



Getting Started
with Groups in Realm
(Web Version)

August 2021

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Communicating in Realm

Ways to Communicate

Once you login to Realm (www.onrealm.org/StFrancisRaleigh), you will see several tabs on the left side of your screen, Communications, Events, Giving, Groups, Serving (not currently being used) and Directory. Under the Communications tab there are 3 sub tabs which allow you to view all of the Communications for all of the Groups that you're a part of:

- ✓ **News** - allows you to Post, the camera enables you to post a photo, and the calendar icon allows you to create an Event (i.e.. Meeting) for any Groups that you are a Leader for.
- ✓ **Inbox** - displays any email notifications **for all Groups that you are in.**
- ✓ **Chat** - allows you to view any recent Chats that you've received or sent.



Communications ^

News

Inbox

Chat

Events

Giving

Groups ^

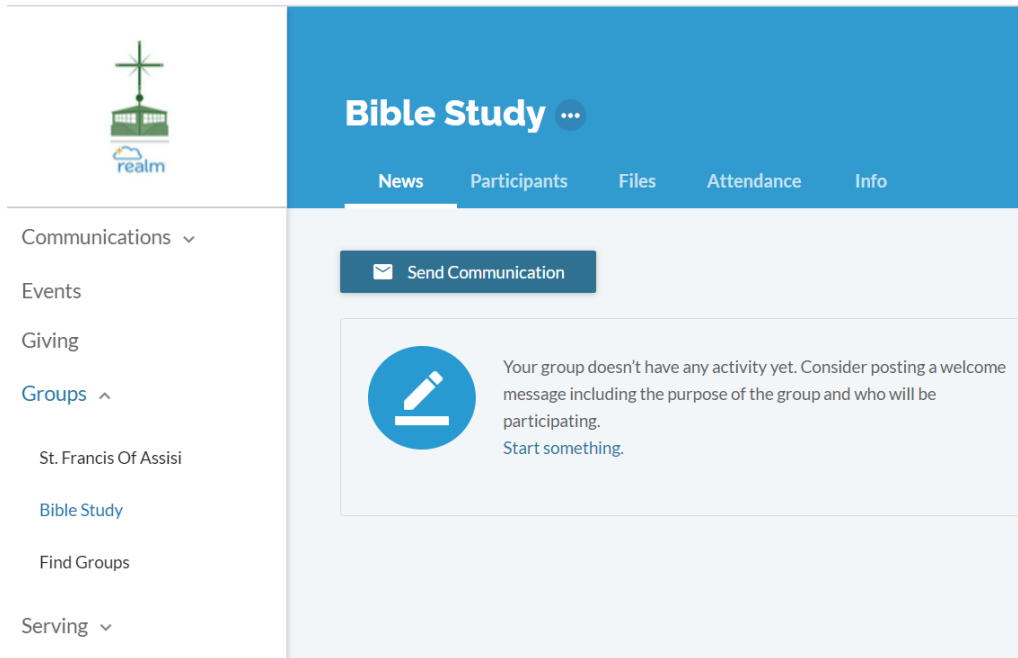
St. Francis Of Assisi

Bible Study

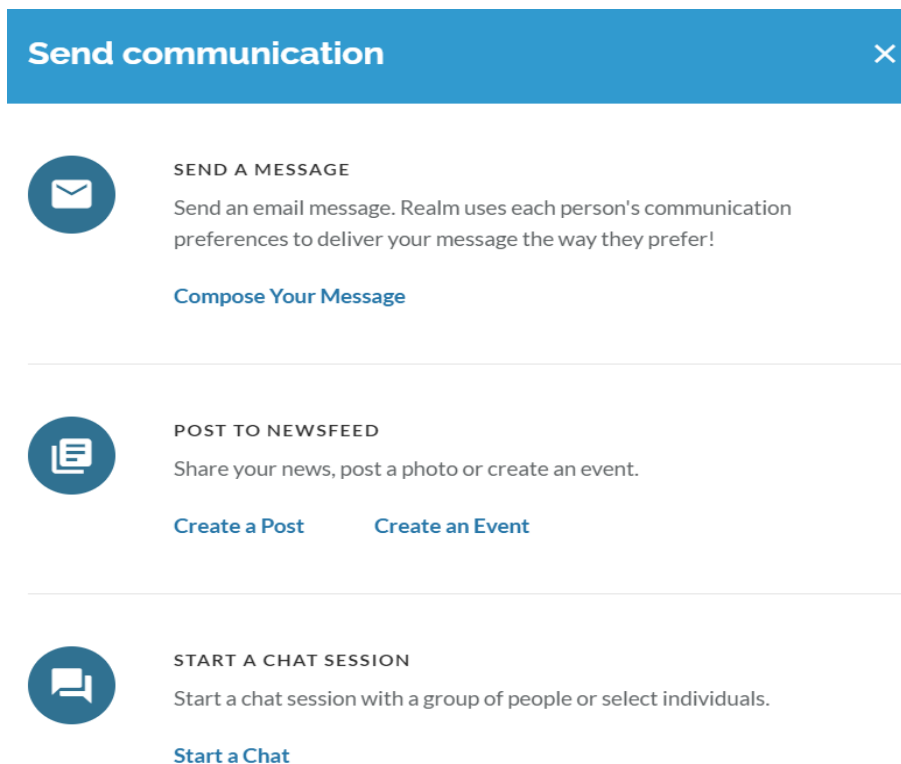
Find Groups

How to Communicate with a Group that you're in

First, go into the Group that you'd like to communicate with. Communications > Groups (and select the Group). If communications are enabled for that Group, you'll see a "Send Communication" button. Click on the button. **Please note that Communications must be enabled at the Ministry and Group Level.**



You'll see options for the various ways you can communicate with this group. **Email (send a message), Post to Newsfeed** and **Chat**.



Emailing:

Click "Compose Your Message"

You can message (email) everyone or click "Message Specific People and X out anyone that you don't want the message to go to. You can also add attachments.



SEND A MESSAGE

Send an email message. Realm uses each person's communication preferences to deliver your message the way they prefer!

[Compose Your Message](#)

New message



TO Formation & Liturgy Staff ▾

Message specific people

9 recipients

Show details ▾

Subject

B / U ☰ ↻

Start writing...

Attach files

Send

Cancel

Creating Posts and Events:

You can either **Create a Post** or **Create an Event (meeting)**.

The difference is that an **Event** (or series of events) allows you to add start and end times, add location information, and items that you'd like people to bring.

A **Post** might include "Save the Date" info about an upcoming retreat, where the Event might be the actual registration for the retreat.



POST TO NEWSFEED

Share your news, post a photo or create an event.


[Create a Post](#)

[Create an Event](#)



Start a Chat:

If you'd like to communicate via Chat, click "Send Communications", then "Start a Chat".

Start a Chat ×

TO  Formation & Liturgy Staff × [Message specific people](#)

Type a message...

[Send](#) [Cancel](#)

Responding to Communications in Realm

One of the features of Realm is the ability to communicate with and within a Realm group that you are a member or leader of. If you are in a group, you may receive communication in one of 3 ways:

- Email/Message – similar to regular email
- Newsfeed - a bulletin board for the Group
- Chat – similar to text messaging

Responding to each of these 3 methods varies, and what each communication will look like when you receive it, and how to respond is outlined below. Screen shots have been provided to assist with determining what type of communication you received.

When someone Emails/Messages, Chats, or Posts to the Newsfeed to your Group, you should receive an email in your personal email (i.e.. Gmail). **You can always reply to communications in Realm, in the Communications tab (or Communications icon in the Realm Connect app). This is the preferred way to respond since Realm keeps a history of communications that you send through Realm.** Communication History can be viewed in Communications under “History” (or select the “More” icon, then “Communications History” in the Realm Connect app).

EMAILS/MESSAGES

If someone emails/messages through Realm, you’ll see this at the bottom of the email:

Sign in to view this message in Realm or reply to Sender (Profile Picture)

You received this email because your notification settings for **KBL Facilitators** are set to "Receive Emails for New Messages" setting in Realm for St. Francis Of Assisi.

[Unsubscribe](#)

You should be able to reply using your personal email. If you are able to reply via personal email, you will see the person’s info in the “To” field of the email.

To

AI

Ashley [Profile Picture] <inbox+68a7b936-5e7c-4be8-a0ab-a1cdd03bac9e@reply.onrealmmail.org>

X

Where to find emails/messages in Realm: Your Emails/Messages can be found in your Inbox in Community, or in the Communications icon in the Realm Connect app under the “Inbox” tab.

POST or NEWSFEED

If someone Posts to the Newsfeed (News), you will receive an email, and you'll see this at the bottom of the email:

[View and comment on this post on Realm Connect](#)

You received this email because your notification settings for KBL Facilitators are set to the "All Posts and Replies" setting in Realm at St. Francis Of Assisi.

[Update Notifications](#)

You cannot reply to a News post via your personal email!! If you try to, you will see the below email address in the "To" field of your personal email. You will also receive an email that says that the email was undeliverable.



To: no-reply@onrealmmail.org

Where to find your Posts/New in Realm: You can comment on a Newsfeed Post in "News", or in the News icon in the Realm Connect app.

CHATS:

You will receive a pop-up on your phone, and you will also receive an email. **You must respond in the Realm connect app or in the web version of Realm** in the Chat section of your Inbox.

[Open in Realm](#)

You received this email because you are a registered Realm user at St. Francis Of Assisi.

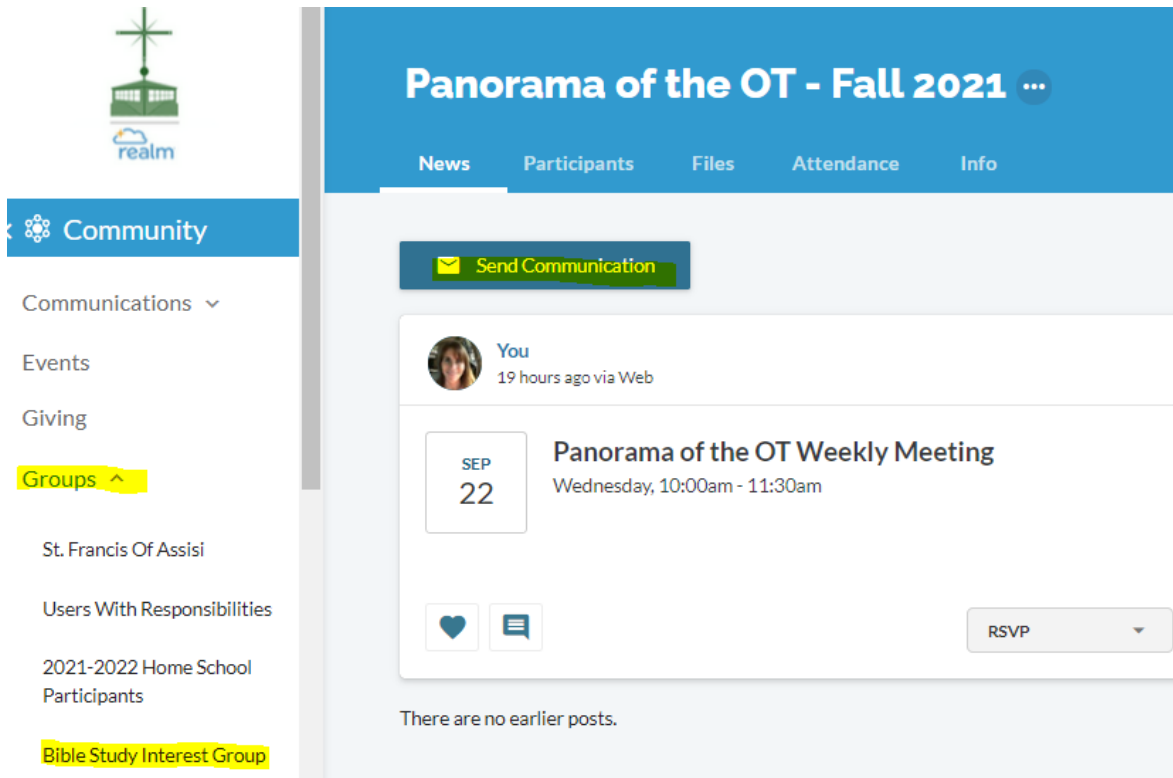
[Mute this conversation](#)

Where to find your Chats in Realm: Chats can be found in "Chats" or in the Communications icon in the Realm Connect app. In the app, tab over from the "Inbox" to the "Chat" tab. If you have push notifications turned on for the Group in the Connect app, you will also receive a pop-up and can respond directly from the pop-up.

Creating Events (Group Leaders)

To create an event, click on "Groups" tab on the left sidebar and then select the Group that you would like to create a meeting/event for.

Click on the "Send Communication" button. Select "Create an Event" in the next pop-up.



The screenshot shows the Realm community interface. On the left is a sidebar with a 'Community' header and a list of items: 'Communications', 'Events', 'Giving', 'Groups' (highlighted in yellow), 'St. Francis Of Assisi', 'Users With Responsibilities', '2021-2022 Home School Participants', and 'Bible Study Interest Group' (highlighted in yellow). The main content area is titled 'Panorama of the OT - Fall 2021' and has tabs for 'News', 'Participants', 'Files', 'Attendance', and 'Info'. A 'Send Communication' button is highlighted in yellow. Below it is a post from 'You' (19 hours ago via Web) for the 'Panorama of the OT Weekly Meeting' on Wednesday, September 22, from 10:00am to 11:30am. The post includes a calendar icon for 'SEP 22', a heart icon, a comment icon, and an 'RSVP' button. Below the post, it says 'There are no earlier posts.'

Send communication



SEND A MESSAGE

Send an email message. Realm uses each person's communication preferences to deliver your message the way they prefer!

[Compose Your Message](#)



POST TO NEWSFEED

Share your news, post a photo or create an event.

[Create a Post](#)

[Create an Event](#)



START A CHAT SESSION

Start a chat session with a group of people or select individuals.

[Start a Chat](#)

Enter the information for your event/meeting, including the Event name, description of the Event, start and end times, the location of the meeting/event, and determine whether you would like to allow comments and/or send notifications (recommended).

If you have a meeting that meets weekly, monthly, or repeats, you can use the dropdown menu to select dates. Once you're done, click the "Post" button.

Event

Create in Panorama of the OT - Fall 2021 [Change group](#)

Title

50 characters remaining

B / U / /

Say something about your event...

Attach files

Start	Thu, Aug 5th	11:00 AM
End	Thu, Aug 5th	12:00 PM
Repeats	<div><p>Does not repeat</p><p>Weekly</p><p>Biweekly</p><p>Monthly</p></div>	
Location	Virtual <input type="radio"/> In-Person & Virtual	
Physical Location		

Items to bring

[+ Add item](#)

Advanced Options

Allow Comments

Send Notifications

The ability for group participants to RSVP to events is automatically enabled. If you would like to turn this feature off, click on the Allow RSVPs and slide the blue button to the left.

Advanced Options



Make this the group's primary event

The day and time of this event will be viewable to people outside of the group.

This does not give them access to view the event. You can only have one primary event per group.



Childcare provided

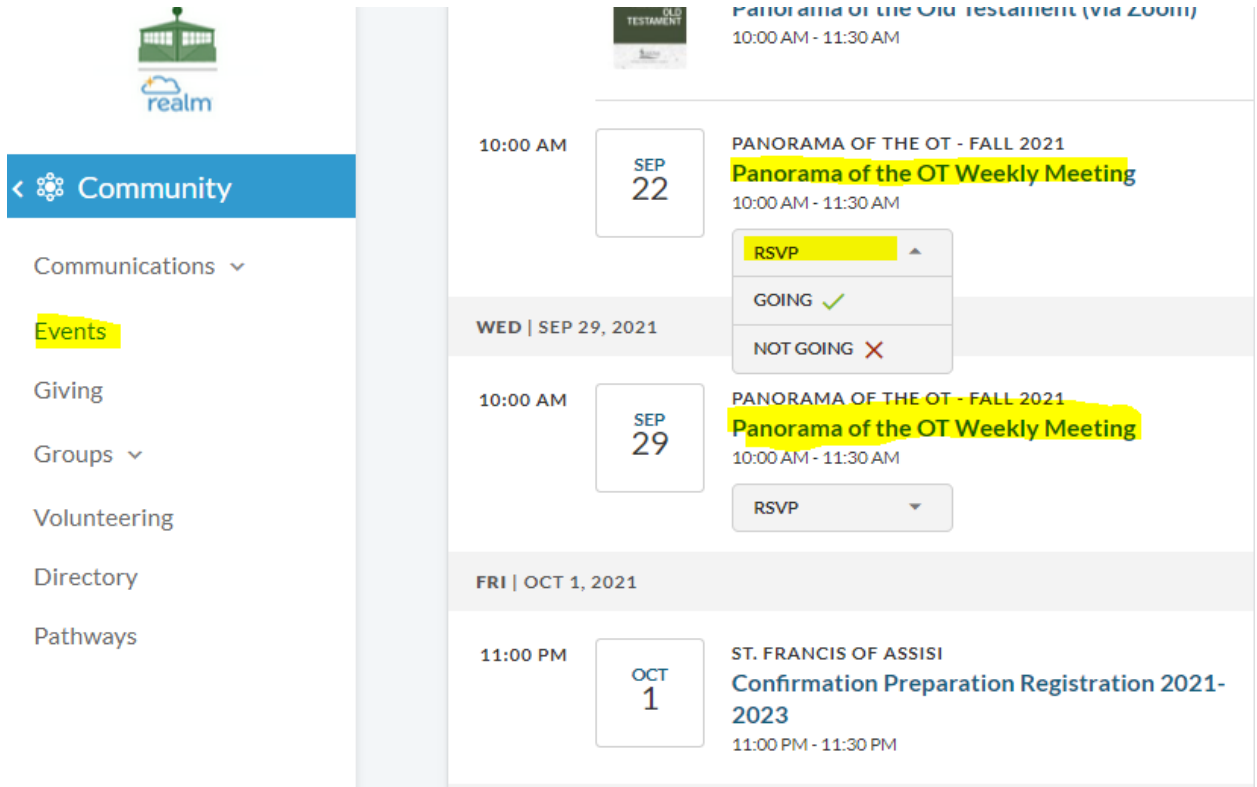


Allow RSVPs

If you turn off RSVPs, items will also be removed.

RSVPing to Events/Meetings

To RSVP for an event, go to the left sidebar and select "Events". Find the event that you would like to RSVP to and use the dropdown menu to select Going or Not Going. If you need to update your response, you can come back to this page and use the dropdown menu to change your RSVP.



The screenshot shows a web interface for a community. On the left is a sidebar with a logo for 'realm' (a green building icon) and a blue 'Community' header. Below the header are menu items: 'Communications', 'Events' (highlighted in yellow), 'Giving', 'Groups', 'Volunteering', 'Directory', and 'Pathways'. The main content area displays a calendar of events. The top event is 'Panorama of the Old Testament (via Zoom)' on 10:00 AM - 11:30 AM. Below it is a date separator 'WED | SEP 29, 2021'. The next event is 'PANORAMA OF THE OT - FALL 2021 Panorama of the OT Weekly Meeting' on 10:00 AM - 11:30 AM, with a date box for 'SEP 22'. A dropdown menu is open for this event, showing 'RSVP' (highlighted in yellow), 'GOING ✓', and 'NOT GOING ✗'. Below this is another date separator 'FRI | OCT 1, 2021'. The final event is 'ST. FRANCIS OF ASSISI Confirmation Preparation Registration 2021-2023' on 11:00 PM - 11:30 PM, with a date box for 'OCT 1'.

Viewing RSVPs (Group Leaders and Participants)

If you are the Group Leader for this Group, to view who has RSVP'd, click on the Events tab on the left sidebar, and find the event. Scroll to the bottom of the Event details to view the RSVPs.

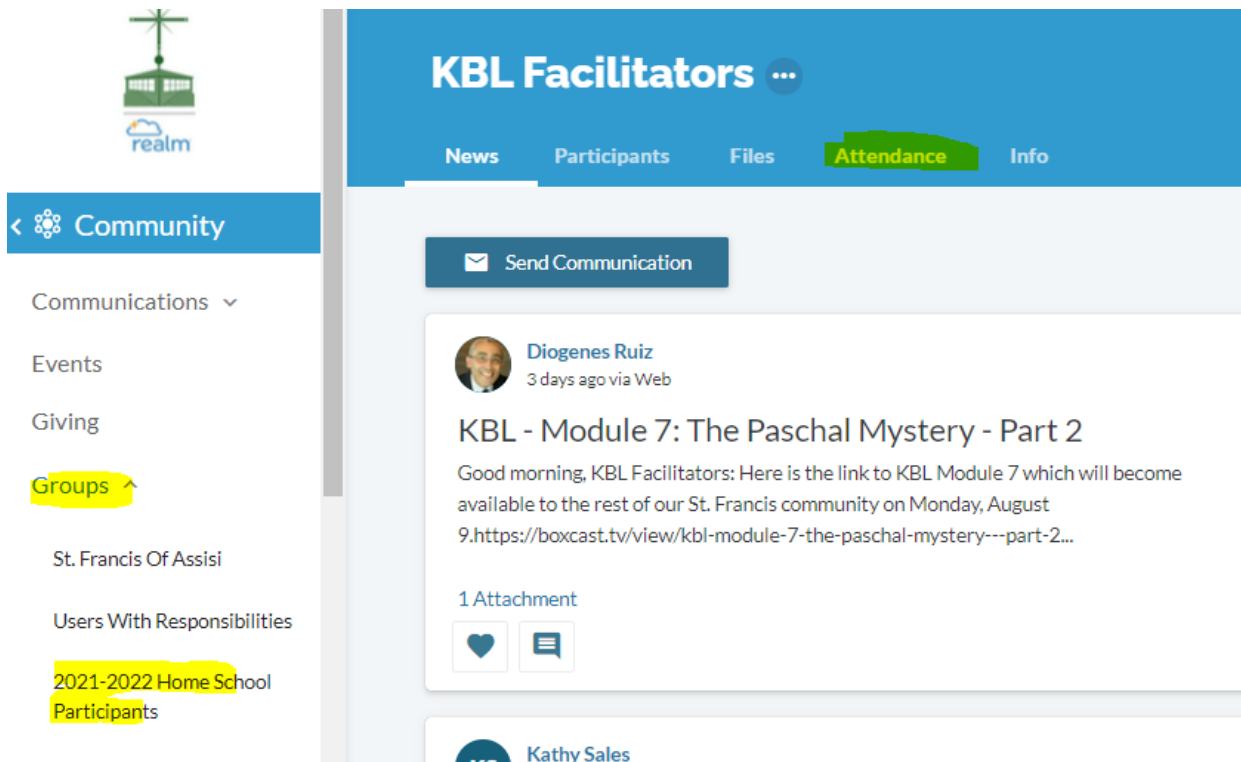
The screenshot shows the 'realm' app interface. On the left is a sidebar with a 'Community' tab selected. Below it are options for 'Communications', 'Events' (highlighted in yellow), 'Giving', 'Groups', 'Volunteering', and 'Directory'. The main content area displays event details for 'KBL gathering and discernment' on August 5th, Thursday, 7:00pm - 8:00pm. It includes a heart icon, a message icon with '1', and an 'RSVP' dropdown menu. Below the event title is a 'Details' section with a clock icon, the date and time, and an 'Add to Calendar' link. It also lists 'Online' and 'Join Zoom Meeting' with a URL and meeting ID. At the bottom of the event details, there is a 'GOING (10)' section showing a row of 10 profile pictures and initials (RC, CC, KS). Below this row is a 'View all responses' link.

You can click on "View All Responses" to see who is "Going" and "Not Going".

The screenshot shows a modal window titled 'RSVPS' with a close button (X). Below the title are two tabs: 'Going (10)' and 'Not Going (8)'. The 'Going (10)' tab is active, showing a list of 10 users with their profile pictures and initials: MaryLou (RC), Cynthia (CC), Chris (KS), David (KS), Nancy (KS), Rosemary (RC), Kathy (KS), Lora (KS), Codi (KS), and Alberto (KS). At the bottom of the modal is a 'Close' button.

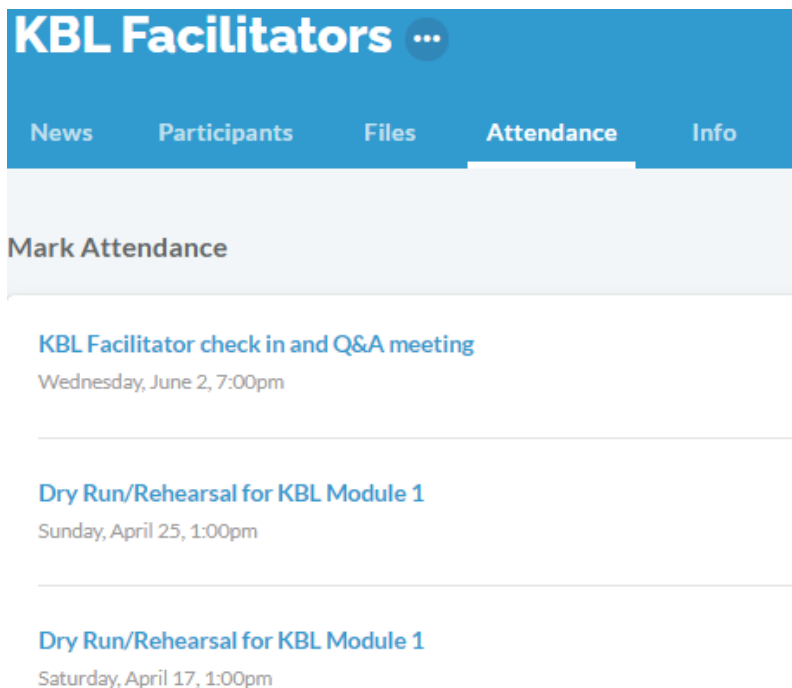
Taking Attendance (Group Leaders)

To take attendance, click on “Groups” on the left sidebar, click on the Group, and then click the Attendance tab.



The screenshot shows the 'KBL Facilitators' group page. The left sidebar has 'Groups' highlighted in yellow. The main content area has the 'Attendance' tab selected and highlighted in green. A post by Diogenes Ruiz is visible, titled 'KBL - Module 7: The Paschal Mystery - Part 2', with a link to a video. Below the post, there is a '1 Attachment' section with a heart icon and a comment icon. The user 'Kathy Sales' is partially visible at the bottom.

From the list, select the meeting/event that you would like to take attendance for and click on it.



The screenshot shows the 'KBL Facilitators' group page with the 'Attendance' tab selected. Below the tab, there is a section titled 'Mark Attendance' with a list of events:

- [KBL Facilitator check in and Q&A meeting](#)
Wednesday, June 2, 7:00pm
- [Dry Run/Rehearsal for KBL Module 1](#)
Sunday, April 25, 1:00pm
- [Dry Run/Rehearsal for KBL Module 1](#)
Saturday, April 17, 1:00pm

On the next screen, you'll see all of the participants in the Group. Click the box for the people that attended and select "Save Markings". If you have any guests (that are not part of the group), you can add them by clicking the Add Person button.

Registration Events

Mark Attendance

Wednesday, June 2, 2021 / KBL Facilitator check in and Q&A meeting

KBL Facilitators > KBL Facilitator check in and Q&A meeting, 7:00 - 8:30pm

Save Markings

+ Add Person

Cancel

Participants

Name

 Mark L. [Name] (60 years old) In-Person Virtual

 Theresa P. [Name] (64 years old)

 Cynthia C. [Name] In-Person Virtual

 Celesta C. [Name] (64 years old)