



# Desktop Version — SPC Realm Tutorial

## Step 0 — Getting Logged In

- Open your web browser.
- Go to: [onrealm.org](https://onrealm.org)
- Click Sign Up for Realm or Sign In.
- Use the email address connected to your SPC account.
- If you already have an account, simply sign in.
- If you have trouble logging in, ask Josh for help.

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### Sign In

Email Address \*

Password \*

[Sign In](#)

Keep me logged in on this device

[Forgot your password?](#)

OR SIGN IN USING

[Text Message](#)

OR CONTINUE WITH

[Google](#) [Apple](#) [Microsoft](#)

One account for Realm, MissionInsite, Go, Growth and everything else in your ministry hub.

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# Step 1 — Welcome to Realm

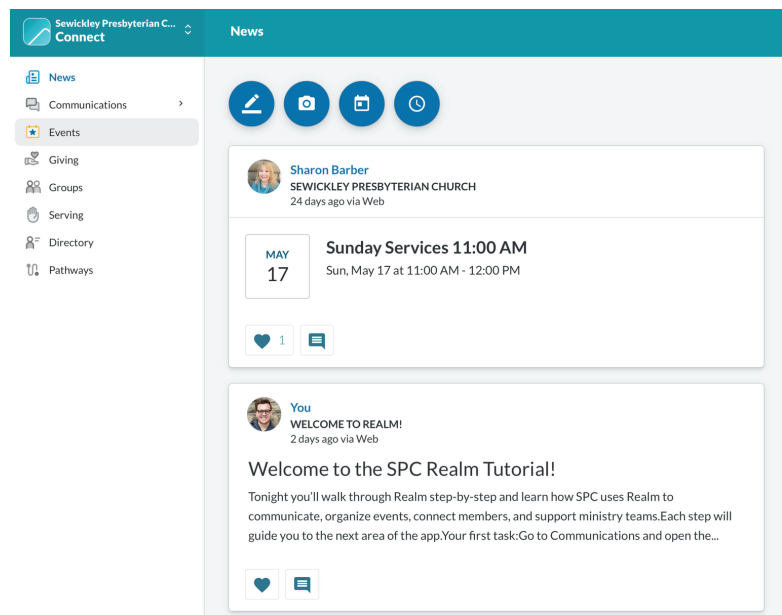
- Once logged in, start on the Realm home/news area.
- Look for the SPC Realm Tutorial welcome post.
- Read the post to begin the tutorial.

## What this section does:

- Realm is SPC's online connection and communication hub.
- It helps members stay informed, communicate, find events, serve, give, and connect with others.
- This tutorial will walk you through the main areas one step at a time.

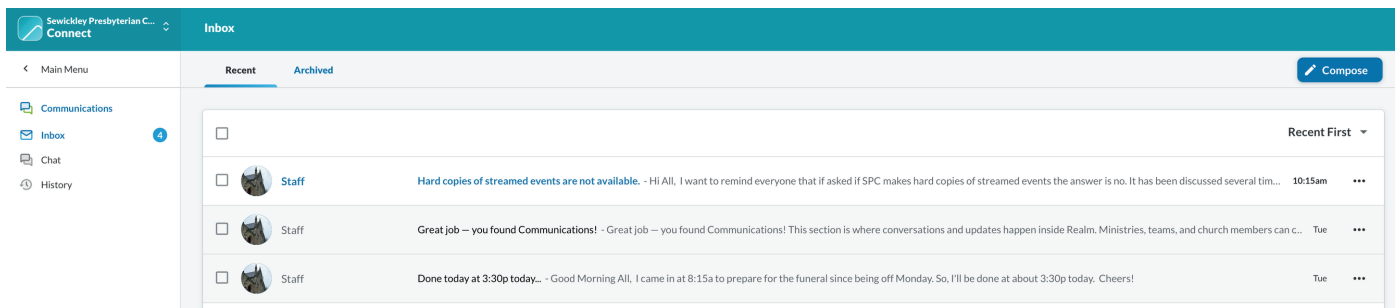
## Your task:

- Go to Communications.
- Open the Welcome to Realm group/message.



## Step 2 — Communications

- In your navigation panel, click **Communications**.
- Open the **Welcome to Realm** group/message titled “great job-you found communications!”



### What this section does:

- **Communications** is where **Realm messages and conversations** happen.
- This helps **reduce scattered emails, long text threads, and missed updates.**
- **Ministry teams, staff, leaders, and church members can communicate** in one organized place.
- There are **2 different communications, email and chat.**

### Members can use this to:

- **send and receive messages**
- **reply to group conversations**
- **receive updates**
- **communicate with ministry teams**

### Your task:

- **Head back to your main menu**
- **From the main menu, use your navigation to find groups**
- **Open the Welcome to Realm group.**

## Step 3 — Groups

- Head back to your main menu
- From the main menu, use your navigation to find groups
- Open the Welcome to Realm group.

### What this section does:

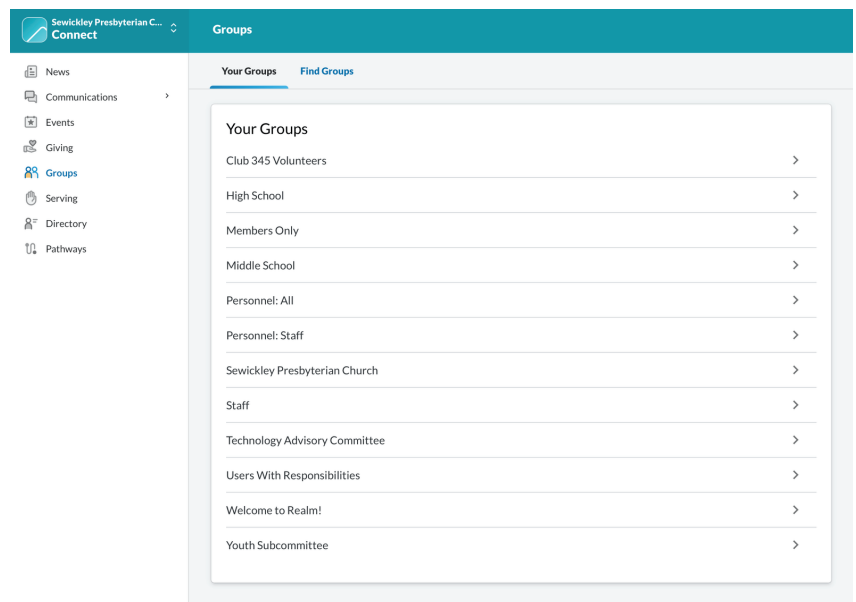
- Groups are private spaces for ministries, teams, committees, and church groups.
- They help keep announcements, files, discussions, and schedules in one place.

### At SPC, Groups could be used for:

- Session updates and agendas
- Staff communication
- Deacon care coordination
- Mission committee planning
- Youth or children's ministry communication
- Worship team scheduling
- Bible study discussions
- Volunteer team updates
- VBS planning

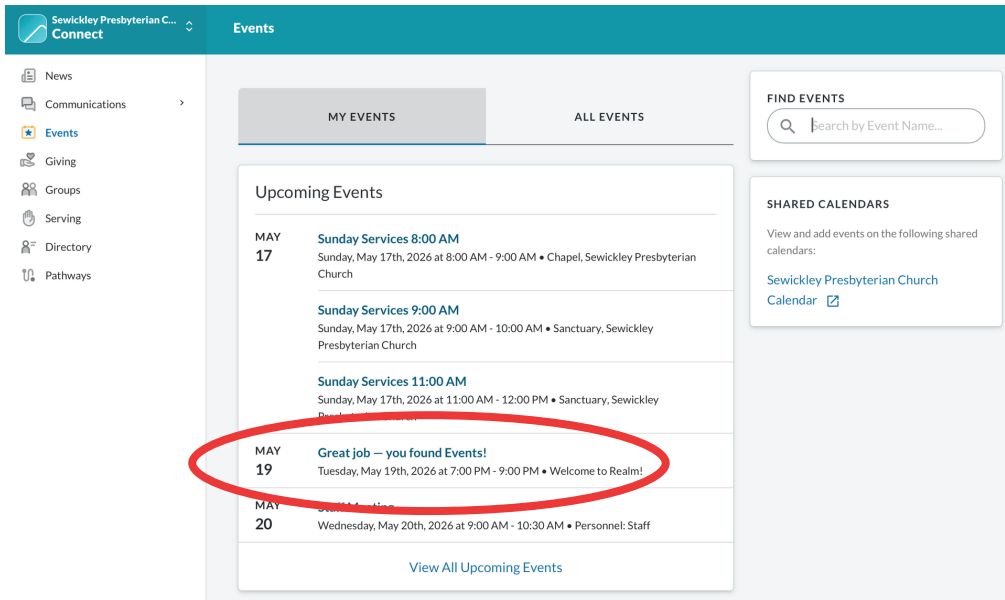
### Your task:

- Go to Events.
- Find the event titled "Great job - you found events!"
- Open the event description.



## Step 4 — Events

- On the left-side menu, click **Events**.
- Find the event titled **“Great Job - you found events!”**
- Open the event.



### What this section does:

- Events help SPC organize church activities, meetings, and schedules.
- Members can see what is happening, RSVP, and view details.

### Members can use this to:

- see upcoming events
- RSVP
- check dates and times
- view locations
- stay updated on church activities

### Your task:

- On the left-side menu, click **Directory**.
- Use the search bar to search **“Josh Laird”**.
- Open his profile.
- Find his skills and interests for your next step

## Step 5 — Directory

- On the left-side menu, click Directory.
- Use the search bar to search “Josh Laird”.
- Open his profile.
- Find his skills and interests for your next step

The screenshot shows the 'Sewickley Presbyterian Church Connect' website's Directory page. The header is teal with the church name and 'Directory' text. A left sidebar lists navigation options: News, Communications, Events, Giving, Groups, Serving, Directory (highlighted), and Pathways. The main content area features a search bar and a list of five members:

- Sharon Barber**: (724) 266-4553, sbarber@sewickleypresby.org
- Tim Bingman**: (724) 457-2366, bingmans@verizon.net
- Keith Boyer**: (412) 264-8899, kdb323840@gmail.com
- Leslie Braksick**: (412) 600-7278, lbraksick@me.com
- Dave Breit**: (724) 777-1697, dbreit@sewickleypresby.org

A right sidebar contains a 'Directory Security & Privacy' notice with an information icon, stating that administrators can see the entire directory while others have limited views based on settings. A 'View Details' link is provided.

### What this section does:

- The Directory helps members connect with one another.
- It acts as SPC’s internal church directory.
- Information shown depends on privacy settings.

### Members may be able to see:

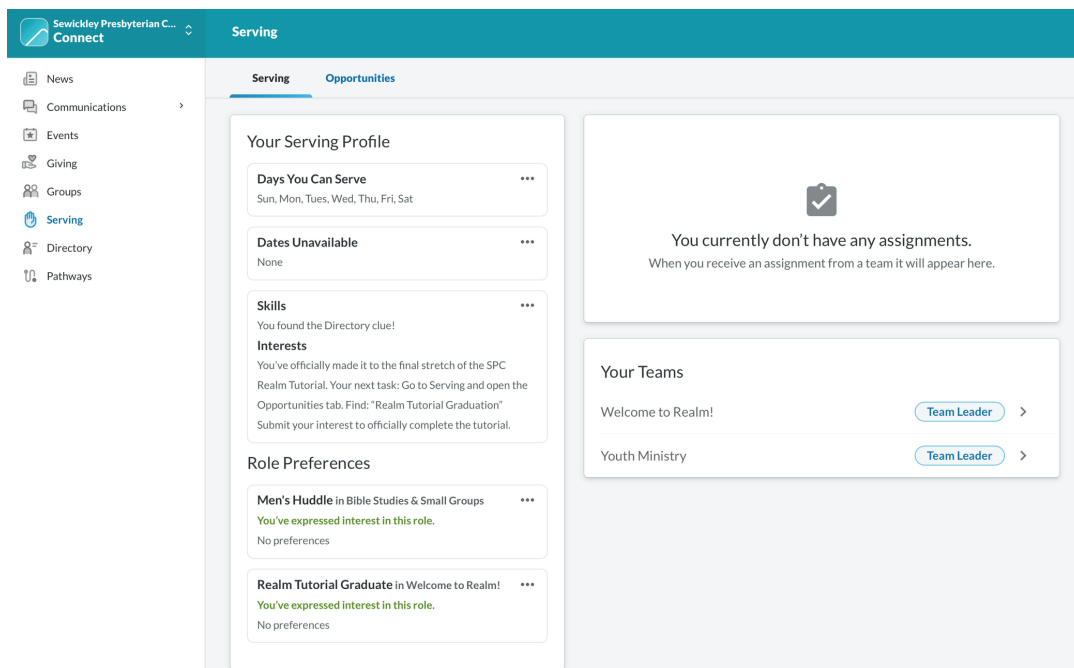
- names
- phone numbers
- email addresses
- profile pictures
- family members
- birthdays and anniversaries

### Your task:

- Go to Serving.
- Open the Opportunities area.

## Step 6 — Serving

- On the left-side menu, click **Serving**.
- Open **Opportunities**.
- Find **Realm Tutorial Graduation**.
- **Submit your interest**.



### What this section does:

- **Serving helps members discover ways to get involved at SPC.**
- **Realm creates a digital way for people to explore where they can use their gifts and talents.**
- **Ministries can post opportunities, and members can respond directly.**

### Members can use this to:

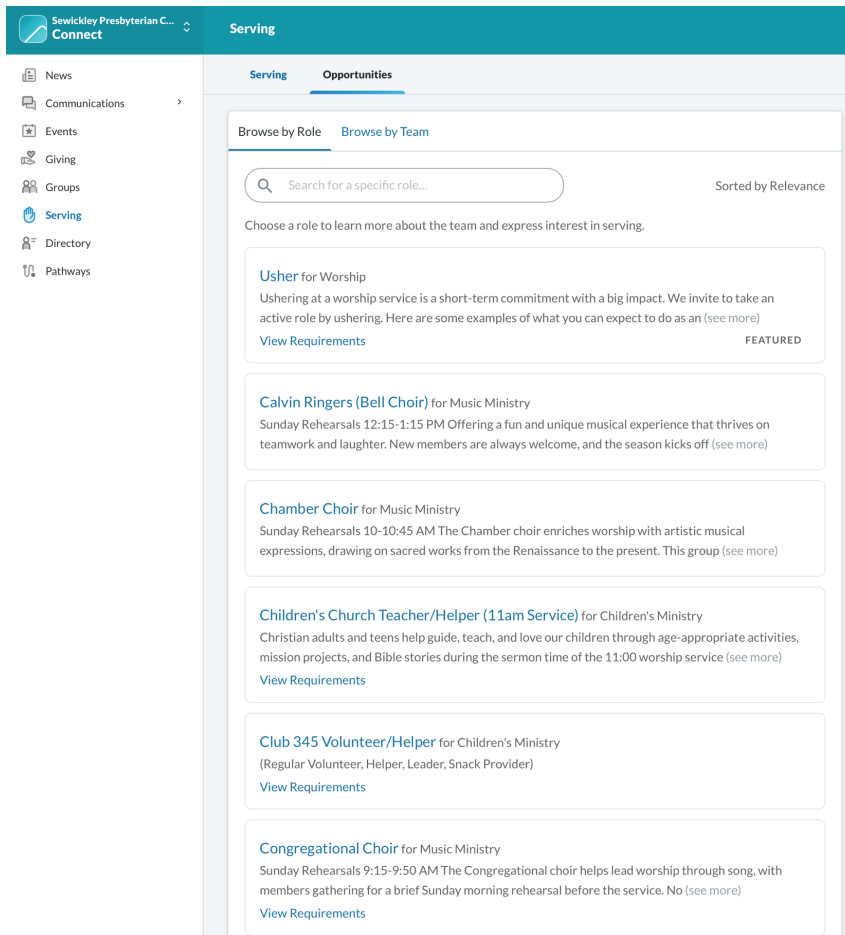
- **discover volunteer opportunities**
- **join ministry teams**
- **share skills and interests**
- **stay connected to serving needs**

### Your task:

- **Submit interest in Realm Tutorial Graduation.**
- **Then go to Giving for the final step.**

# Step 7 — Giving

- On the left-side menu, click Giving.



## What this section does:

- Giving allows members to securely support SPC online.
- Members can manage giving in one place.

## Members can use this to:

- make one-time gifts
- set up recurring giving
- pledge toward campaigns
- manage payment methods
- view contribution history
- track pledge progress

## Important:

- You do not need to give at this point.
- This step is only to show where Giving is located.

**Congratulations:  
You completed the SPC Realm Tutorial!**

