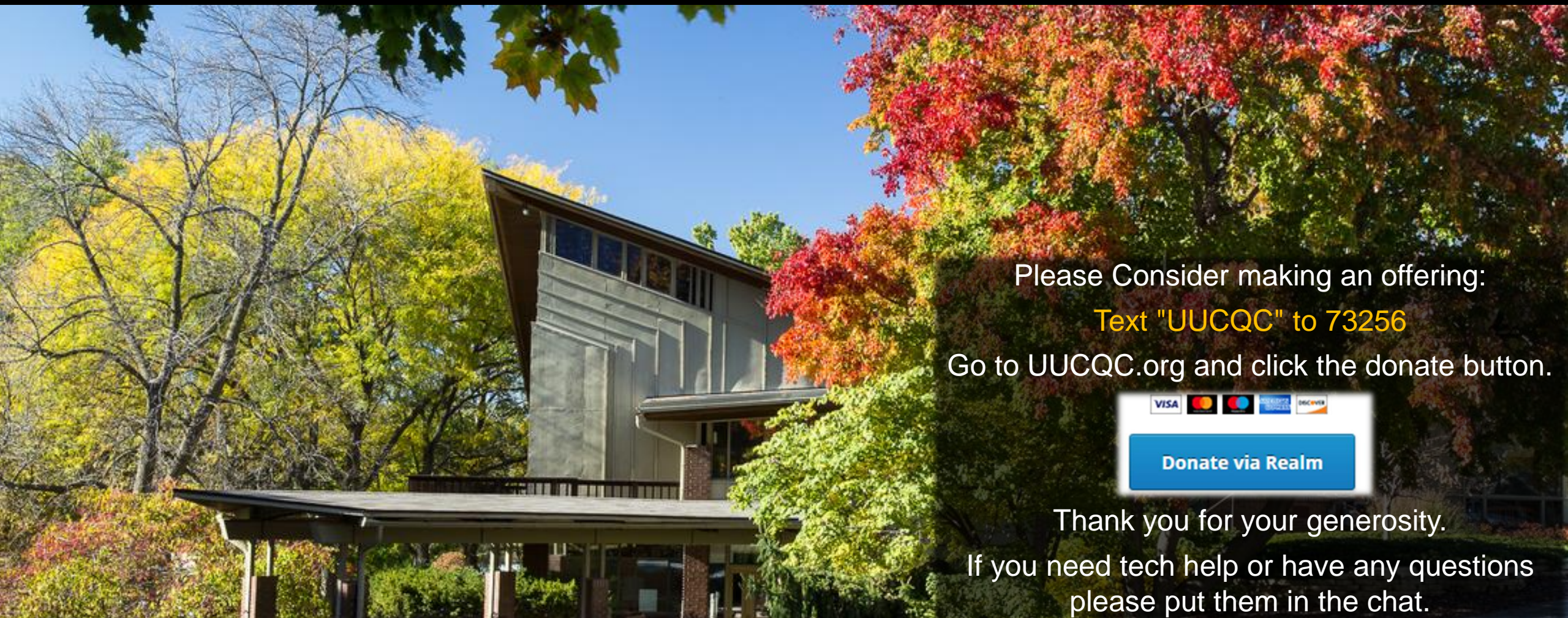
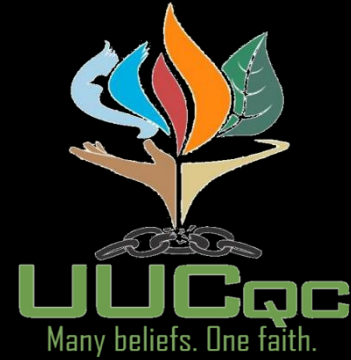


Realm

Group Leads Training

1868 - 2020



Please Consider making an offering:

Text "UUCQC" to 73256

Go to UUCQC.org and click the donate button.



Donate via Realm

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 Add Team Members
- ▶ How to Create an Event
- ▶ How to Post News
- ▶ How to Send Email
- ▶ How to Chat
- ▶ How to Mark Attendance



Journey Map – What happens next



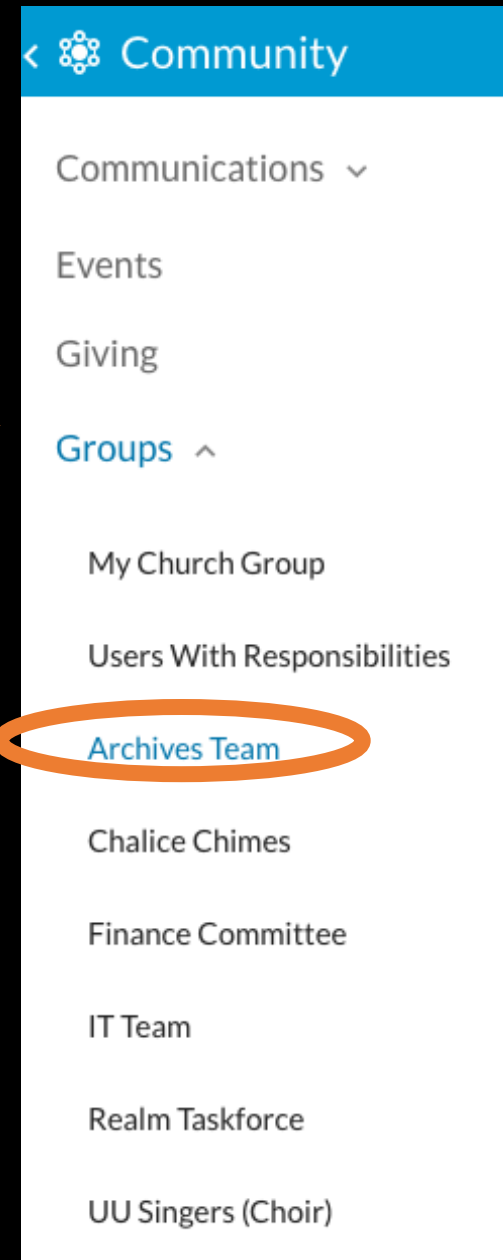
- ▶ Users Loaded
- ▶ Team Names loaded and categorized
- ▶ You've already been added as team leader



Finding Your Group

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.



How to Add Team Members



- Members are participants in a group.
- Leaders can add members to the roster by using the search profiles field.
 - Leaders can remove people from the roster at any time.
- You set the person's role in the group while adding them.
 - You can edit a person's role any time.



How to Add Team Members



Archives Team ...

News Participants Files Attendance Info

Manage Participants Send Communication

3 current participants



Current Participants ▾

Select an action... ▾

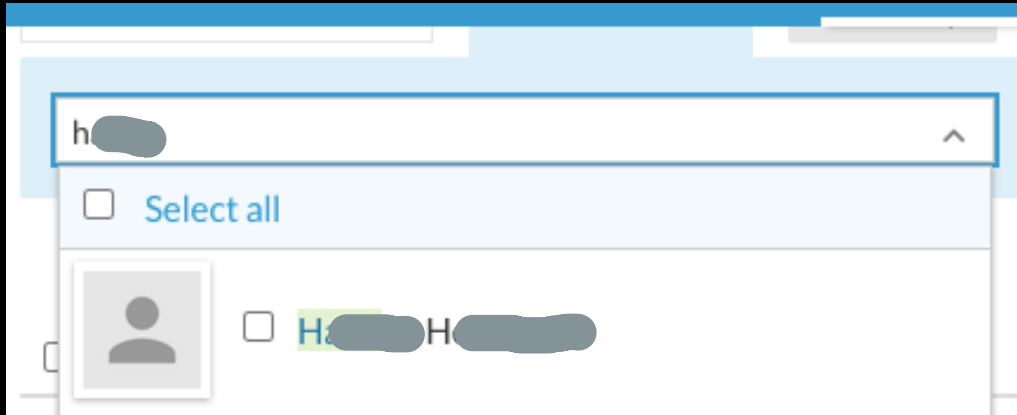
+ Add Person

Click on the blue button that says “Add Person”

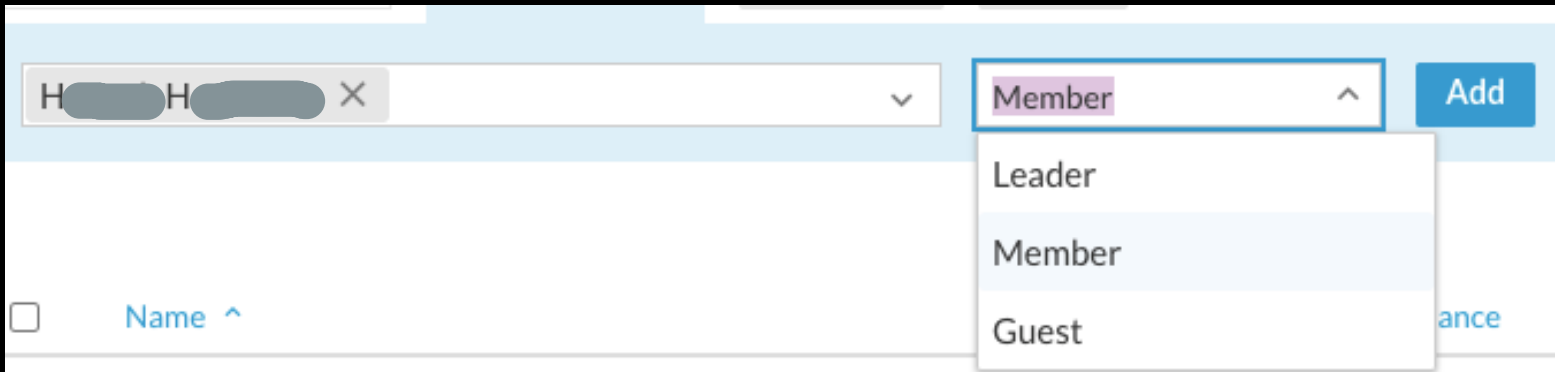
Click on Participants under your team name at the top, then ‘Manage Participants’.



How to Add Team Members



- If you start typing the name of the person, suggested options will appear in the search bar.
- Click the checkbox next to the person you wish to add.
- Repeat these steps for all the team members.



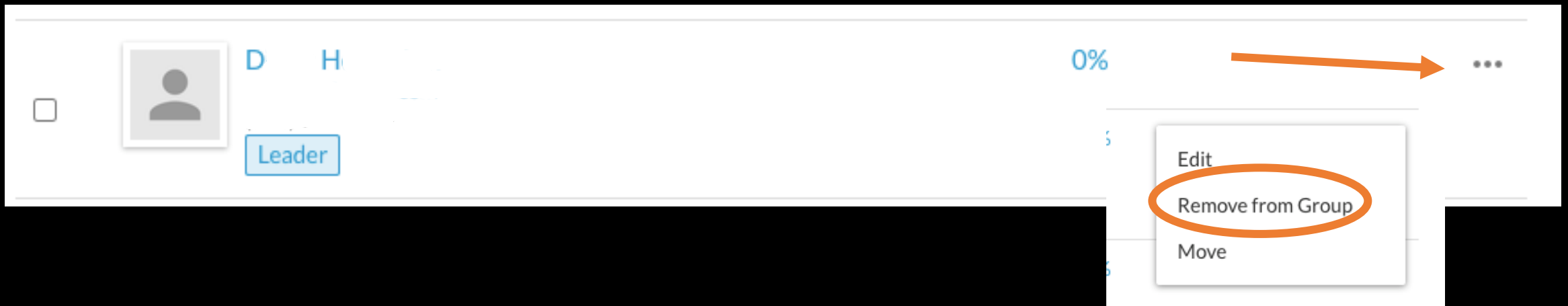
- It will automatically have member in the drop box for their role.
 - You can change this if, for example, you wanted to add a co-leader to your team
- Then, click on the blue “Add” button.



How to Remove Team Members



- Once added to a group, only the leader or an administrator can remove participants
 - They cannot remove themselves & may contact you if they wish to be removed from the group
- In your group, go to Participants → Manage Participants.
- Click on the three small dots to the right of the person's name, then click "Remove



Team Members



Just an FYI in case you see these symbols next to someone's name!



- Member has a Realm login.



- Member receives email notifications from this group.



- Member uses the mobile app and receives app notifications for this group.



- Member does not receive communication from this group.



How to Create an Event



- 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 several options (shown on the next slide)

Archives Team ...

News Participants Files Attendance Info

Send Communication

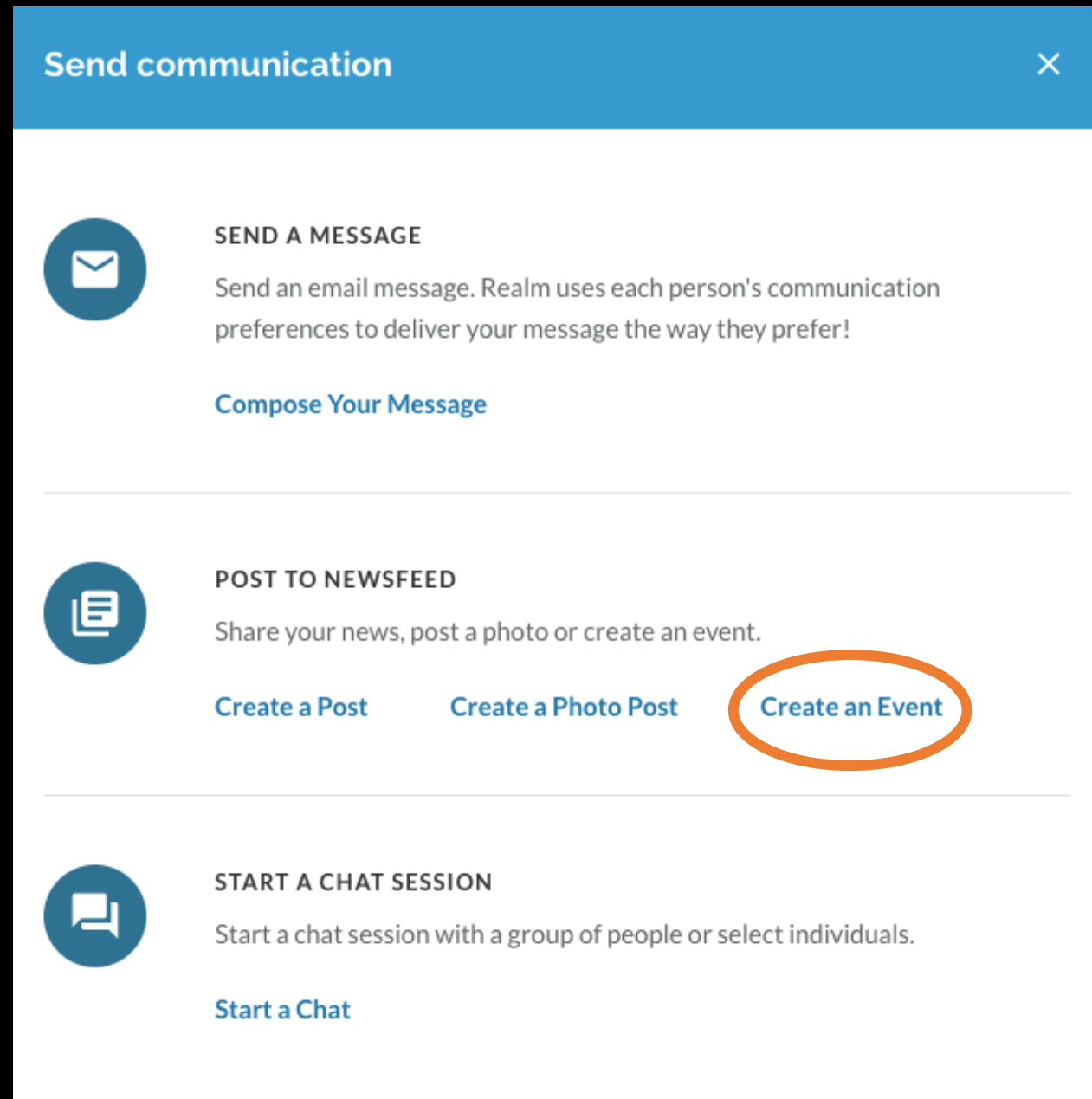
Your group doesn't have any activity yet. Consider posting a welcome message including the purpose of the group and who will be participating.

Note:
Creating an Event will be Required for each meeting or Activity to take Attendance




- It will ask what kind of communication you want to send.
 - ‘Send Message’ is an email message. This will send a message to each member’s preferred email.
 - ‘Post to Newsfeed’ would be comparable to an announcement. You can post text, a photo, or create an event.
 - ‘Start a Chat Session’ will allow you to start a chat session with a group or an individual

Click “Create an Event” under the Post to Newsfeed section.





Event


Create in Archives Team Change group

Title 

50 characters remaining

B / U /  / 

Say something about your event...

Allow Comments 

Post Cancel

Attach files

Start Thu, Jan 7th 9:00 PM

End Thu, Jan 7th 10:00 PM

Repeats Does not repeat

Physical location

Type and select a location...

Online


Meeting URL (optional)

Password (optional)

Items to bring

+ Add item

Advanced Options

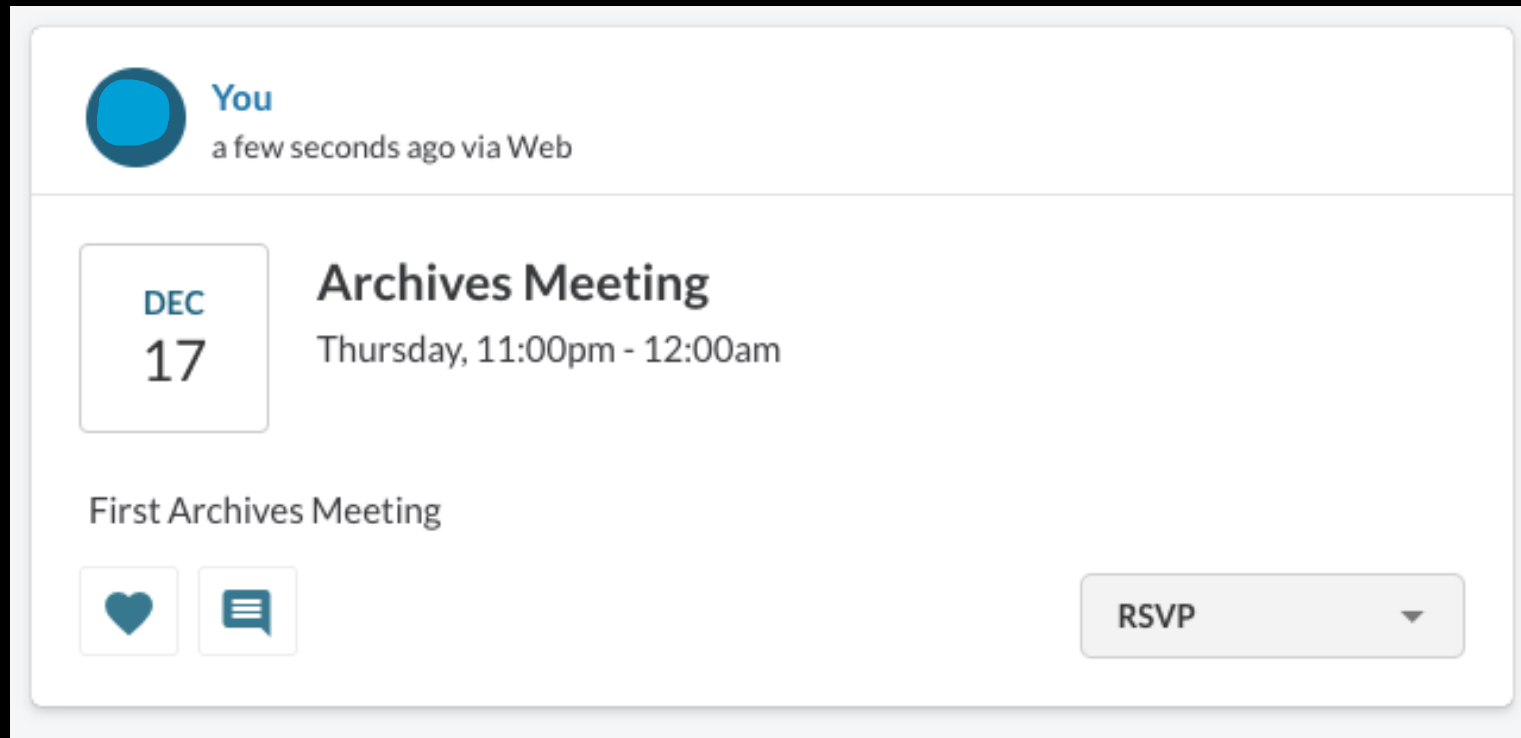
Allow Comments 

Post Cancel

- Give your event a title and a description.
- You can attach any files, like meeting agendas or flyers for an event
- Change the start/end dates and times to match your event.
- You can choose repeats if the event will happen regularly.
 - For example, choir practice would be a weekly event that would repeat
- Indicate whether the event will be in person or online
- Add any items members may need to be prepared for the event.
- Click the blue Post button when completed



- Your event will now appear under the news page of your group (the home page of the group).
- Members can RSVP to your event as “Going” or “Not Going”
- They can also heart the event or comment, unless you disabled comments when creating the event.




How to Post News




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

Archives Team ...


News Participants Files Attendance Info


 Send Communication


 Your group doesn't have any activity yet. Consider posting a welcome message including the purpose of the group and who will be participating.
[Start something.](#)




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 

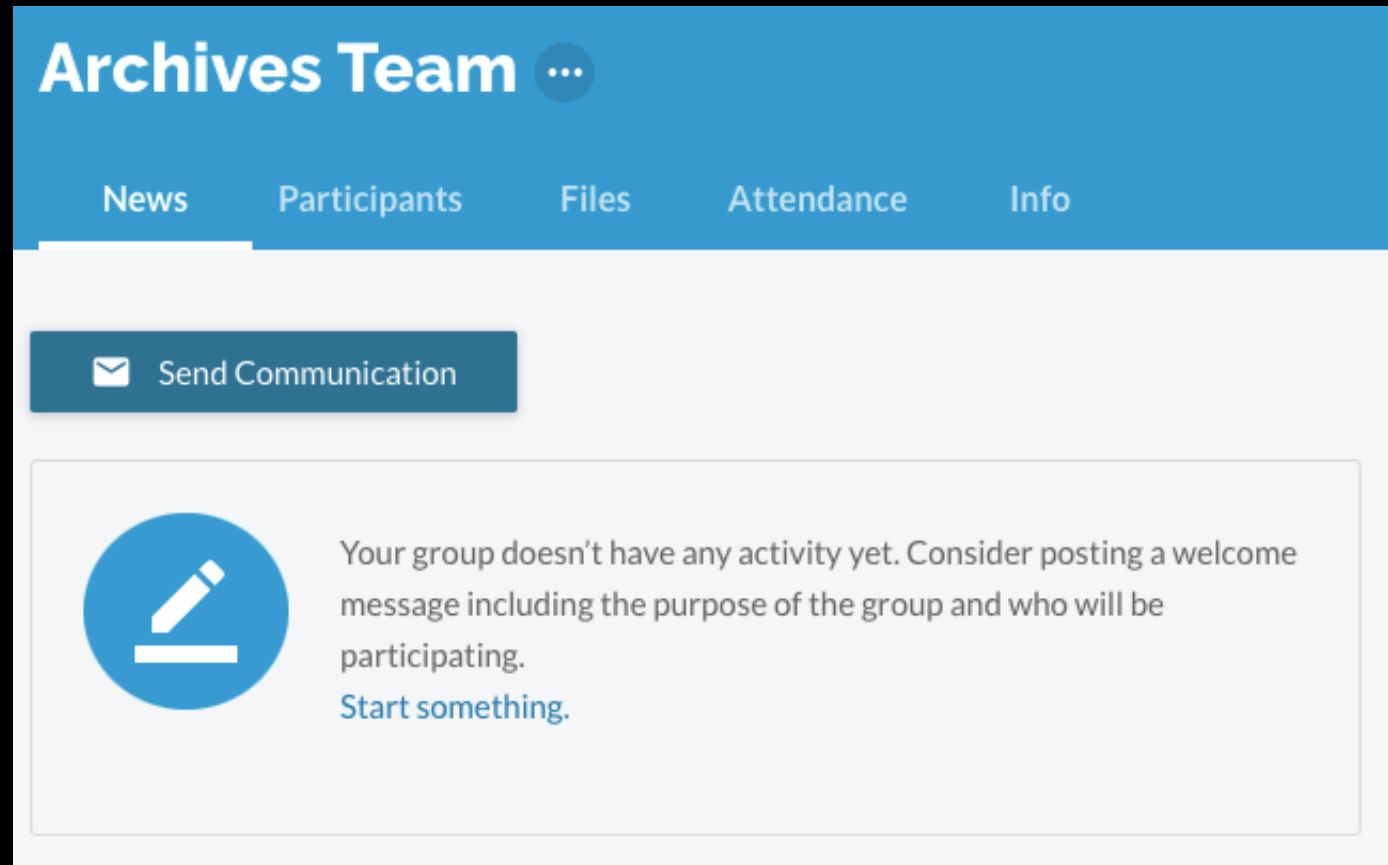
[Post](#) [Cancel](#)



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 i Show details ▾

Subject

B / *I* U ☰ 🔗

Start writing...

📎 Attach files

Send Cancel

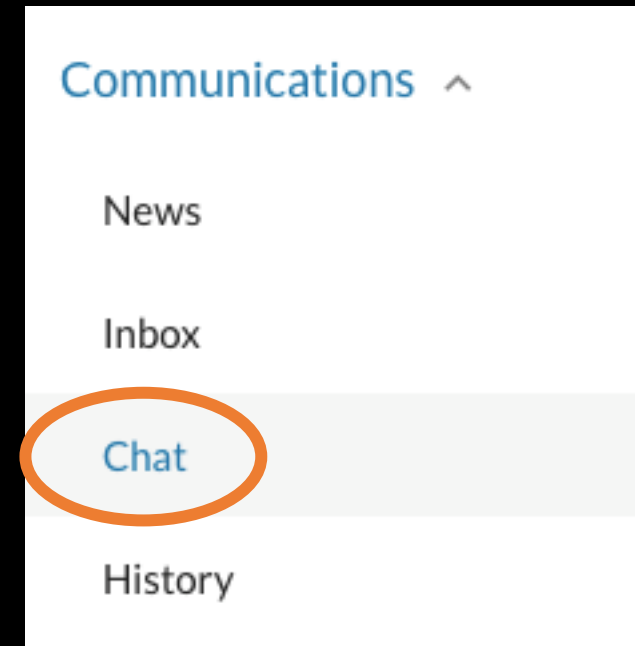
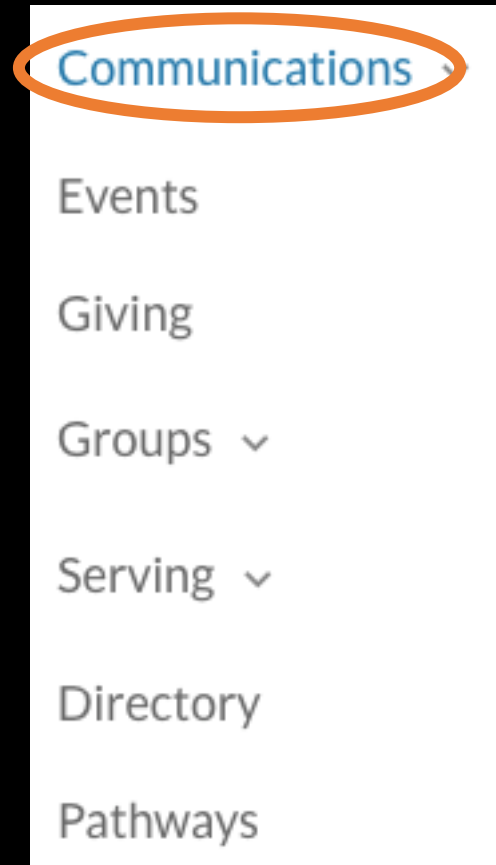


How to Send a Chat



Start a chat in two different ways:

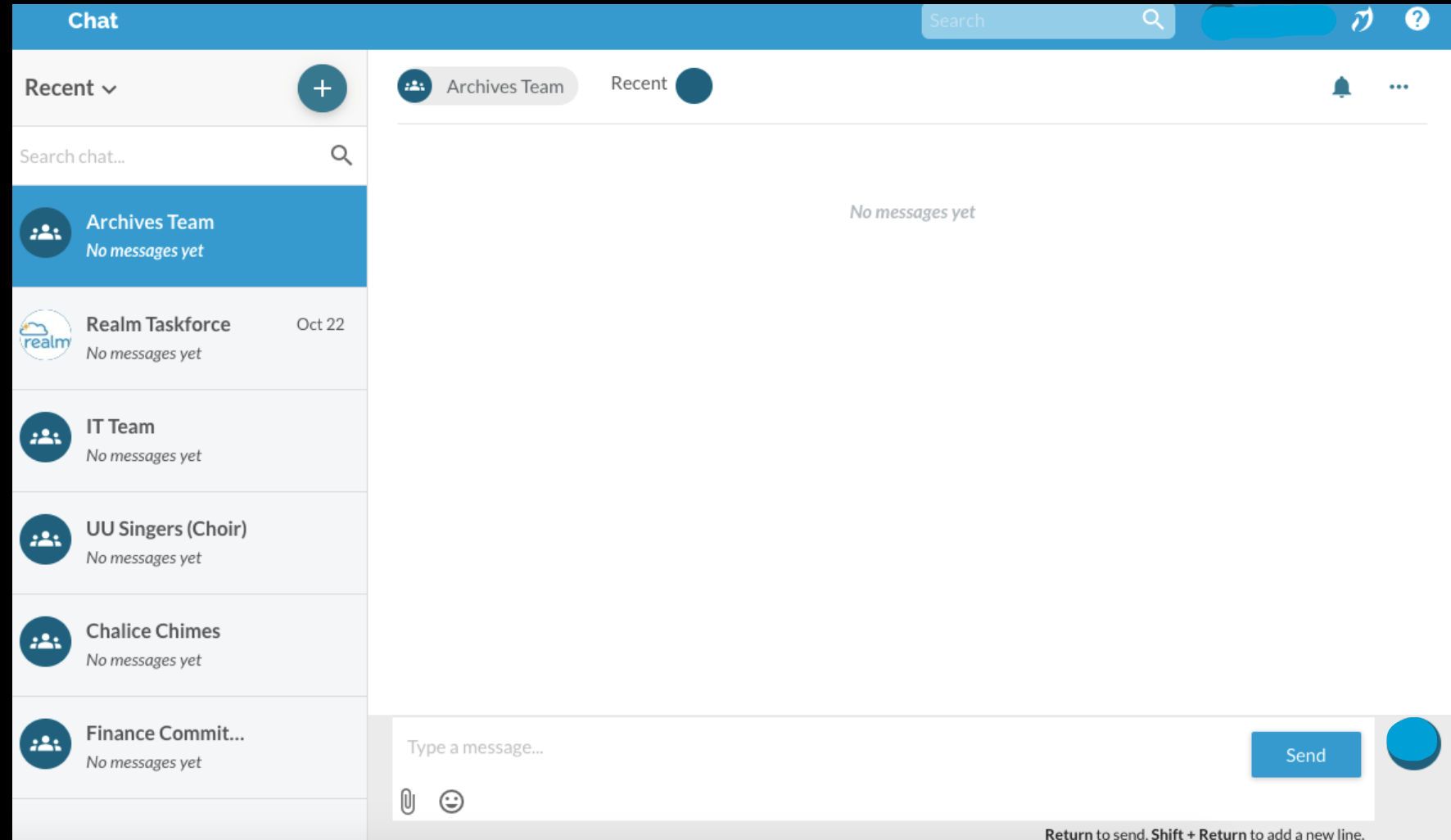
1. Same way as sending an email. Click [here](#) to review.
2. Use the COMMUNICATION section on the left-hand side.
 1. Then click Chat from the dropdown options.



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



UUCQC
Many beliefs. One faith.

