Instructions on How To Update Your Realm Personal Profile Information

WORD For Life Church Ministries

Rescuing, Empowering and
Sustaining Through God's Word

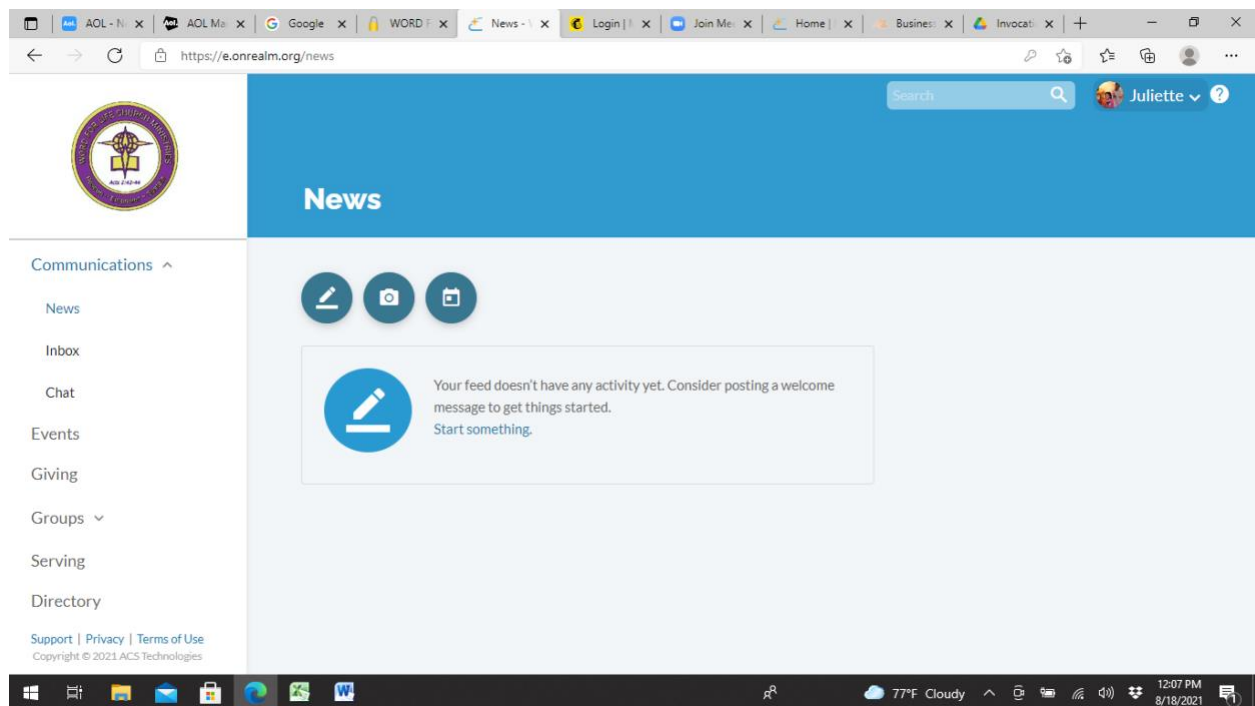*Rev. Larrin Robertson, Pastor*

Purpose:

The purpose of these instructions is to provide directions for accessing your personal profile information and to assist you in updating your contact and personal information as needed. Your assistance in updating your information is an aid for keeping the church's information current for communications and gathering statistical information for our congregation.

Rest assured that access to your information in Realm is secure and only you have access to and the ability to change information in your profile.   It is important that you know however, that the Realm Administrator (Deacon Robert Murphy) also has administrative rights to access and make changes to member profiles on an as needed basis.
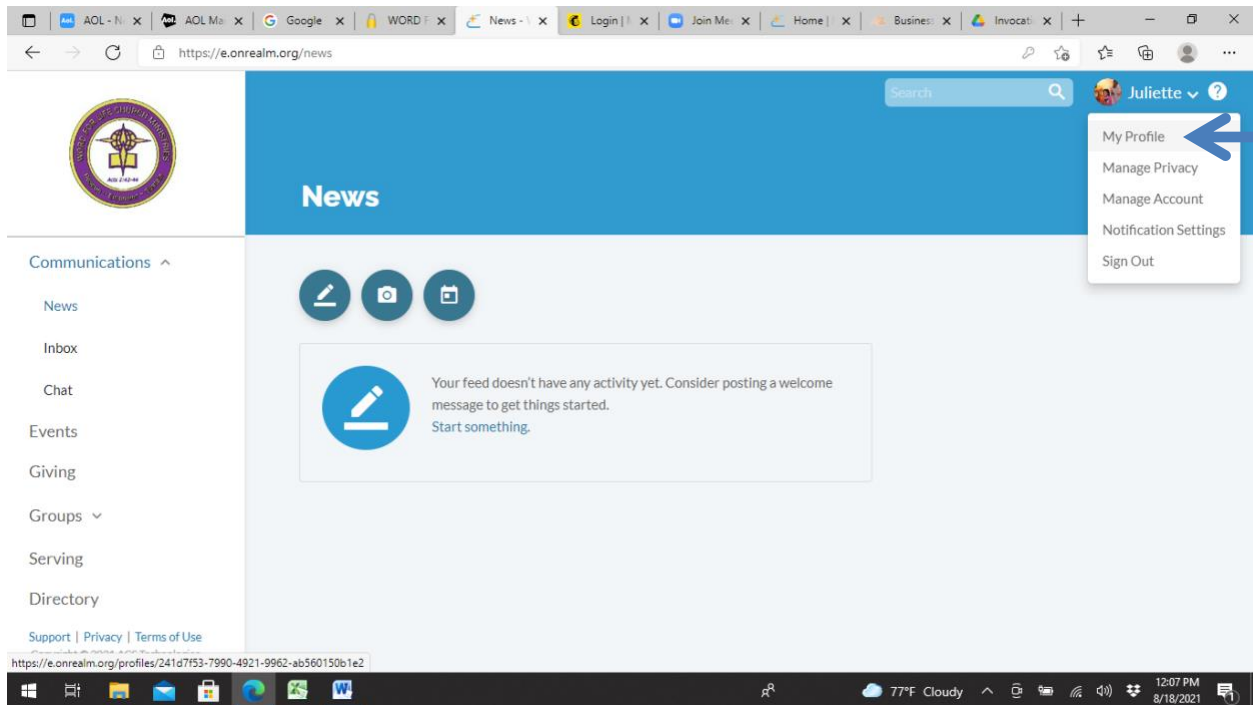
These instructions are also intended to empower you to manage your information and help in the accuracy of your contact and personal information.
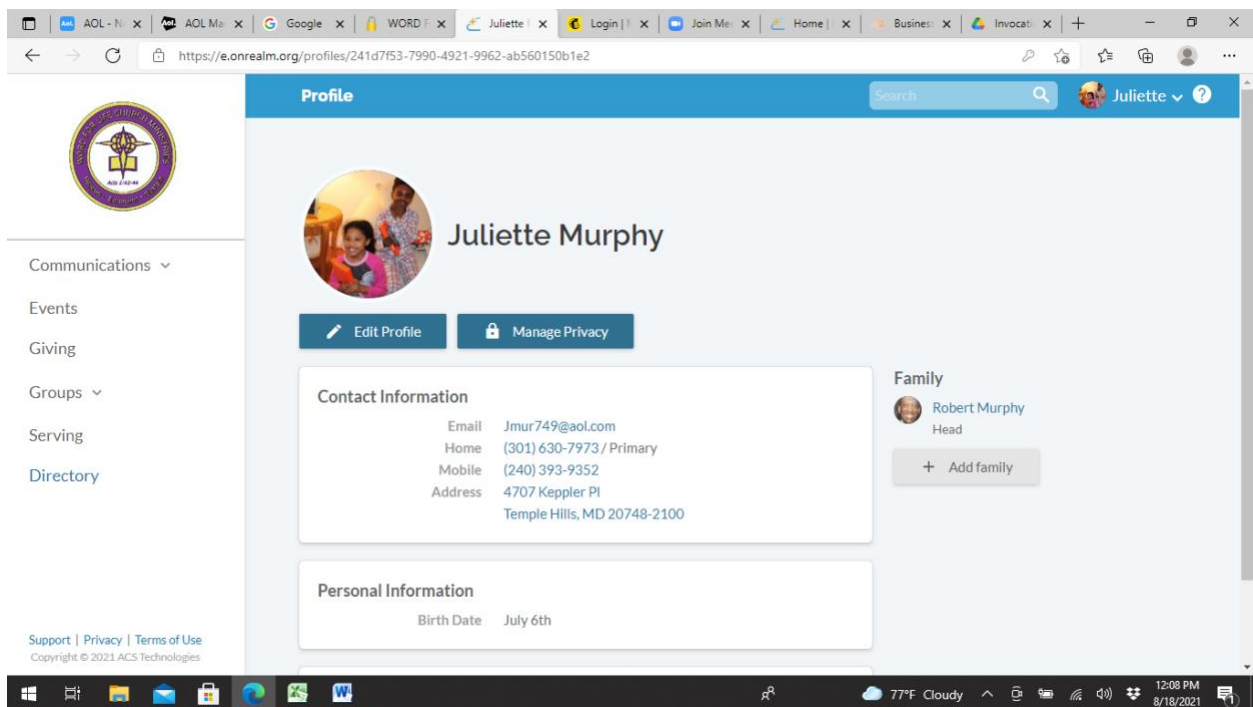
How to Update Information in your Personal Profile

The above screen is what you will see when you first log in to your Realm account.

In this screen you should click your name which appears in the upper right corner and then click "My Profile" . Once you have done this the following screen will appear.

This is the main display of your profile that shows a summary of fields of your profile.

The above screen provides two tabs that are named "Contact Information" and "Personal Information"

Contact Information

In the Contact Information Tab the following fields are available that you can review and edit.

- Name
- Address
- Phones
- Email
- Social Media

Note: To edit information in one or more of the above fields, you will need to click the blue box with what looks like a pen for that field and you can edit the information for that field. After you have made the change for a field, you click "*Accept*" (located at the bottom of this window) and that change will be made.

IMPORTANT:: Once you have updated information in the "Contact Information" tab, you must select the **"Save"** button to save the changes. Now you are ready to move to the next tab "Personal Information" which is shown in the following screen.

Personal Information

This screen displays your "Personal Information".   The personal information tab contacts the following fields that you can review and edit. The available fields are:

Basic

- Birthday
- Gender
- Marital Status
- Allergies

Details

- Wedding Anniversary

Note: To make edits information in one or more of the above fields, you will need to click the field and then make the needed change.

IMPORTANT: Once you have updated information in the "Personal Information" tab, you must select the **"Save"** button to save the changes. If you do not click the "Save" button, the changes will not be saved.

Congratulations you have successfully updated your information in Realm. However, if you need assistance please feel free to contact Dea. Robert Murphy and he will be glad to answer your questions or walk you through the process of updating your personal profile.