highlights for your Groups and Teams' include two options: getting the 'Daily Digest via Email' and getting the 'Daily Digest via Push Notifications.' You can select either one or both by selecting the slide bar to the right of the option (grey means off and green means on). The Daily Digest is a summary of any new events, new messages, or new photos from your groups. Even though it says daily, you only get notifications when there is new activity that day.
  
6. 'What Group Notifications You Receive' fine tune the notifications for particular groups, instead of using the global notifications we already set up. *Note: everyone is part of the Shepherd of the Valley Lutheran Church group. If you are a member of more groups, they will all be listed here.* Group notifications are optional; only set these up if you want different notifications depending on the group.
  - a. Select the group you wish to set specific notifications for. There are two activities for the group notifications: inbox activity and newsfeed activity.
    - i. Under 'Inbox activity' you can choose to see 'New inbox messages' and/or 'Replies to messages' by email notifications, push notifications, or both. Simply select the square of the options you would like (check mark means yes, blank box means no). If you want to turn off one of these already marked notifications, select the square with the check mark to clear it.
  
    - ii. Under 'Newsfeed activity' you can choose to see 'New posts' and/or 'Replies to posts' by email notifications, push notifications, or both. Simply select the square of the options you would like (check mark means yes, blank box means no). If you want to turn off one of these already marked notifications, select the square with the check mark to clear it.

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](mailto:realm@sotv.org) or contact the church at 952.432.6351.