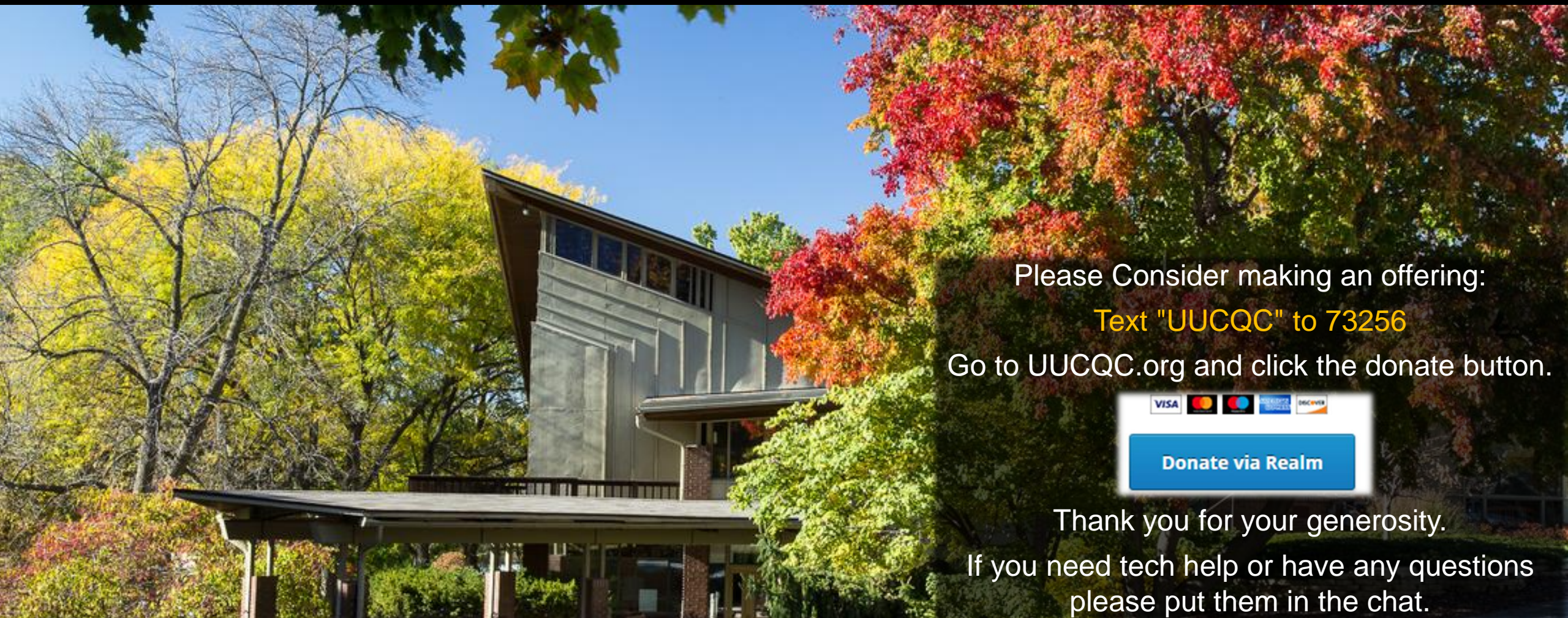
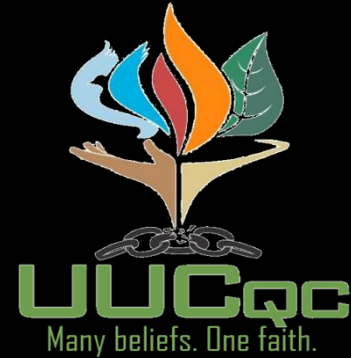


# Realm

## Communication

1868 - 2020



Please Consider making an offering:

Text "UUCQC" to 73256

Go to [UUCQC.org](https://UUCQC.org) and click the donate button.



Thank you for your generosity.

If you need tech help or have any questions  
please put them in the chat.

# Realm – The new Online UUCQC connector



- ▶ How to Look at Events
- ▶ How to Post News
- ▶ How to Send Email
- ▶ How to Chat



# Journey Map – What happens next



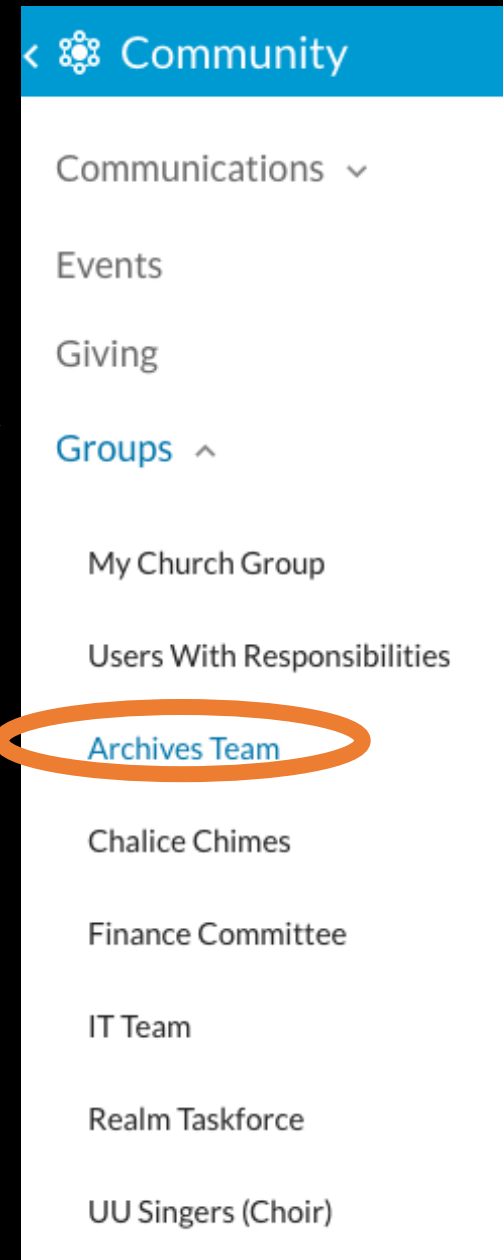
- ▶ You've Accessed Realm
- ▶ How to Connect with Others



# Finding Your Groups

To find your group, click on “Groups” on the left side, then select the group in which you are the leader.

It will show you all the groups you participate in, so make sure to click the one you lead.



# Lookup Your Upcoming Events



Click on Events

Note:  
The List will be specific events that you have been invited to

**Events**

MY EVENTS | ALL EVENTS

Upcoming Events

FEB 4	<b>Realm Taskforce Meeting</b> 7:00 PM - 8:00 PM • Realm Taskforce
FEB 9	<b>Finance Committee Meeting</b> 4:30 PM - 5:30 PM • Finance Committee
FEB 11	<b>Realm Taskforce Meeting</b> 7:00 PM - 8:00 PM • Realm Taskforce
FEB 18	<b>Realm Taskforce Meeting</b> 7:00 PM - 8:00 PM • Realm Taskforce
FEB 25	<b>Realm Taskforce Meeting</b> 7:00 PM - 8:00 PM • Realm Taskforce

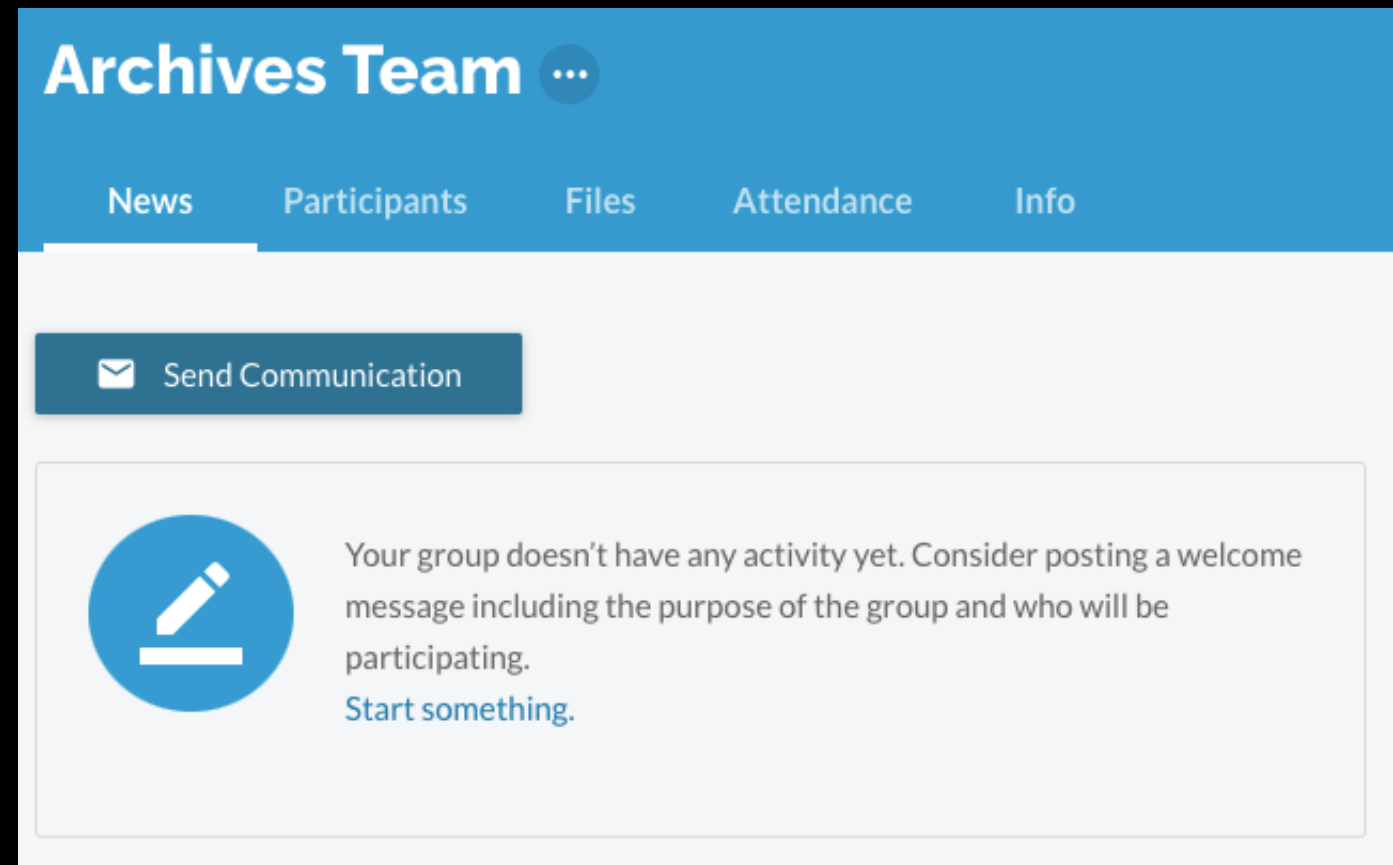
[View All Upcoming Events](#)




# How to Post News




- Go to one of your groups home page by clicking the News Tab.
- Click Send Communication Button.




**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 a Photo Post](#) [Create an Event](#)

---

 **START A CHAT SESSION**  
Start a chat session with a group of people or select individuals.  
[Start a Chat](#)





 **Post** ×

Create in  Archives Team [Change group](#)


---

**Title**


**B** / **I** / **U**  

Say something...

---

 [Attach files](#)

---

**Allow Comments** 

---

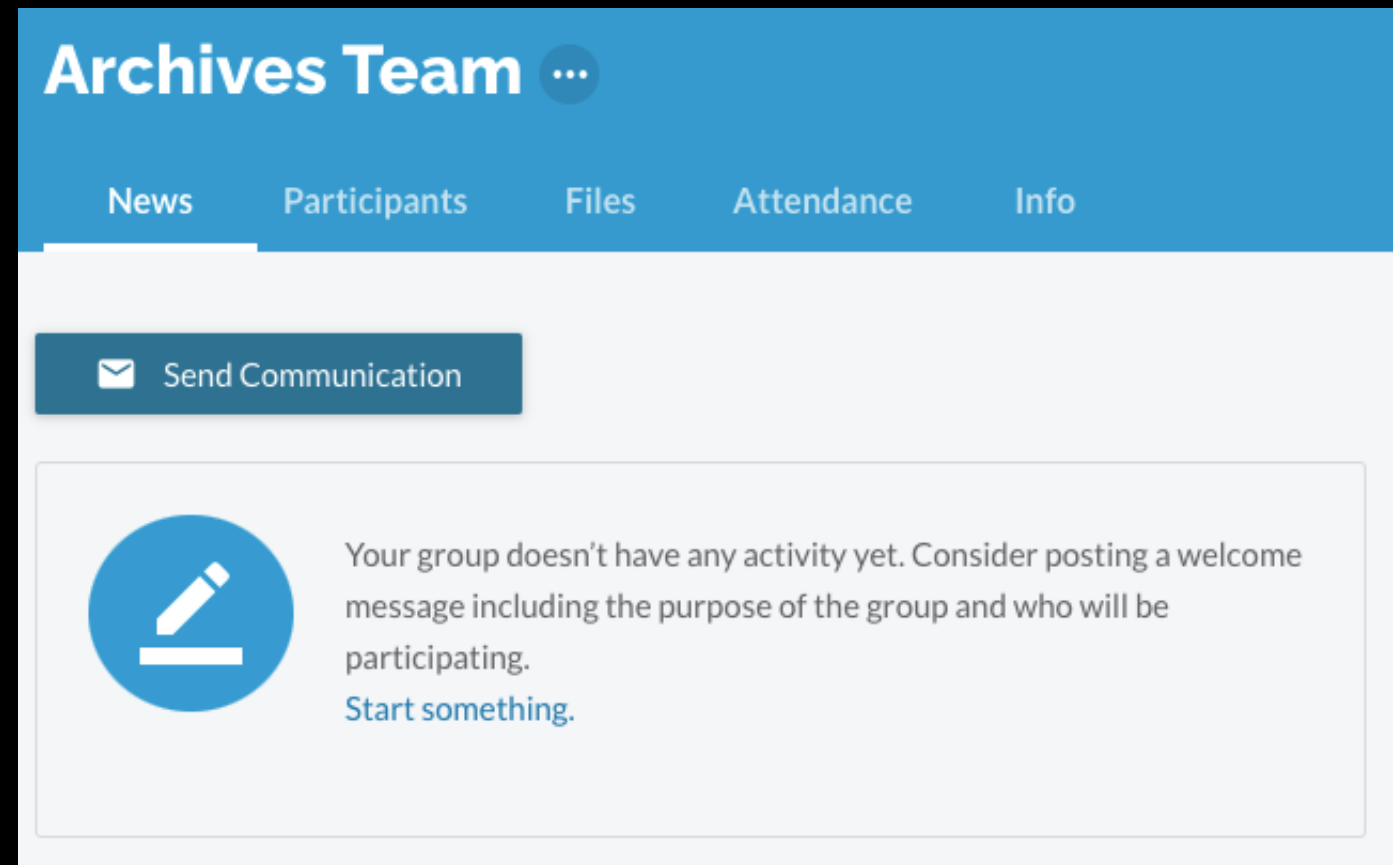
[Post](#) [Cancel](#)



# How to Send Emails



- This should be the first thing you see after selecting the group you lead.
- Click on the blue “Send Communication” button (under news tab)
- It will pop up with a message box (shown on the next slide)





If you want to send a group email,  
click “Compose Your Message”

**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 a Photo Post](#)   [Create an Event](#)

---

**START A CHAT SESSION**  
Start a chat session with a group of people or select individuals.

[Start a Chat](#)



- Clicking “Compose Your Message” will bring up a screen for your message.
- From here, the default is to send to the entire group.
  - If you want to only send to a select group, choose the “Message specific people” option on the right-hand side.
- Type a subject, message, then click the send button at the bottom when you are ready!
  - Just like any other email, you can format text and add hyperlinks or attachments!

New message ✕

TO Archives Team Message specific people

2 recipients Show details ▾

Subject

**B** / *I* / U

Start writing...

Attach files

Send Cancel

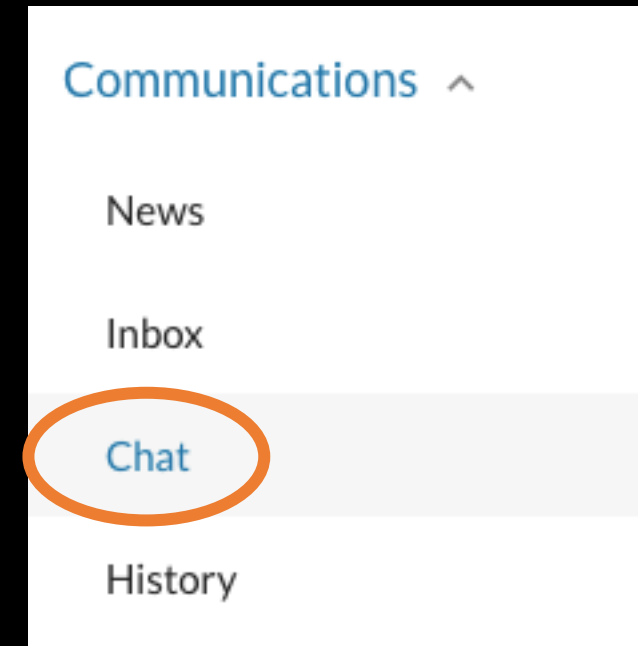
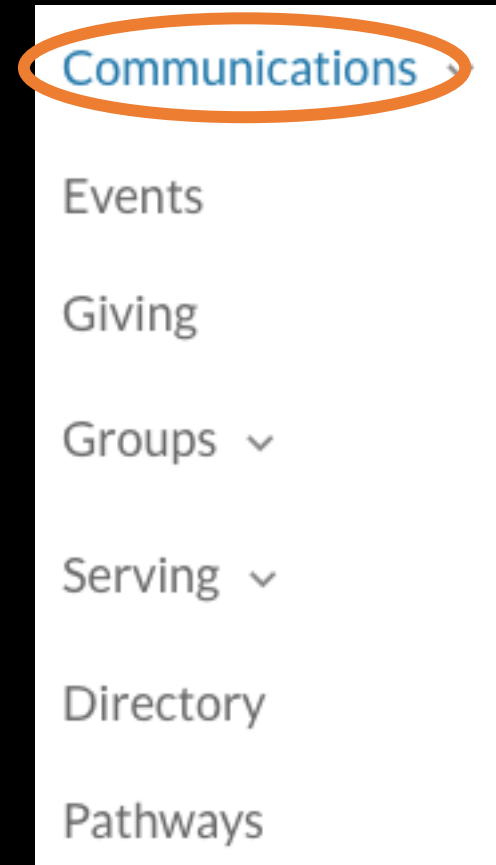


# How to Send a Chat



Start a chat in two different ways:

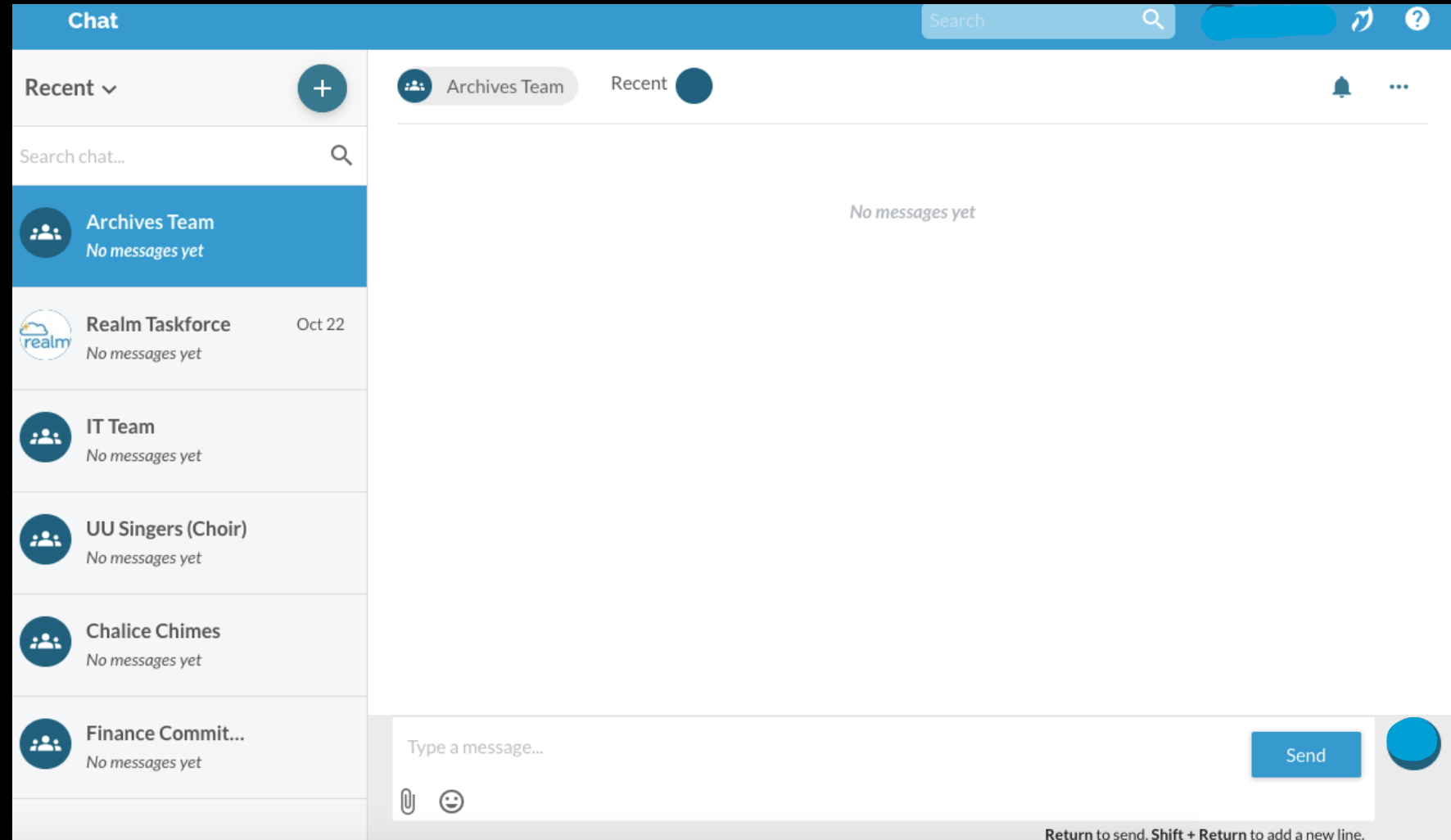
1. Same way as sending an email. Click [here](#) to review.
2. Use the COMMUNICATION section on the left-hand side.
  1. Then click Chat from the dropdown options.



# Your chat screen should show you all your groups

(including those where your role is a member, not leader)

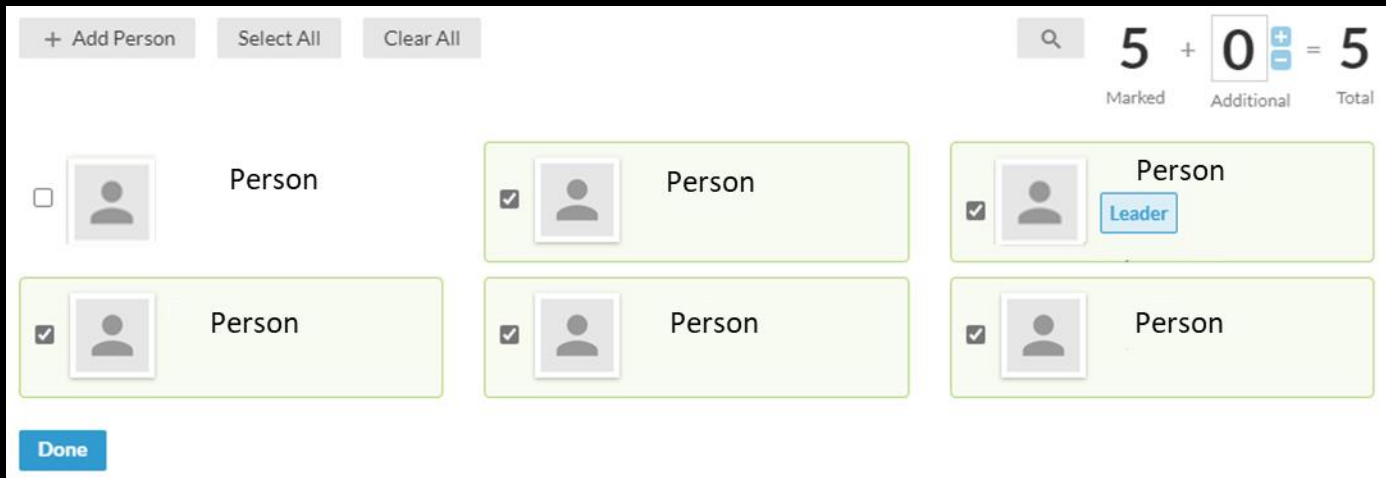
- Select the group you want to chat with from the left-hand menu.
- Type your chat in the message box at the bottom.
- Click the blue send button, or hit enter on your keyboard.



# How to Take Attendance



- Click the box next to each member of the group that attended the event.
- You can also add people that attended the event but are not in your group in Realm. (It will pop up with a search bar to type in their name)
- You can also change the total number on the right hand side to represent any other community members or guests who attended the event.
- Make sure to click Done to save your attendance.



## Note:

Additional is for adding the count of guest at the meeting



# Questions

Contact: Phil Hammerand or Diann Herington

1868 - 2020



**UCC**  
Many beliefs. One faith.

