



# Getting Started with Groups on the Realm Connect App





## Download the App

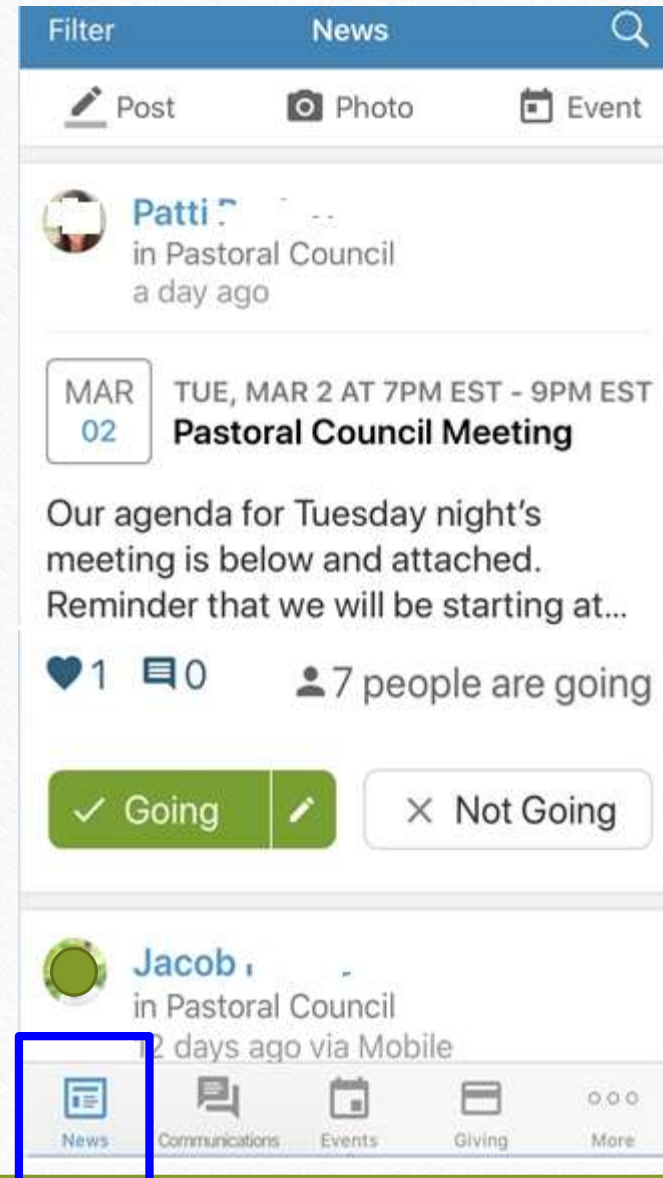


**You can download the Realm Connect App from  
The App Store (Apple) or Google Play (Android)**

**Sign in using the same credentials that you use to log into  
[onrealm.org](https://onrealm.org)**

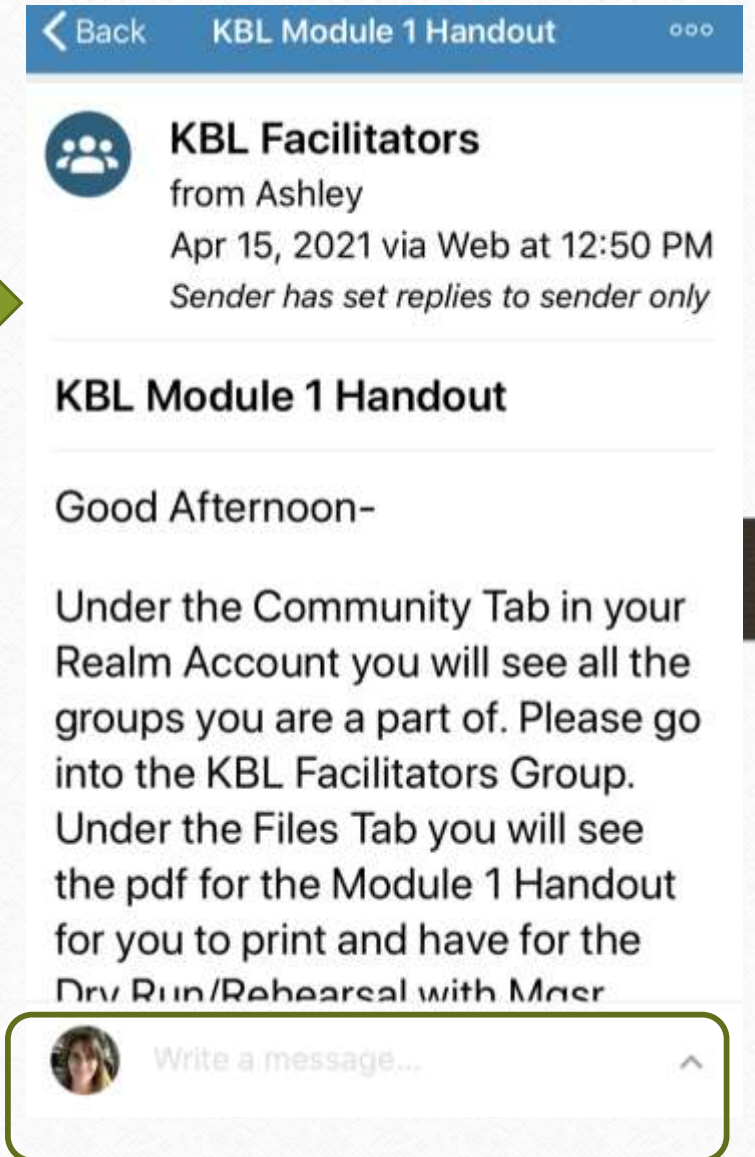
The **Newsfeed** (News Tab) is the default page.

**Posts and events from all of your Groups are compiled here.** Scroll through to see all of the posts and events.



By clicking the **Communications** icon, you can view your Inbox (emails) and Chats that you've received.

Clicking on an item will open it up. You are able to **send a reply** to an Inbox item or reply to a chat.



# **Viewing Group Events and RSVPing to Events**



You can view upcoming Group **Events** by clicking on the **Events** icon at the bottom of the screen.

Click on an Event to view more details.

### To RSVP to Group Events:

You can **RSVP** to Events created by Leaders or Members of your Group.

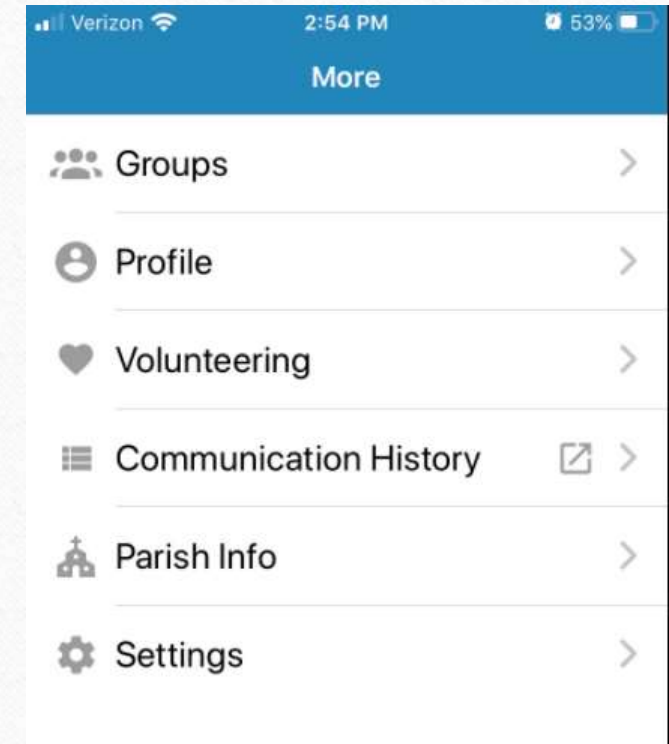
Simply find the Event and click on the Going or Not Going button to RSVP.

**The More Icon:  
Communicating with Your  
Groups and Creating Events**



**The More icon allows you to:**

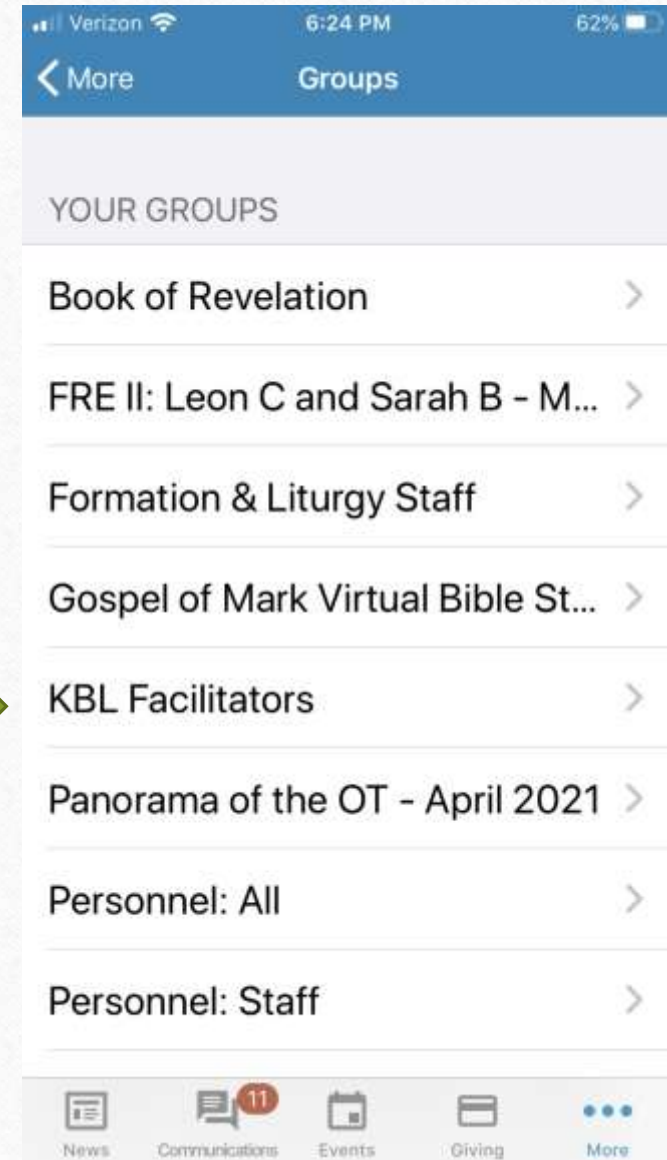
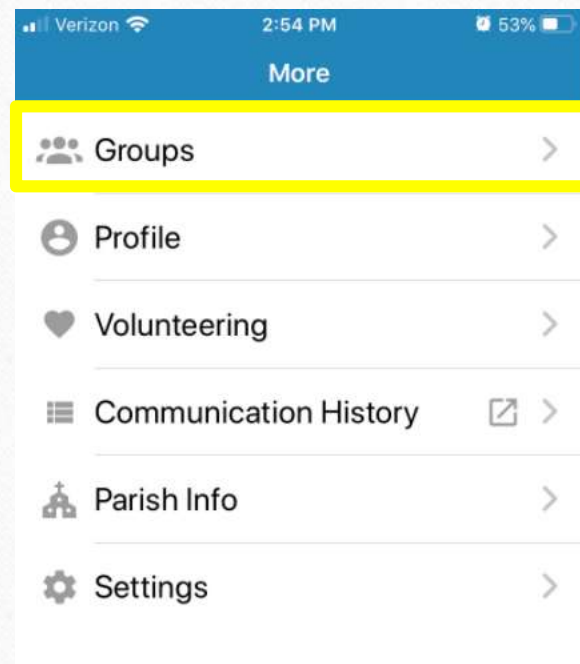
- View & Communicate with Groups that you're in
- Update your Profile/Contact Information
- View your Communication History
- Update your Notifications
- Update your Privacy (who can see your info)





When you click on Groups, you'll see a list of all of the Groups that you're in.

Click on one of the Groups.

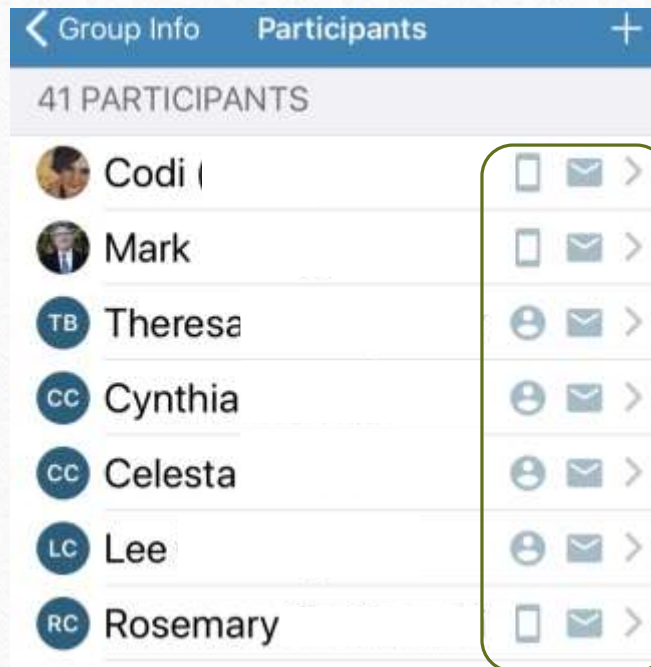


Once you click on a Group, you'll be able to see:

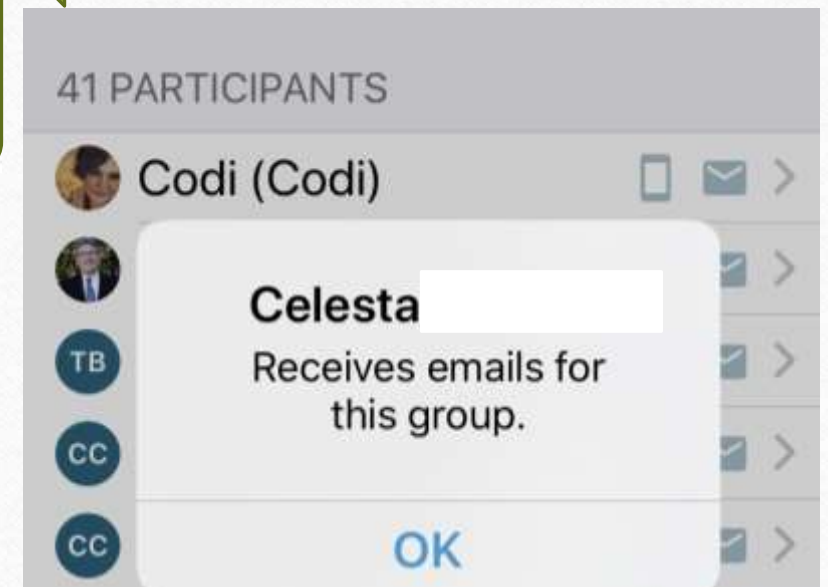
- A list of participants
- You can send Communications to just that Group
- Newsfeed for **just that Group**
- Files, or Resources that have been uploaded
- If you are a Group Leader, you'll be able to take attendance for upcoming events/meetings
- Settings allows you to update your notifications



If you click on the participants, the list of participants will display.



Clicking on a phone or email icon let's you know if the person receives communication for the Group.



Clicking on **Send Communication** allows you to **Create a Post, Photo Post, Event or Start a Chat with the Group.**



41 participants

CC CC JC LC RC TB 33+ >

**Send Communication**

News >

Files >

Mark attendance >

Settings >

The ability to post, create an event and chat must be enabled for the Group

< Cancel Send Communication

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

POST TO NEWSFEED

Create a Post >

Create a Photo Post >

Create an Event >

Share your news, post a photo or create an event

START A CHAT SESSION

Start a Chat >

Select from individuals and groups to

To **Post to the Newsfeed** for the Group, click on “Create a Post.”

Enter the Title and description and click Post in the top right corner.

Adding an attachment will create a “File” for the Group.



**To Create an Event/Meeting for the Group,** click on “Create an Event”.



POST TO NEWSFEED

- Create a Post >
- Create a Photo Post >
- Create an Event >


Share your news, post a photo or create an event

Enter the title, description, and start and end times.

Cancel      New Event      Post

Publish to      Bible Study Interest Group

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Event Title 

Tell us about your event...

---

Start Time

End Time

Frequency

Allow Replies

Enter the location, and any additional information.

Adding an attachment will create a File for the Event.

Click Post in the top right corner to add the Event.



The screenshot shows a mobile application interface for creating an event. At the top, there are three buttons: 'Cancel', 'New Event', and 'Post'. The 'Post' button is highlighted with a yellow circle. Below the buttons, the form is organized into sections: 'LOCATION', 'ITEMS', and 'FILE ATTACHMENTS'. The 'LOCATION' section includes a 'Physical Location' toggle (checked), a 'Location' text field, an 'Online' toggle (checked), a 'Meeting URL' text field, and a 'Password (optional)' text field. The 'ITEMS' section has an 'Add an item' button and a descriptive text: 'Items are things that event attendees can sign up to bring to your event.' The 'FILE ATTACHMENTS' section features an 'Add attachment' button with a paperclip icon. At the bottom, there is an 'Allow Replies' toggle (checked).

Click on Files to view any Resources for the Group.

To view a file or link, click on it.

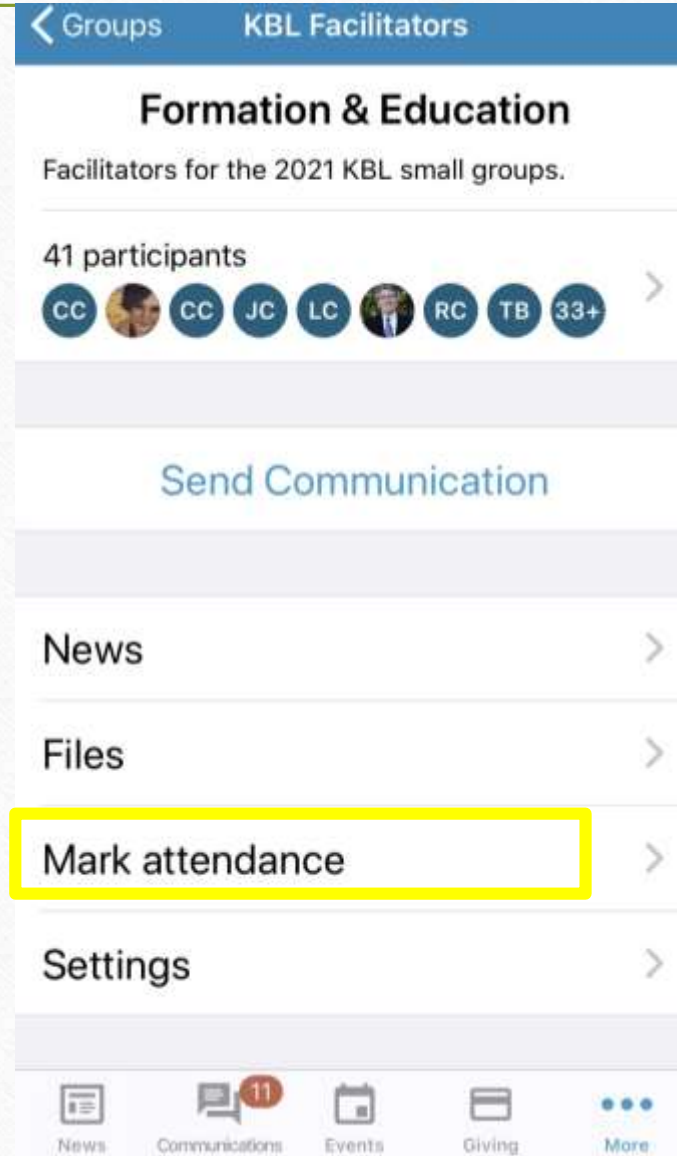




# How to Take Attendance if You're a Group Leader

**Note:** In order to take attendance, you must have created an Event to take attendance for.

Once in the Group, click “Mark Attendance”



Then select the Event that you'd like to take attendance for

Check the people that were present by clicking on their name and press “Done”.

You can also click “Select all” if everyone attended.

You can use the + and – to add any guests that were at the meeting.

Mark Attendance Done

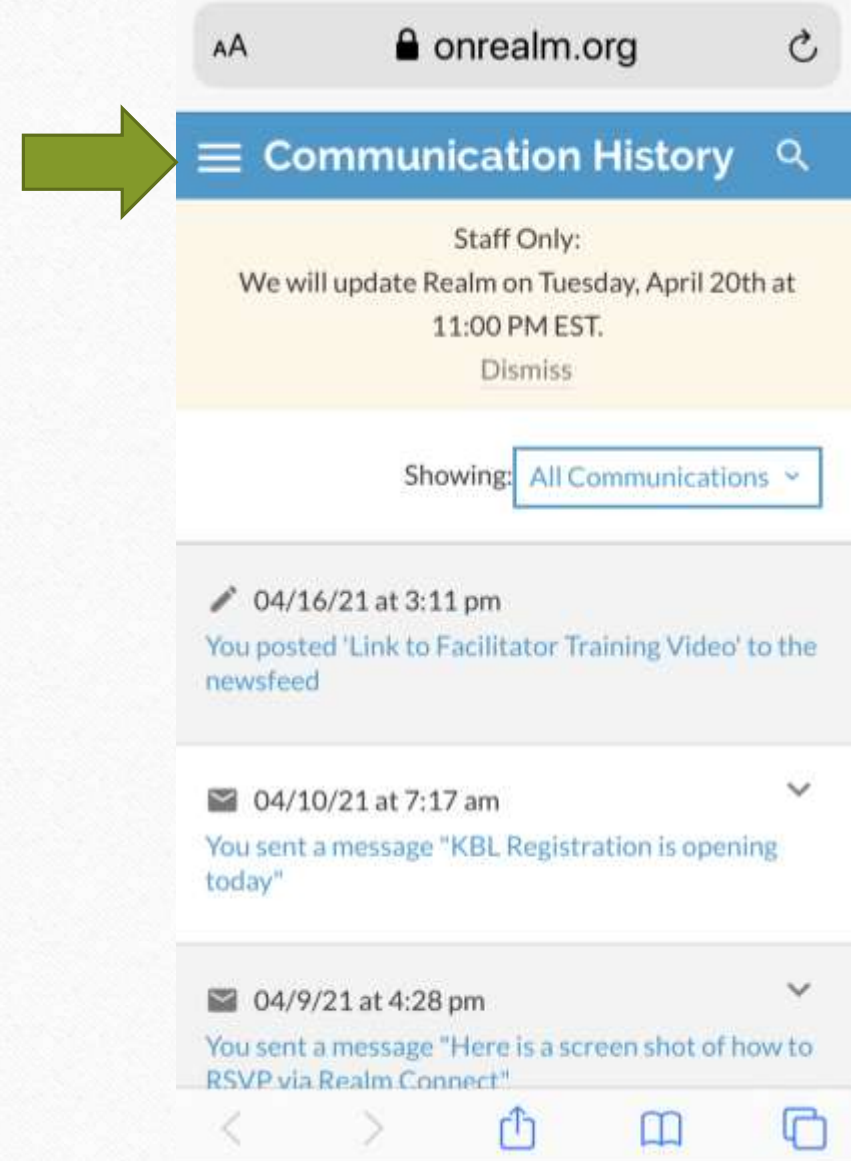
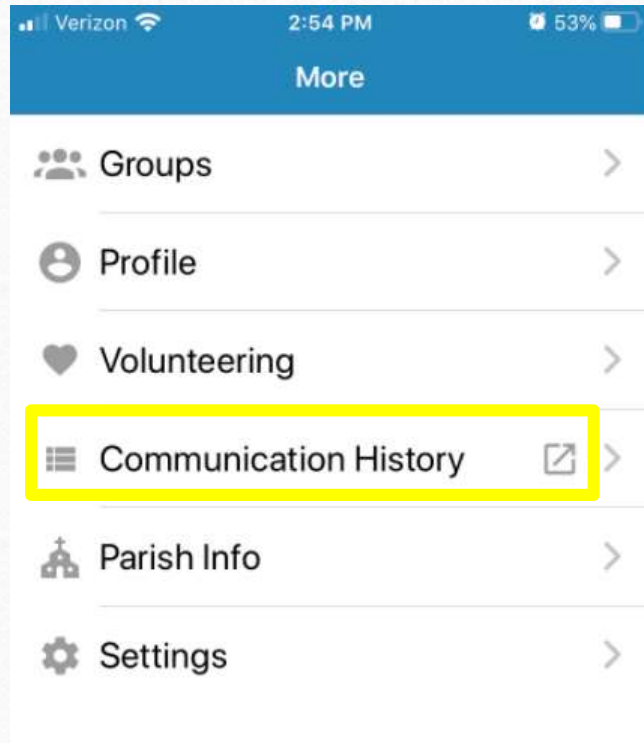
Marked 1 + Additional 0 = Total 1

RSVPS

- JK Jackie
- Mike ✓
- LT Linda
- LC Lee
- Codi

Select all

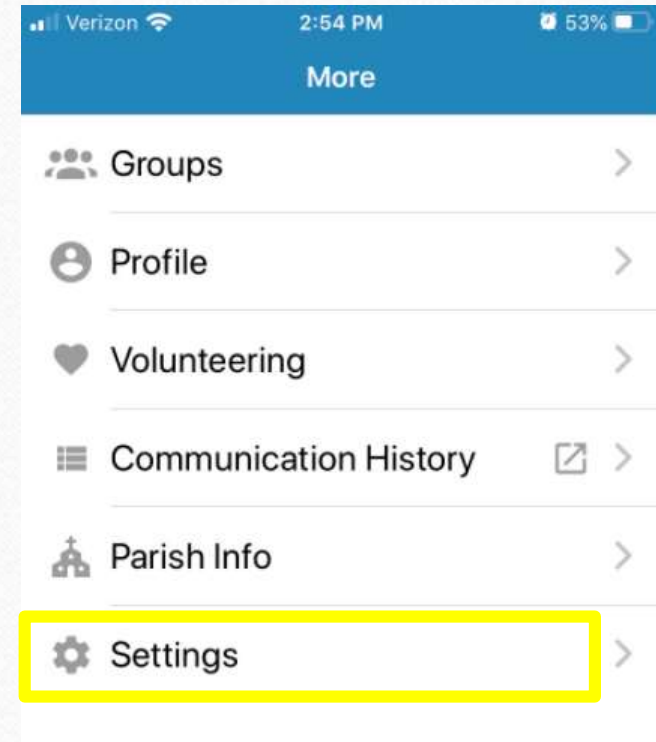
**Communications History** Allows you to view a history of your emails, posts and chats. This also provides a gateway into the web version of **Realm** on your mobile device.



# **Updating Your Notification Settings For Your Groups**



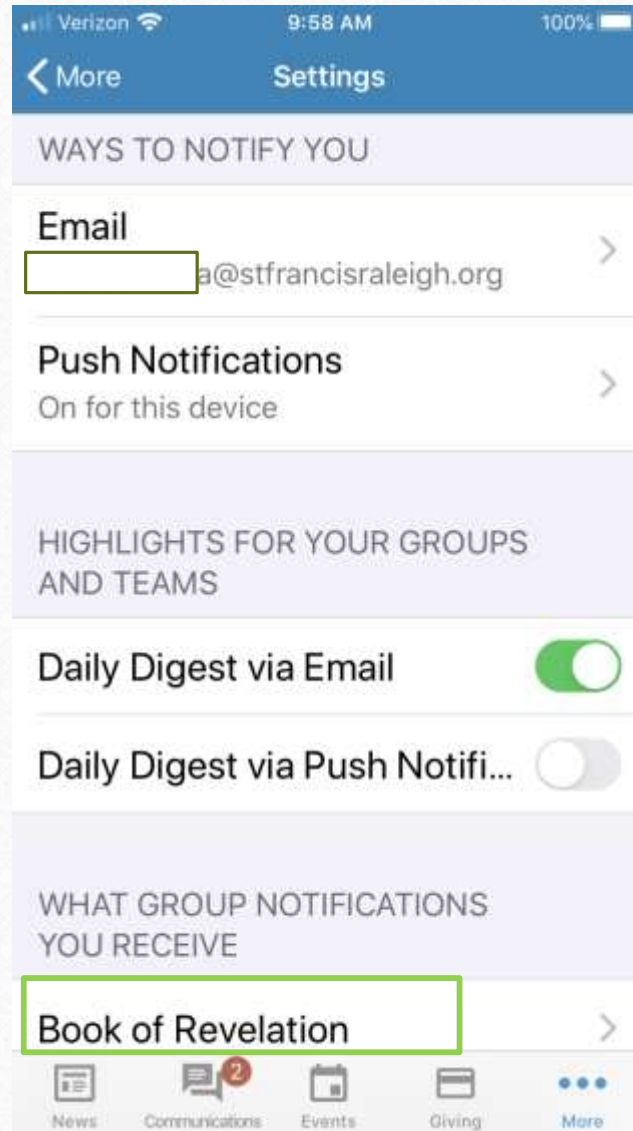
Select More and then Settings



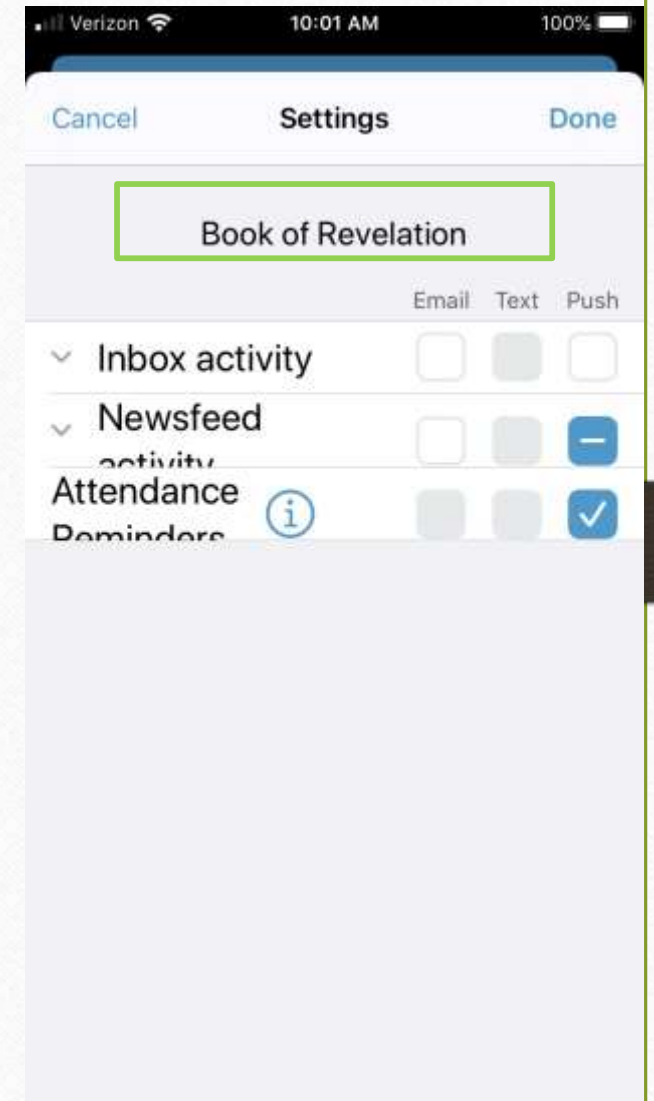
In **Settings**, you're able to turn on and off the ways that you want to receive communications.

Click on the Group to get started.

Turn on Push Notifications if you would like to receive a pop-up on your phone.




You can set the notifications for each individual Group that you're in by clicking on the Group in this section.





**Additional Resources can be found on the  
Parish Realm Webpage:**

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

- Getting Started Guide
- FAQs
- Resources for Parishioners and Group Leaders
- Realm Support (look for this button) 







Let's get connected. ✨