

UUFH Realm Connect Set Up Instructions



What is Realm? *Realm is a real ministry tool. Connect is an app especially for Members.*

What about privacy? *Realm is safe, private, and secure.*

What about giving? *Realm gives you control over your giving.*

How to start?

- If you haven't received an invitation to join Realm yet, please email office@uufh.org.
- If you have any questions about set up, contact Jen Sappell (stewardship@uufh.org).

1. Your information

- Click on your personalized invitation to create an account. Set your password.
- If you use apps, download the Connect mobile app. On your phone, search for "Realm Connect" by ACS Technologies or click a direct link below: Icon is turquoise with a star.
 - [iPhone](#)
 - [Android](#)
- Your Realm login works on your home computer *and* on your mobile devices, so when you sign into Realm, use the login you created for the computer or the app.
- Click on the arrow next to name or image in the upper right corner of screen (or "More" in the app).
- Select "My Profile" to check the information about you.
- Click on "Edit Profile" to change any of this information and Click "Save." Look at both Contact Information AND Personal Information for edits.
- IF you have more than one phone number, one number must be set as primary or none will be listed.

2. Your Privacy

- IMPORTANT: Realm Connect is a private system for Invited Members of our Fellowship community only.
- To check privacy settings, click on the arrow next to name in the upper right corner of screen (or "More" in the app).
- Then, click "Manage Privacy." We urge everyone over 18 to select "Everyone in the church" so that other users will be able to see your email and home address, phone number, and the names of members of your household in the online directory and other communications.

- If you prefer to keep certain information private, you can choose Custom Settings.
- Select "Notification Settings" or "Email Settings" below Privacy. Choose your specific preferences.

3. Transferring Recurring Donations from Vanco to Realm

- If you currently have a recurring donation set up in Vanco, please note that it will not automatically transfer to Realm. You must reset your recurring donation in the new Realm system.
 1. Access the "Giving" Section:
 - On the website: Click on "Giving" located on the left side of your screen.
 - In the app: Tap "Giving" at the bottom of your screen.
 - Review Your Giving History: Your past Giving records will be visible for your reference.
 2. Set Up a New Gift:
 - On the website: Click the blue box labeled "+GIVE" at the top left of the page.
 - In the app: Tap "MAKE A GIFT."
 3. Follow the on-screen prompts to add a payment method and create your new one-time or recurring gift.
 4. Cancel Your Existing Vanco Gift: Once your recurring gift is established in Realm, be sure to cancel your existing recurring gift in Vanco to avoid duplicate donations.

4. Photos

- Upload headshot AND family image, if possible. Alternatively, photos may be sent to stewardship@uufh.org. Photos may also be arranged to be taken on Sundays at UUFH.

THANK YOU FOR BEING A MEMBER OF THE UUFH REALM CONNECT COMMUNITY!