



All Trinity members are invited and encouraged to participate in the Online Community and to opt-in to being included in the on-line directory.

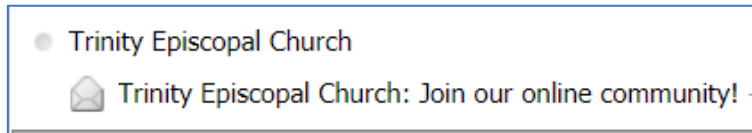
- *Everyone’s participation will make the project successful!*

An email invitation will be sent to each parishioner from the sender name: *Trinity Episcopal Church* with the subject line: *Join our online community!* The body of the email contains instructions and a personalized link to begin the registration process via your browser of choice (e.g. Google Chrome, Microsoft Edge; Mozilla Firefox, Apple's Safari, etc.)

Click on the personalized link in the email to begin the registration process.

If you have not received an email invitation or wish to receive an email invitation, please send your request to realm@trinitybeth.org.

NOTE: The information below is an example only. Registration is only via the personalized link in the email you will receive from Trinity Episcopal Church.



Hi NAME,

We at Trinity Episcopal Church have an online church community where we can connect with each other outside our Sunday gatherings. We'd love for you to take part!

Please use this personalized link to complete your Trinity Realm registration.

Create an account:

<https://onrealm.org/trinitybeth/account/Register?user=emailaddress>

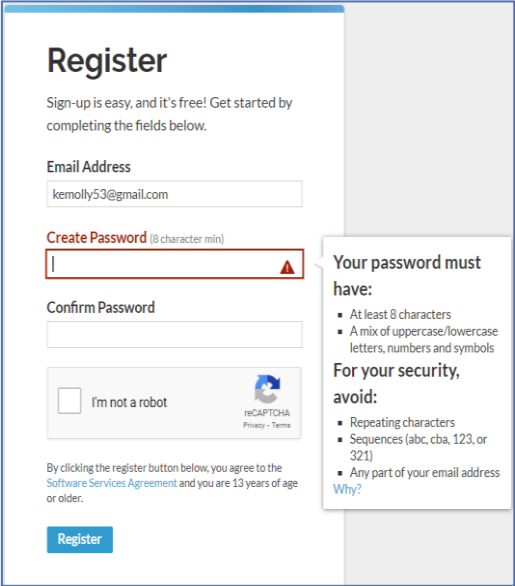
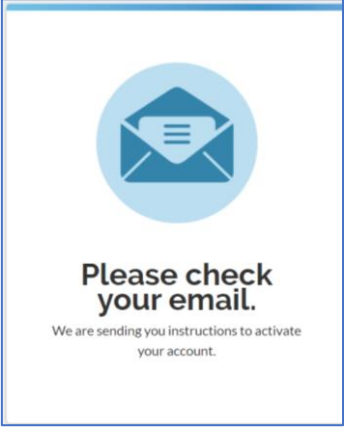
*If you have questions about the registration process, please send your questions to realm@trinitybeth.org. More information is available on the Realm Page at <https://www.trinitybeth.org/realm>. Click on the *Realm Registration Overview* link for specific instructions regarding the registration process.*

Welcome to the Trinity Realm Online Community!

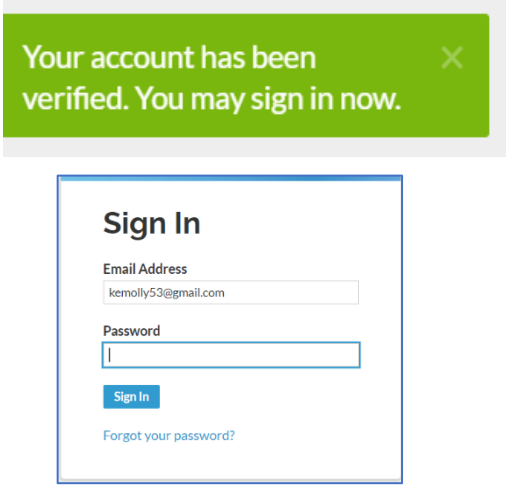
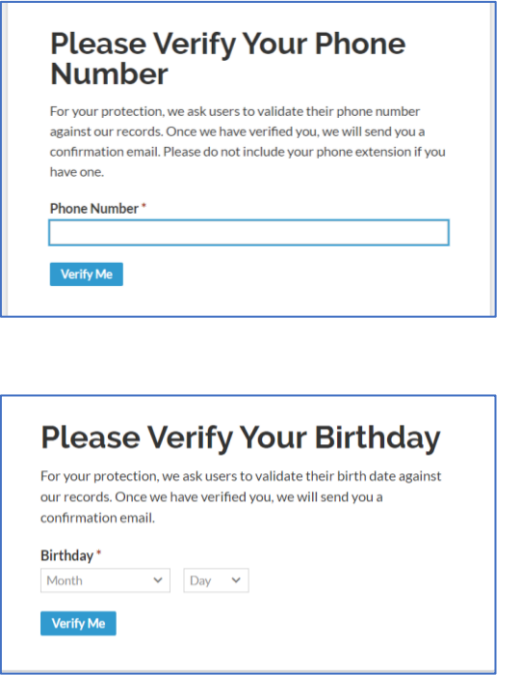
*Sincerely,
Trinity Episcopal Church*



Registration (3 steps)

	<p>The personalized link in the invitation email will open to this Register screen.</p> <p>The first step is to create a password.</p> <p>Note the password requirements.</p> <p>Enter and confirm the password.</p> <p><i>Be sure to write down the password.</i></p> <p>Click the 'I am not a robot' box.</p> <p>Click Register.</p>
	<p>The second step is to verify your email.</p> <p>See sample email below.</p> <p>This second email will provide a link to verify your email address.</p> <p>Click on the link.</p>
<p>Hi</p> <p>Thank you for joining our online church community! Before you can sign in, please verify your email to complete your registration.</p> <p>email: https://onrealm.org/trinitybeth/account/Validate?user=emailaddress&token=PQh4nUL6E17Hdwn</p> <p>Sincerely, Trinity Episcopal Church</p>	



 <p>Your account has been verified. You may sign in now.</p> <p>Sign In</p> <p>Email Address kemolly53@gmail.com</p> <p>Password</p> <p>Sign In</p> <p>Forgot your password?</p>	<p>The link will return to the Trinity Realm link.</p> <p>A message will display that the email has been verified.</p> <p>Enter your password to log into Realm.</p> <p>Remember to bookmark the the Trinity Realm Link.</p>
 <p>Please Verify Your Phone Number</p> <p>For your protection, we ask users to validate their phone number against our records. Once we have verified you, we will send you a confirmation email. Please do not include your phone extension if you have one.</p> <p>Phone Number *</p> <p>Verify Me</p> <p>Please Verify Your Birthday</p> <p>For your protection, we ask users to validate their birth date against our records. Once we have verified you, we will send you a confirmation email.</p> <p>Birthday *</p> <p>Month Day</p> <p>Verify Me</p>	<p>The third step is an additional verification.</p> <p>You will be prompted to enter a telephone number or your birthdate.</p> <p>Enter your home phone number or mobile phone number</p> <p>or</p> <p>Enter your birth month and day.</p> <p>Click on Verify Me.</p>
<p>If you need assistance with the third verification step, please contact Trinity's Parish Office at 610 867 4741 or realm@trinitybeth.org.</p>	



To access Trinity's Realm Site
via the browser of your choice

<https://onrealm.org/trinitybeth/SignIn>

Note: Click on Forgot your password? to reset your password.

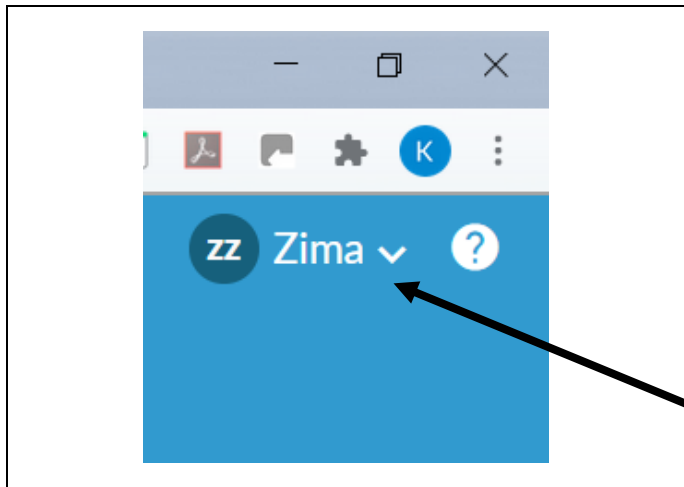
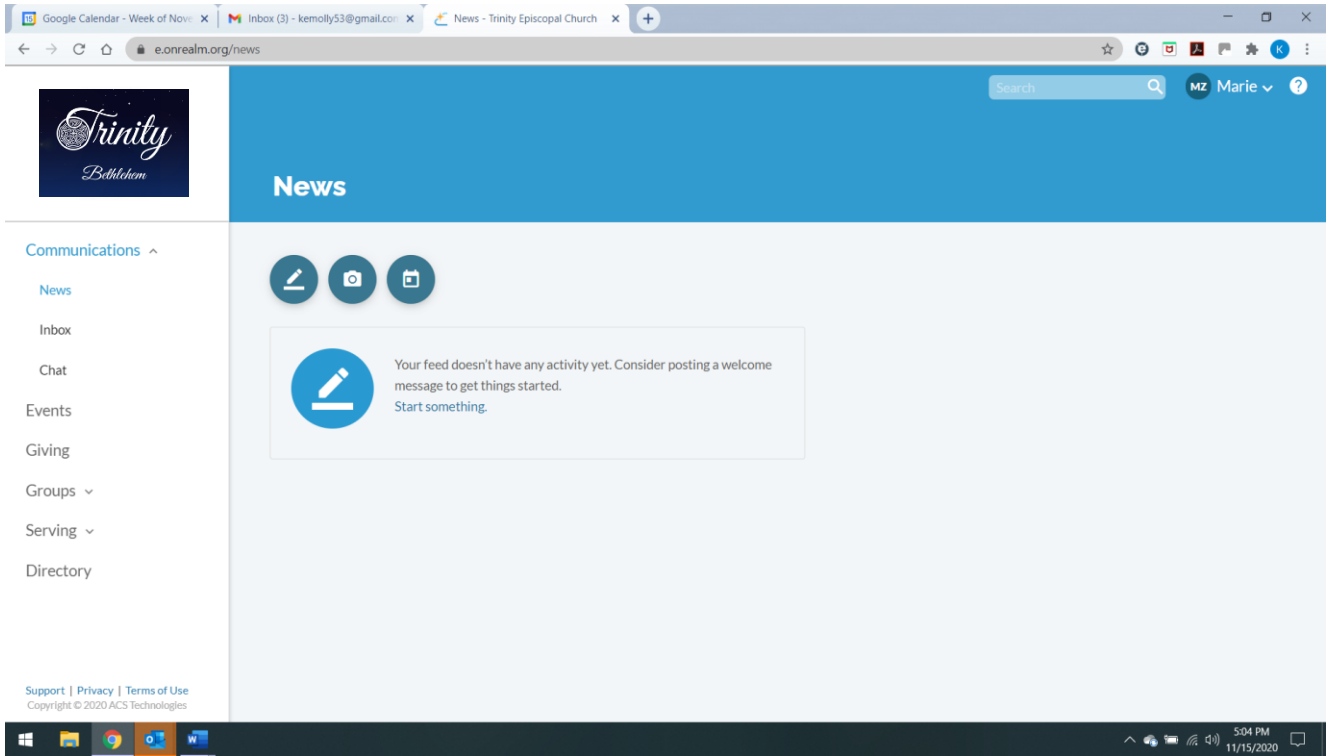
After registering, please take 10-15 minutes to review, update your profile and personal information, add a photo, opt-in to the on-line directory by updating your privacy settings, select notifications preferences, and explore.

Questions: Contact Trinity's Parish Office at 610 867 4741 or email realm@trinitybeth.org.

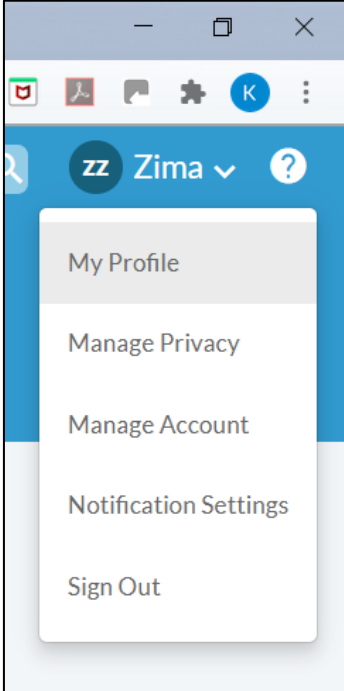
If you have not received an invitation, please send an email to realm@trinitybeth.org requesting an invitation to Realm.



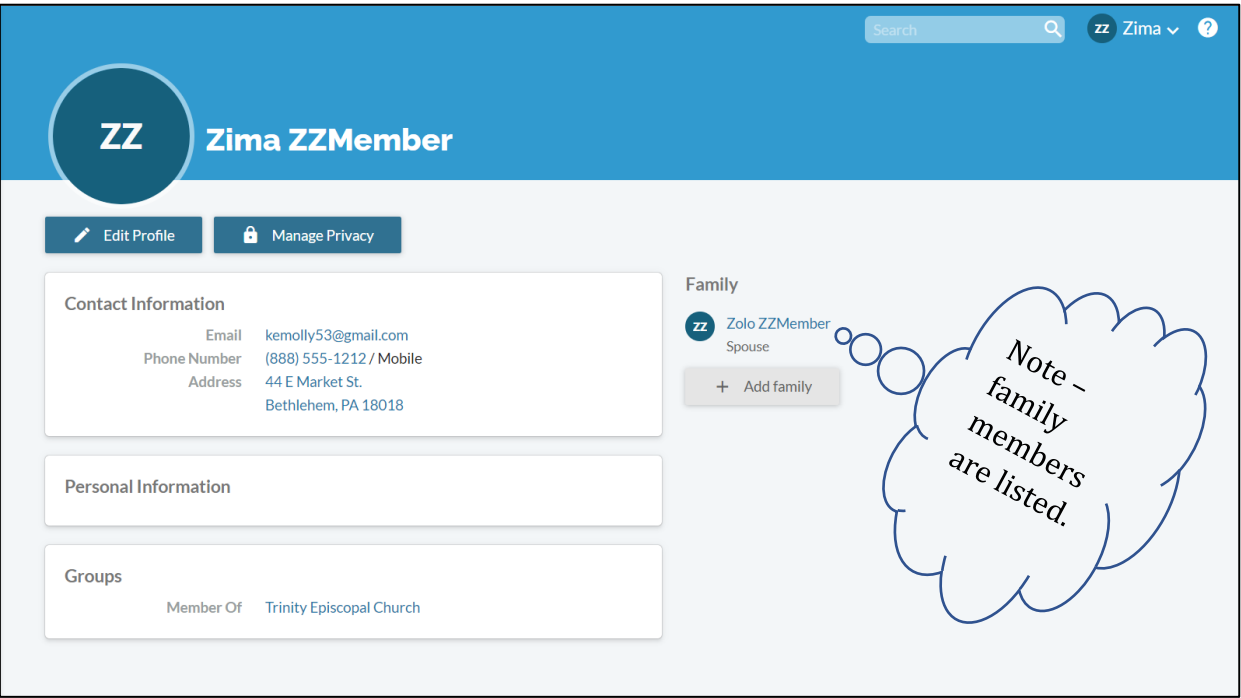
The Trinity Logo at the top left is the 'HOME' button.
This is your personal home page.



To edit profile information and to update privacy settings, click at the down arrow next to your name.

	<p>My Profile</p> <ul style="list-style-type: none"> • Editing, correcting, and updating of personal information • Update Skills and Interests • Add Photos <p>Manage Privacy</p> <ul style="list-style-type: none"> • Opt – In to the On-Line Directory • <i>This step is important so that others can find you!</i> • Review and update other privacy settings. <p>Manage Account</p> <ul style="list-style-type: none"> • Change email • Change password <p>Notification Settings</p> <ul style="list-style-type: none"> • Update Preferences on what is displayed on your home page
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The first step is to update your profile.



The screenshot shows a user profile for 'Zima ZZMember'. It includes sections for Contact Information, Personal Information, and Groups. A 'Family' section is visible with a note: 'Note - family members are listed.' The profile shows a spouse named 'Zolo ZZMember'.

	<p>Click on Edit Profile</p>
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Update all the information under **Contact Information**.
Remember to **Save** your changes!



Click on the Pencil Symbol
to edit fields.

Zima ZZMember > All Search... Zima ?

Edit Zima ZZMember

Contact Information Personal Information

Save or Cancel

Name * Zima ZZMember Like this: Mr. James Aaron Jr. (Jim)

ADDRESS

Home 44 E Market St. Bethlehem, PA 18018 Leaders & Group Members

Lives with Zolo

[+ Add address](#)

Name Fields

Name *

Title

First Name

Middle Name

Last Name

Preferred Name

Suffix

Accept or Cancel

Address Fields

Home

Country

Address

City/Town

State

Postal Code

Accept or Cancel

[+ Add address](#)



PHONES

Home: (888) 555-1212 🔒 Leaders & Group Members

Mobile: (888) 555-1212 🔒 Leaders & Group Members

Work: (555) 555-5555 ext. 555

Other: (555) 555-5555 ext. 555

Primary Phone: Mobile - (888) 555-1212 ▼

EMAIL

Account Email: kemolly53@gmail.com
This email is used to sign in. [Update account email](#)

Email: kemolly53@gmail.com 🔒 Leaders & Group Members
Preferred contact email

Alternate Email:


Be sure to designate the Phone Phone.
Remember to **Save** your changes!

Next Click on **Personal Information**

Zima ZZMember > All Zima ?

Edit Zima ZZMember

Contact Information Personal Information



Zima ZZMember > All Zima ?

Edit Zima ZZMember

Contact Information Personal Information

Save or Cancel

BASICS 🔒 LEADERS & GROUP MEMBERS

Birthday: 🗑️
 Gender: ✕
 Marital Status: ✕
 Allergies: ▼
 Skills: ▼
 Interests: ▼



	<p>Enter / update:</p> <ul style="list-style-type: none"> • Birthday (MM/DD/YYYY) <ul style="list-style-type: none"> ○ Only birth month and day will display in the online directory • Gender • Marital Status <p>Add allergies, skills, interests</p> <p>If desired – add preferences for gender identity & pronouns. This information will not display in the online directory.</p>
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The next step is to manage your privacy settings.

	<p>Click on Manage Privacy</p>
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Privacy settings are explained below.
Be sure to **Save** your changes.

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

Marie

i Your contact and personal information can be seen by staff and:

- Anyone in the church **i**
- Leaders & group/serving team members
- Leaders **i**
- Church staff only
- Custom Privacy

Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to staff.

Save or Cancel



Privacy settings:

The default setting is – *Anyone in the church* – who has a login for the Trinity Online Community will be able to view your information (address, primary phone number, email, birthday – month and day, skills and interests, and group assignments).

Leaders & group/serving team members – limits that only individuals who either are leaders of groups or serving teams or are in the same groups or serving teams (e.g. chalice bearers, greeters, etc.) can view your information.

Leaders – limits that only individuals who are leaders of the same groups or serving teams can view your information.

Church staff only – only individuals who are church staff can view your information.

Custom Privacy allows for more specific privacy settings.

Custom Privacy
Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to staff.

Home Address
44 E Market St Bethlehem, PA 18018-5926
Leaders & group/serving team members

Home Phone
(888) 555-1212
Leaders & group/serving team members

Mobile Phone
(888) 555-1212
Leaders & group/serving team members

Primary Email Address
kemolly53@gmail.com
Leaders & group/serving team members

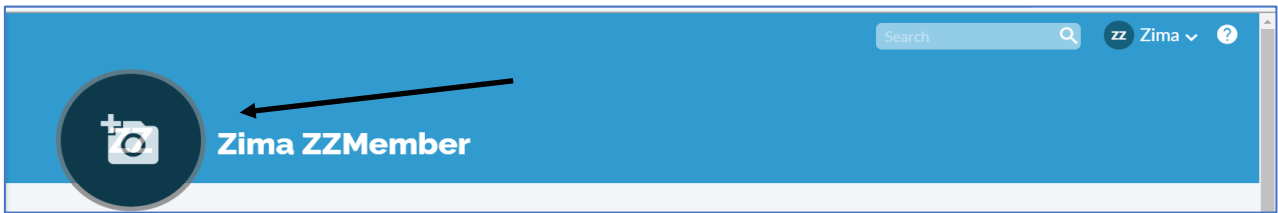
Personal Information
Leaders & group/serving team members

Save or Cancel

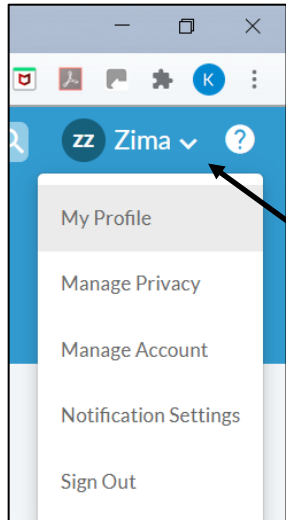
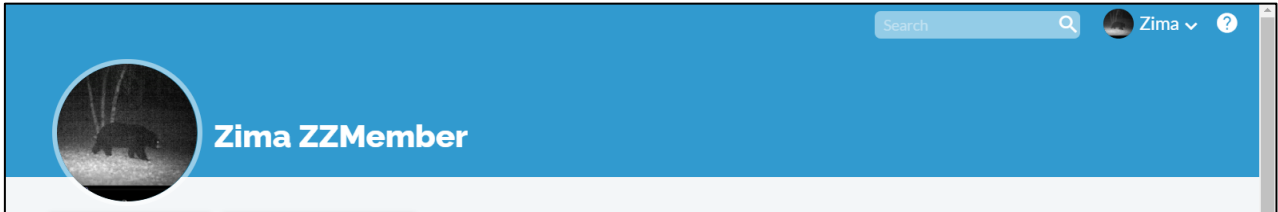
To add a photo to your profile – click on the initials next to your name.



Then click on the +Camera image.



Select a photo from photos saved on your computer, tablet, or phone/
Follow instructions to resize and save the photo to your profile.



To Log Out of Realm

Click at the down arrow next to your name and select Sign Out.



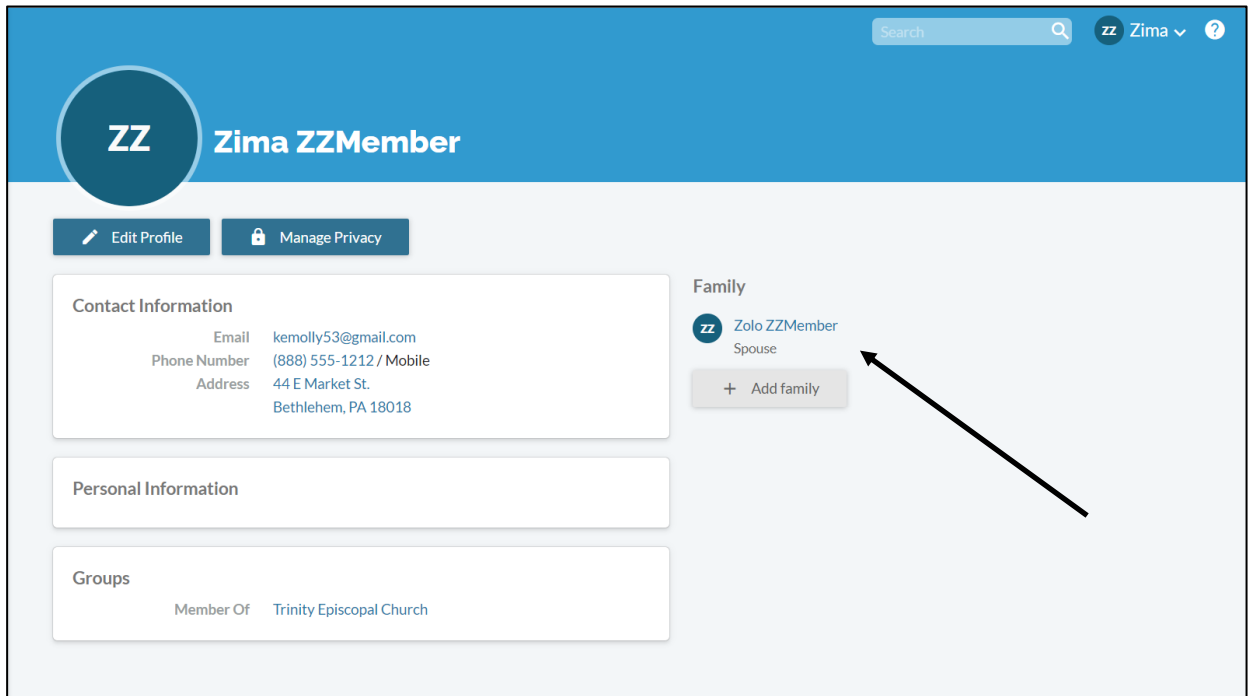
Updating Family Members Information

If there are other family members in your household who do not have email addresses or who are children (under the age of 18), please take the time to edit those individual(s) personal information and privacy settings.

To update a family member’s information, click on the family member’s name. That individual’s profile will open. Make edits and updates as needed.

Note that profiles of children under the age of 18 will not be visible to other members of the parish.

NOTE: Please do not add family members until you have verified that the individual family member is NOT already in the Trinity Realm Community.

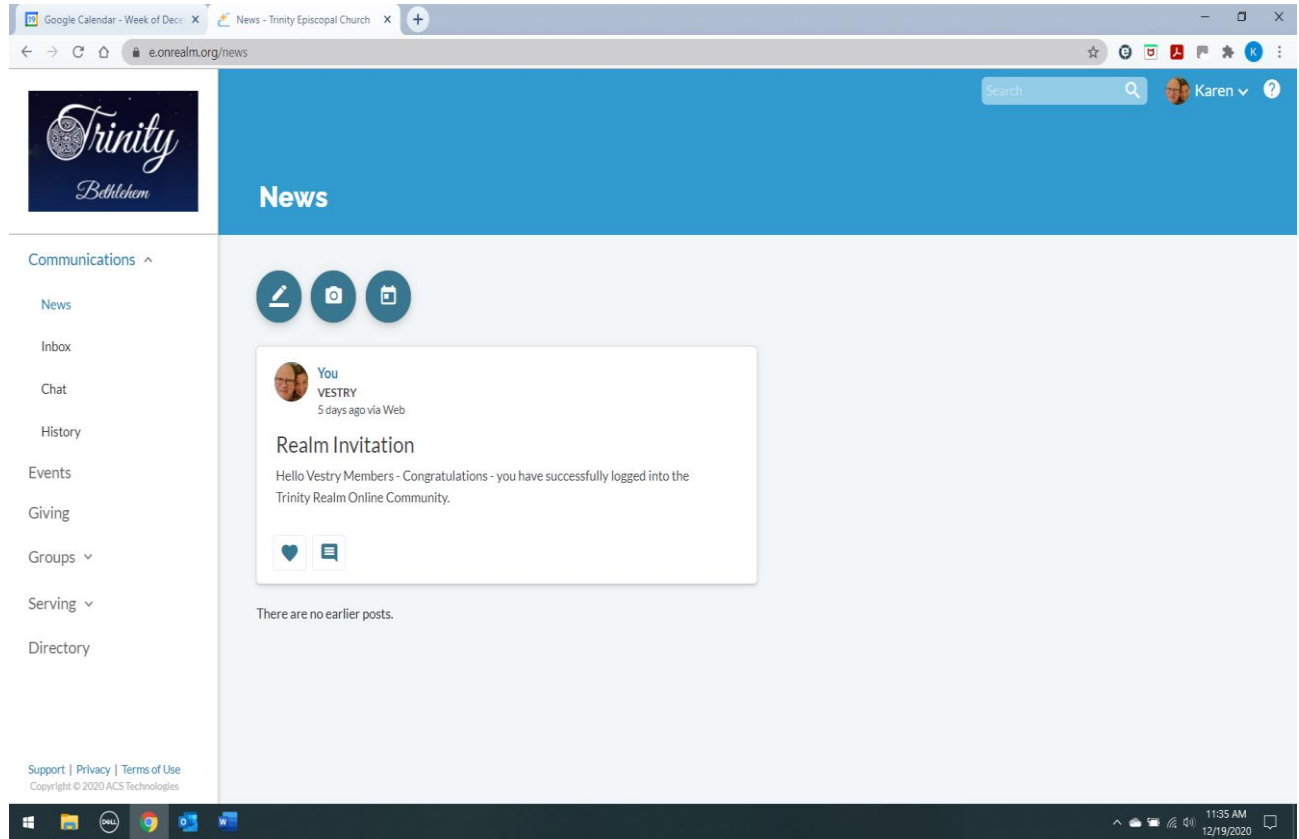




The Trinity Realm Online Community

The News Page will display when you log into Realm.

This is where information will be shared to the parish in general.



Menu Choices on the left side of the News Page.

Communications

News / Inbox / Chat / History

Groups and serving teams will also be able to post news and share information.

Events

Planned events for the parish and for various groups displays on this tab.

Individual registration information (My Events) will also display.



Giving

Giving and pledge history is available for the current year and prior 10 years. Giving reports can be printed. Note that this information is visible only to individual members (and parish bookkeeping staff).

Groups

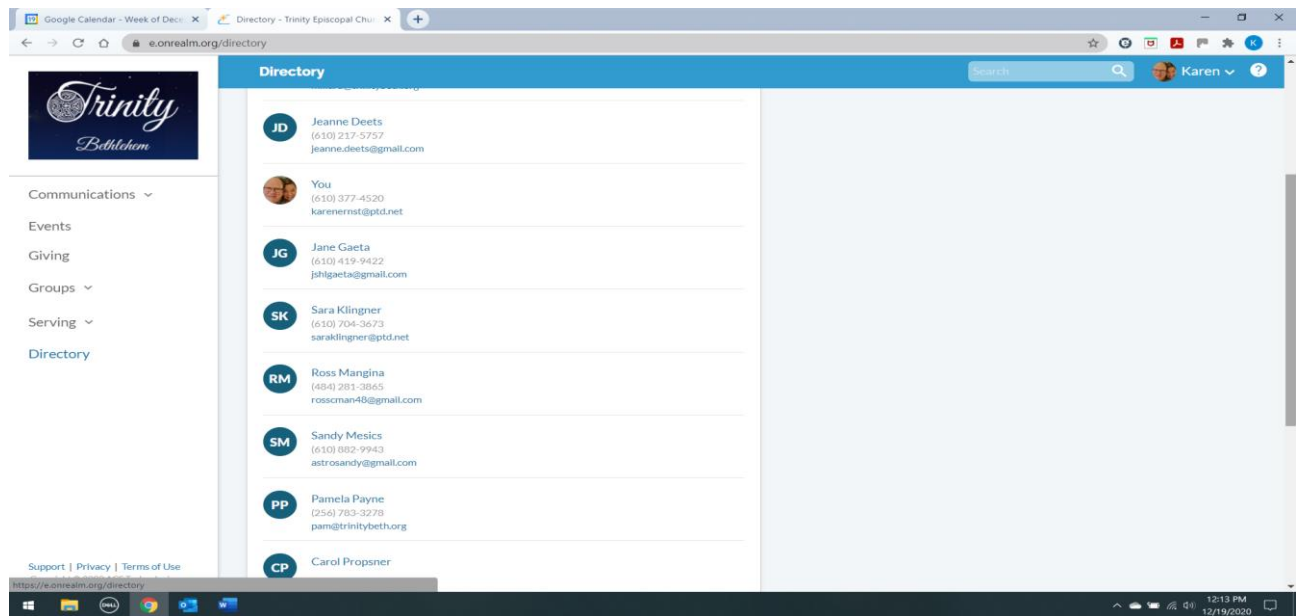
All members are part of the Trinity Episcopal Church group. Groups will be defined in a future phase of the rollout.

Serving

As serving roles are assigned, schedules and teams will display.

Directory

A listing of members of the parish with various contact information.



Welcome to the Trinity Realm Online Community!

**Watch for more information in Trinity Tidings
and check the Realm page on www.trinitybeth.org**

<https://www.trinitybeth.org/realm>