

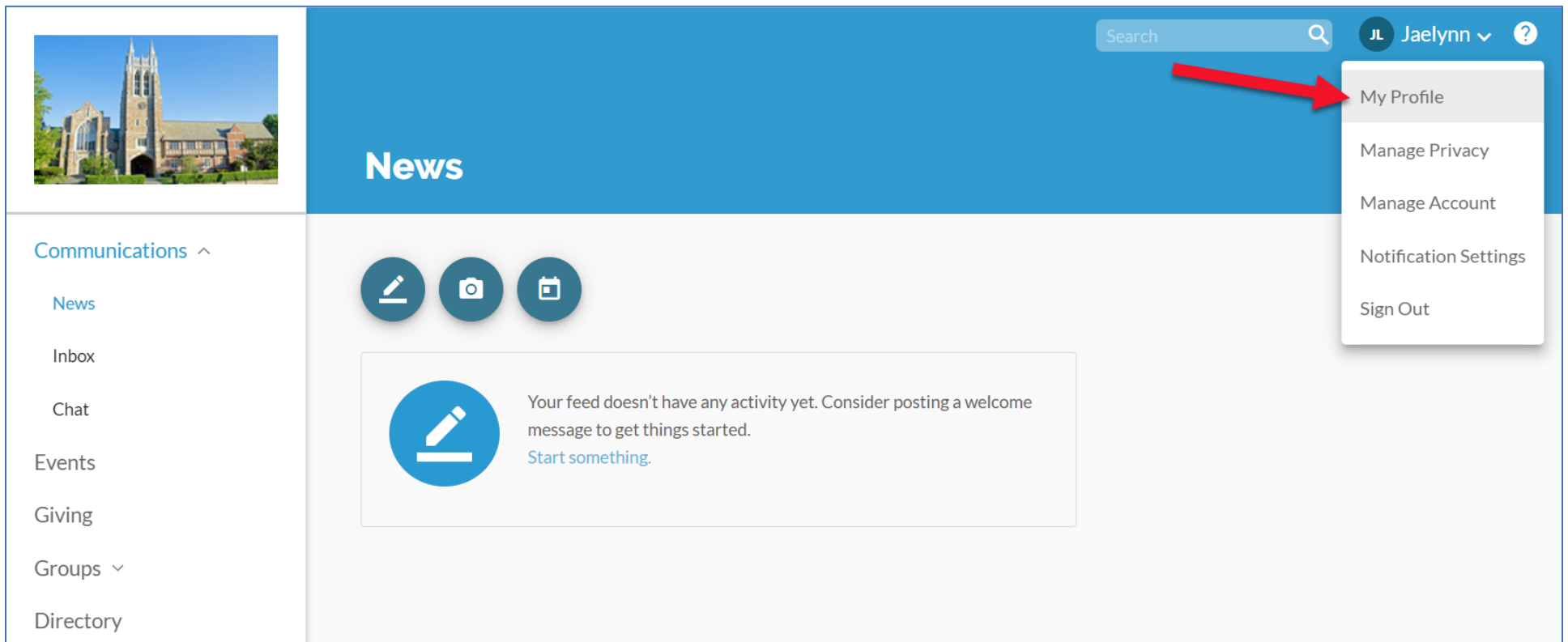
Managing Your Families' Information

- [Add a Family Member](#)
- [Update a Family Members' profile](#)
- [Update a Family Members' Privacy settings](#)

Add a Family Member

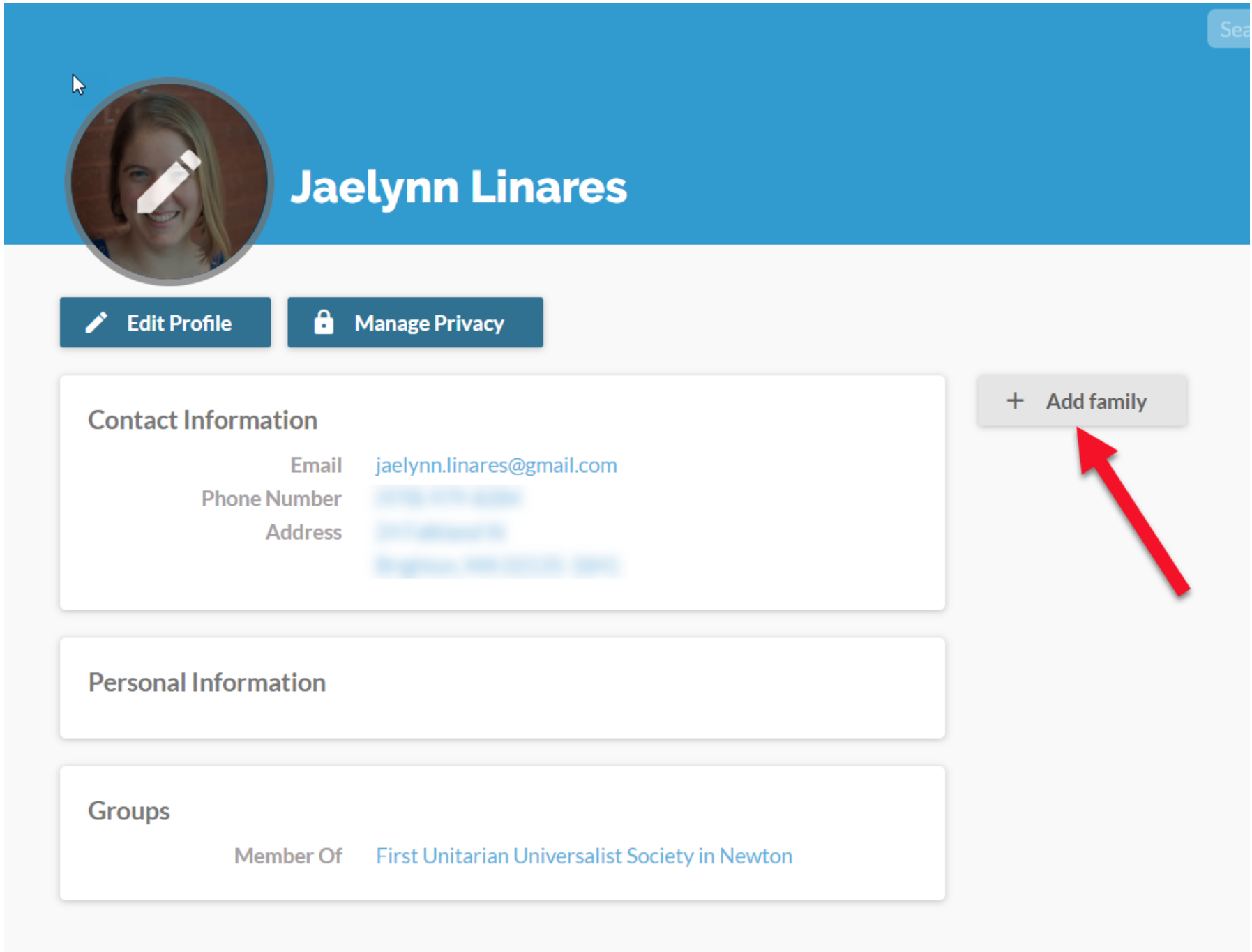
Suppose you've had an addition to your clan: new baby, grandparent moved in, etc. You need to include the new member in your family profile online.

- 1) Log into your website. <https://onrealm.org>
- 2) Click your name in the upper-right corner, and select **My Profile**.






The screenshot displays the Onrealm website interface. At the top right, a search bar is visible next to the user's name, "Jaelynn", which is accompanied by a dropdown arrow and a help icon. A red arrow points to the "My Profile" option in the dropdown menu. The menu also includes "Manage Privacy", "Manage Account", "Notification Settings", and "Sign Out". The main content area features a "News" section with three circular icons (pencil, camera, calendar) and a message box stating, "Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. Start something." The left sidebar contains a "Communications" section with links for "News", "Inbox", "Chat", "Events", "Giving", "Groups", and "Directory".

3) Click the +Add family button on the right side of the page



Search

 **Jaelynn Linares**

Contact Information

Email jaelynn.linares@gmail.com

Phone Number [\[Redacted\]](#)

Address [\[Redacted\]](#)

+ Add family

Personal Information

Groups

Member Of [First Unitarian Universalist Society in Newton](#)

4) Fill in the information and click **Add**.

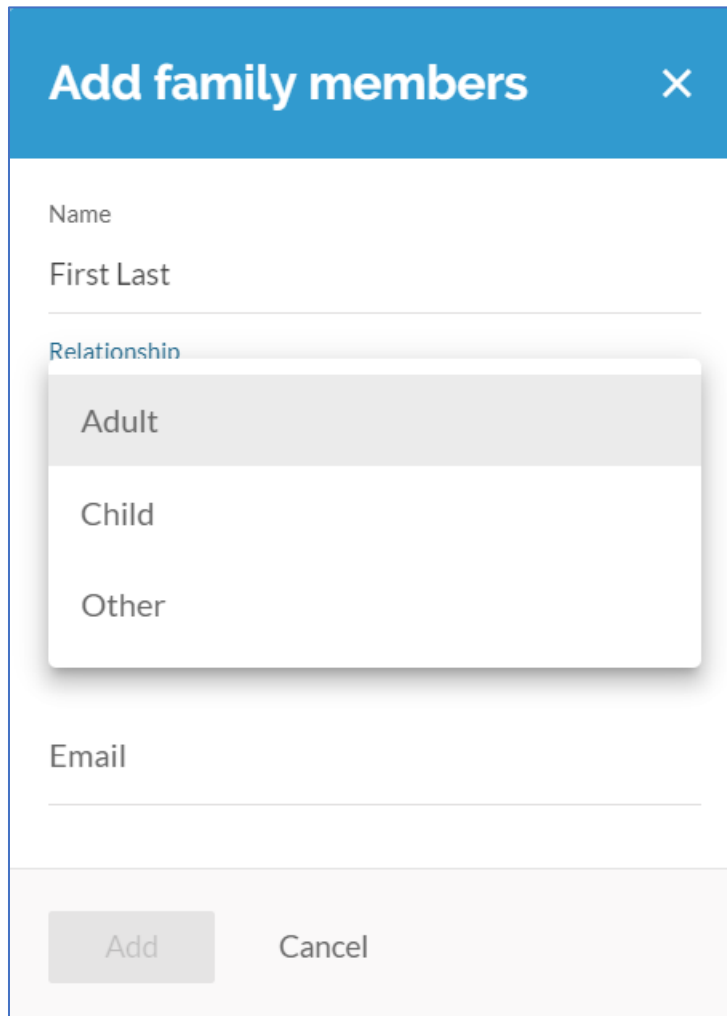
i) For Relationship, you can choose from the following

(1) *Adult* - For any adult members of the family

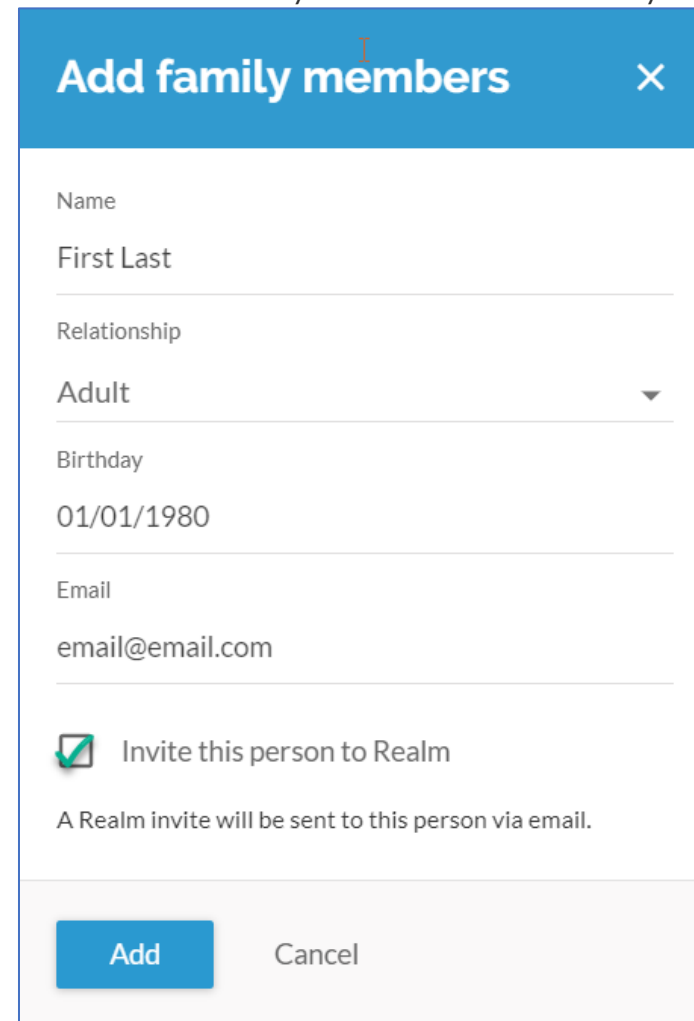
(2) *Child* - For any person under 18 years of age

(3) *Other* - This can be used for any adult when you have more than two adults in a family. The program will currently only allow two adults per family (*feedback has been sent on this issue*)

ii) Once you add the person's email, the option to invite them to Realm. It is recommended you do this for all adults in your family.



The screenshot shows the 'Add family members' form with a blue header and a close button (X). The form contains the following fields: 'Name' (with a sub-label 'First Last'), 'Relationship' (with a dropdown menu open showing 'Adult', 'Child', and 'Other'), and 'Email'. The 'Add' button is disabled (greyed out), and the 'Cancel' button is visible.

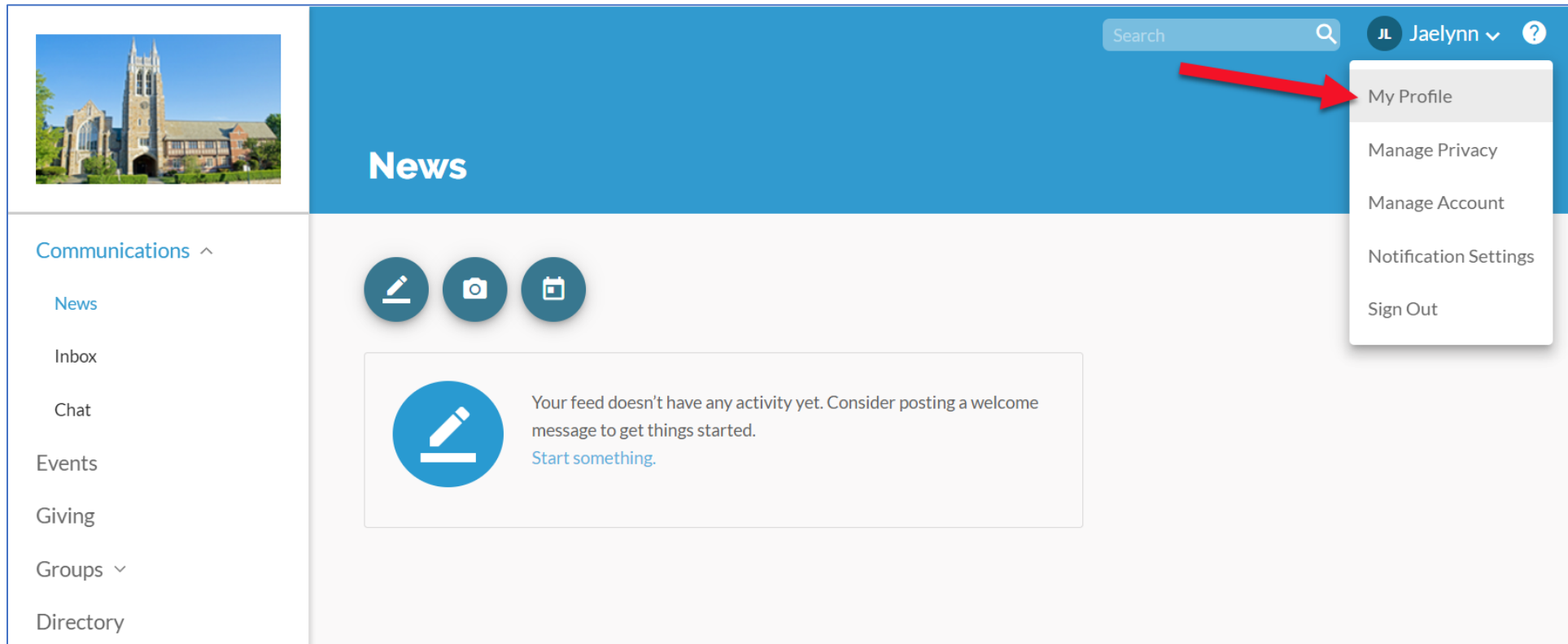


The screenshot shows the 'Add family members' form with a blue header and a close button (X). The form contains the following fields: 'Name' (with a sub-label 'First Last'), 'Relationship' (with a dropdown menu set to 'Adult'), 'Birthday' (with the value '01/01/1980'), and 'Email' (with the value 'email@email.com'). The 'Invite this person to Realm' checkbox is checked, and a note below it states 'A Realm invite will be sent to this person via email.' The 'Add' button is active (blue), and the 'Cancel' button is visible.

Update a Family Members' Profile

A person who is a primary family adult member can change contact or personal information for another family member.

1. Log into your website. <https://onrealm.org>
2. Click your name, and select **My Profile**.



The screenshot displays the Onrealm website interface. On the left, there is a navigation sidebar with a profile picture of a church building at the top. Below the picture, the sidebar lists 'Communications' with a dropdown arrow, and several menu items: 'News', 'Inbox', 'Chat', 'Events', 'Giving', 'Groups' (with a dropdown arrow), and 'Directory'. The main content area has a blue header with the word 'News' in white. Below the header, there are three circular icons: a pencil, a camera, and a calendar. A central message box contains a pencil icon and the text: 'Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. Start something.' In the top right corner, there is a search bar, a user profile icon with the initials 'JL' and the name 'Jaelynn', and a help icon. A red arrow points from the user profile icon to a dropdown menu that is open, showing the following options: 'My Profile', 'Manage Privacy', 'Manage Account', 'Notification Settings', and 'Sign Out'.

3. In the **Family** section, click the family member's name.

Jaelynn Linares

[Edit Profile](#) [Manage Privacy](#)

Contact Information

Email jaelynn.linares@gmail.com

Phone Number [REDACTED]

Address [REDACTED]

Personal Information

Groups

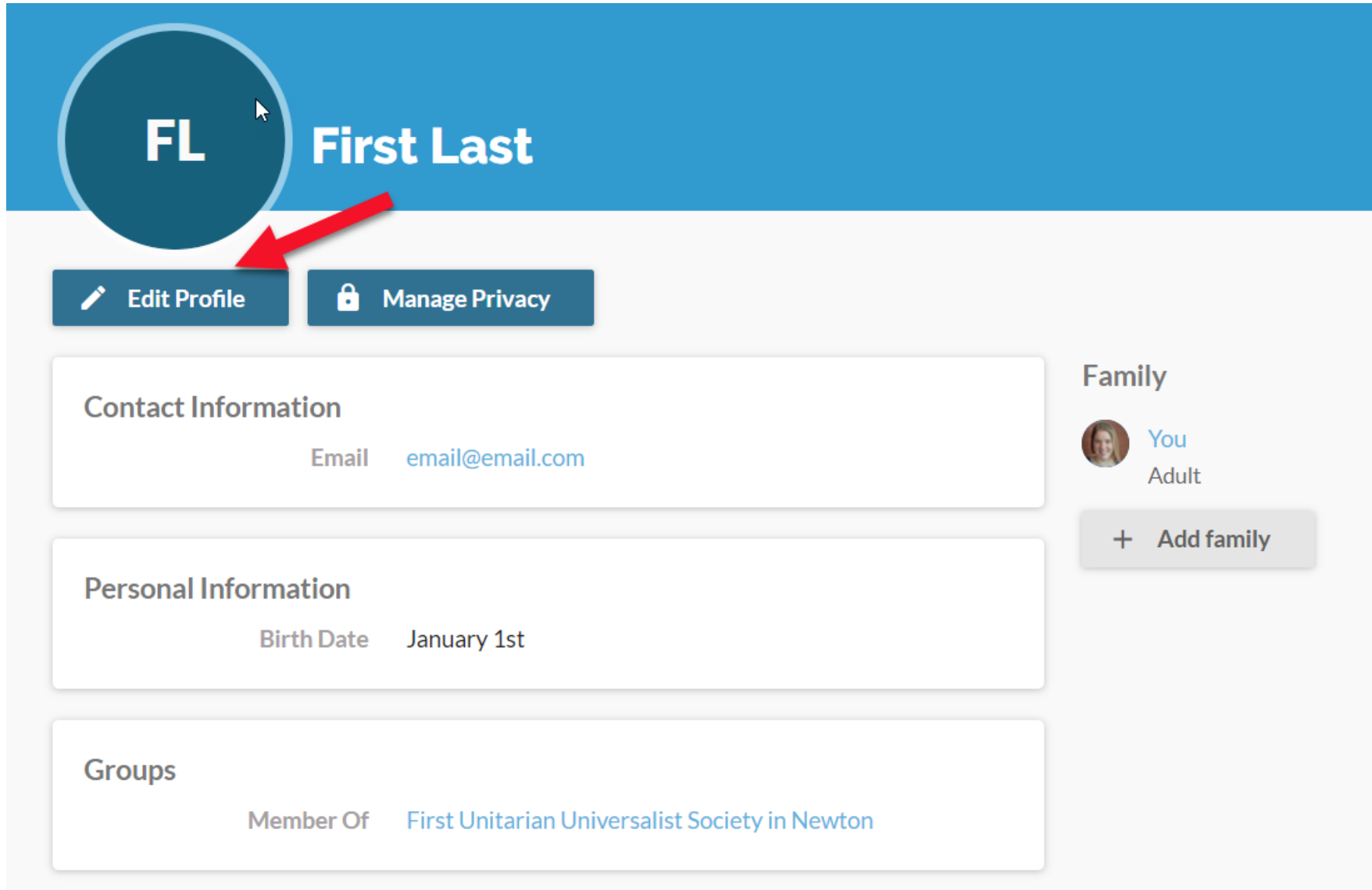
Member Of [First Unitarian Universalist Society in Newton](#)

Family

[FL](#) [First Last Adult](#)



[+ Add family](#)

4. Click **Edit Profile**.



The image shows a user profile page with a blue header. The header contains a circular profile picture placeholder with the initials 'FL' and the name 'First Last'. Below the header are two buttons: 'Edit Profile' (with a pencil icon) and 'Manage Privacy' (with a lock icon). A red arrow points from the 'Edit Profile' button to the 'FL' initials. The main content area is divided into three sections: 'Contact Information' (with an email address 'email@email.com'), 'Personal Information' (with a birth date 'January 1st'), and 'Groups' (with a membership 'First Unitarian Universalist Society in Newton'). On the right side, there is a 'Family' section showing a profile for 'You' (Adult) and a '+ Add family' button.


FL First Last

 **Edit Profile**  **Manage Privacy**

Contact Information
Email email@email.com

Personal Information
Birth Date [January 1st](#)

Groups
Member Of [First Unitarian Universalist Society in Newton](#)

Family
 [You](#)
Adult
[+ Add family](#)

5. Make your changes and click **Save**.

Edit First Last

All

PHONES

Home
 Copy from Jaelynn

Mobile

Work

Other

EMAIL

Email Groups + Leaders + Staff
Preferred contact email


Alternate Email

SOCIAL MEDIA

Twitter Link

Facebook Link

LinkedIn Link

 or

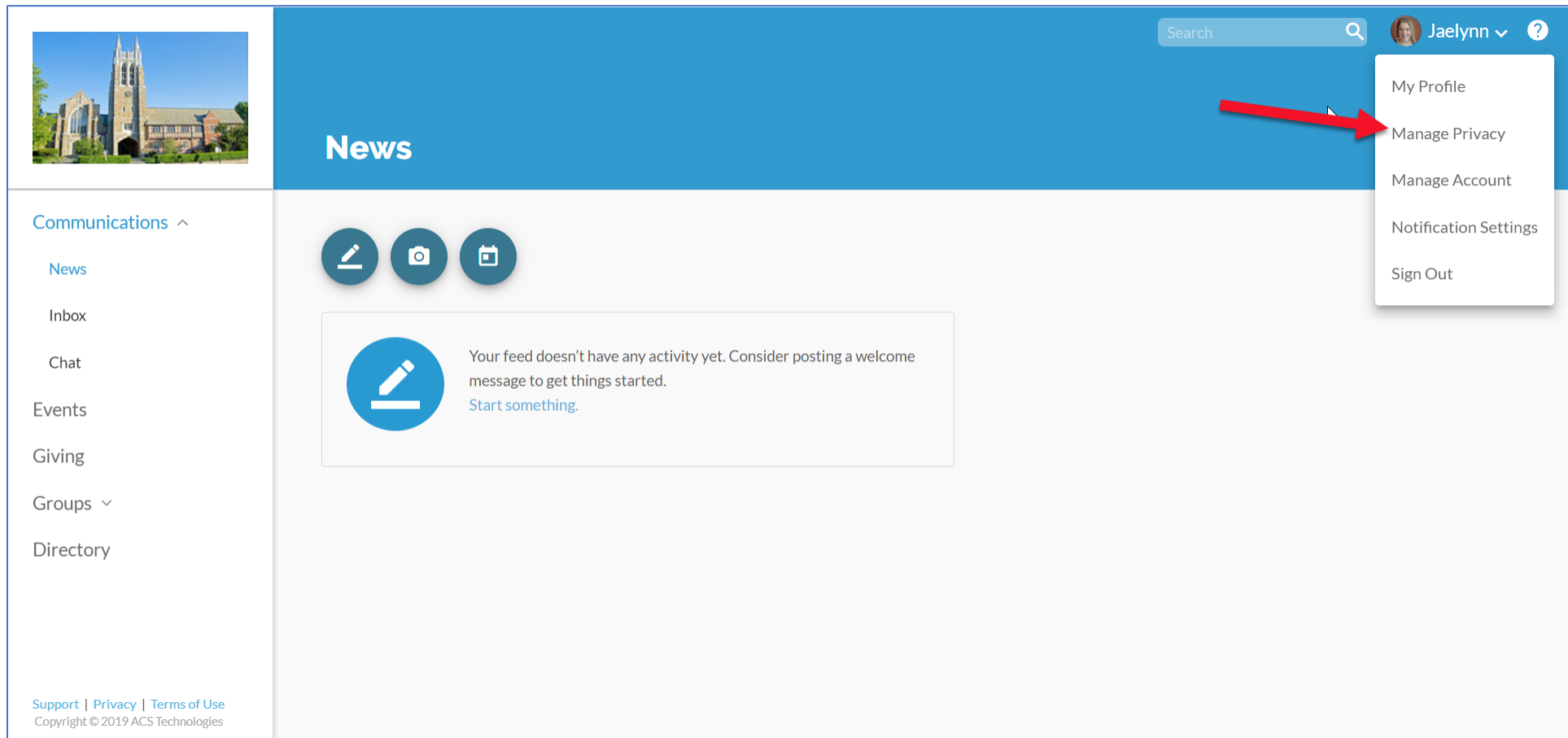
Update Your Family Members' Privacy Settings

You can check and edit the privacy settings for each member of your family in the same window. That way, you can determine who in your church can see which information for the adults and children in your family.

Note

Only primary members of a family can change settings for others; individuals with a family position such as "child" or "other" cannot. When you change privacy settings for another member of your family, that person will be notified by email.

1. Log into the site. <https://onrealm.org>
2. Click your name in the upper-right corner, and select **Manage Privacy**.



The screenshot displays the Onrealm.org user interface. On the left is a navigation sidebar with a church image at the top and a 'Communications' menu containing 'News', 'Inbox', 'Chat', 'Events', 'Giving', 'Groups', and 'Directory'. The main content area has a blue header with a search bar and the user's name 'Jaelynn' with a dropdown arrow. The dropdown menu is open, showing options: 'My Profile', 'Manage Privacy' (highlighted with a red arrow), 'Manage Account', 'Notification Settings', and 'Sign Out'. Below the header, there are three circular icons (pencil, camera, calendar) and a message box stating 'Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. Start something.'

3. Select a family member (if more than one).

First Last's Info >

Manage Account Privacy

Tell us what's ok to share with the church. Authorized staff will always have access to your information. Also, group meeting hosts' contact info may be visible, regardless.

your contact and personal information can be seen by:

- Everyone
- My Groups + Group Leaders + Staff
- Group Leaders + Staff
- Only Staff
- Custom Privacy
Choose different privacy levels for specific contact fields and personal information.

Save or Cancel

4. Click one of the buttons above the line to apply that setting to all information in the profile, or click **Custom Privacy** and select a setting for each field. Note that for children under the age of 18, the **Everyone** privacy option is not available. For more, see [Privacy Settings](#)
5. Click **Save**.