

Realm Instructions—Managing Your Privacy Settings

1. In order to set your privacy settings, click on the three bars in the upper left hand corner (Figure 1), and then your initials in the lower left corner and click 'Manage Privacy' (Figure 2). You should then be taken to the Manage Account Privacy Page (Figure 3)

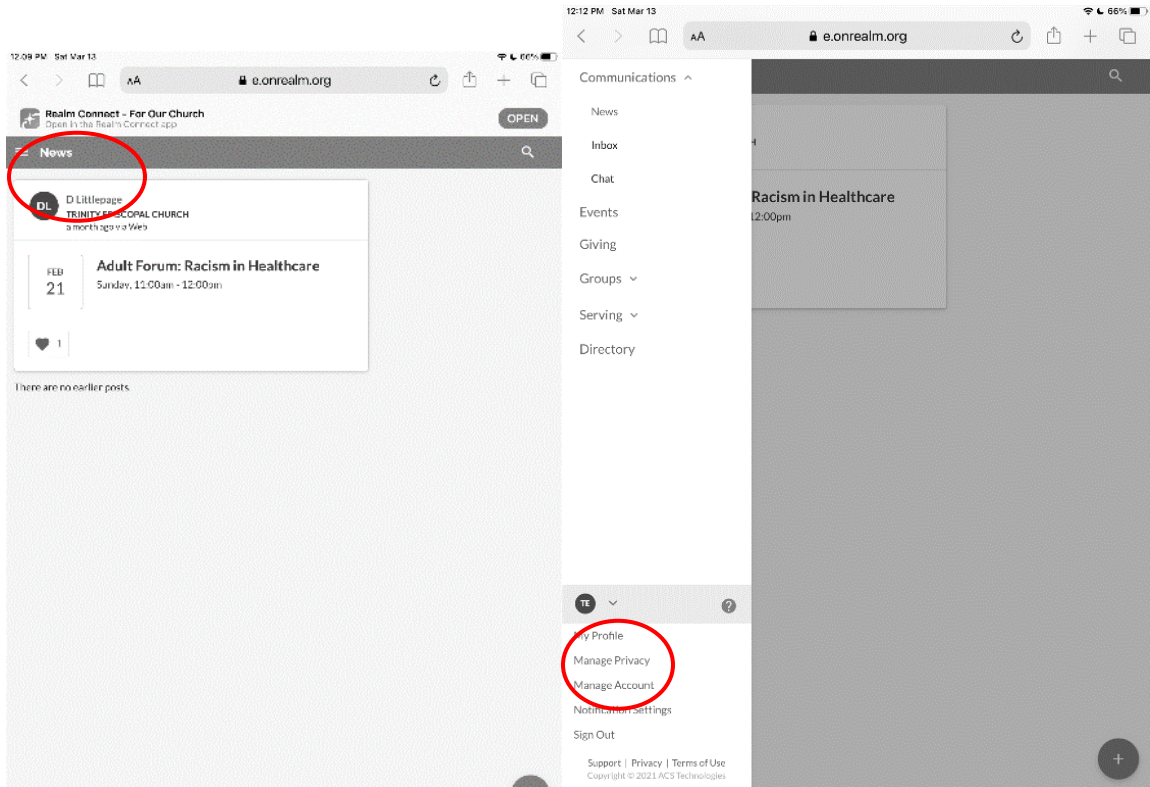


Figure 1

Figure 2

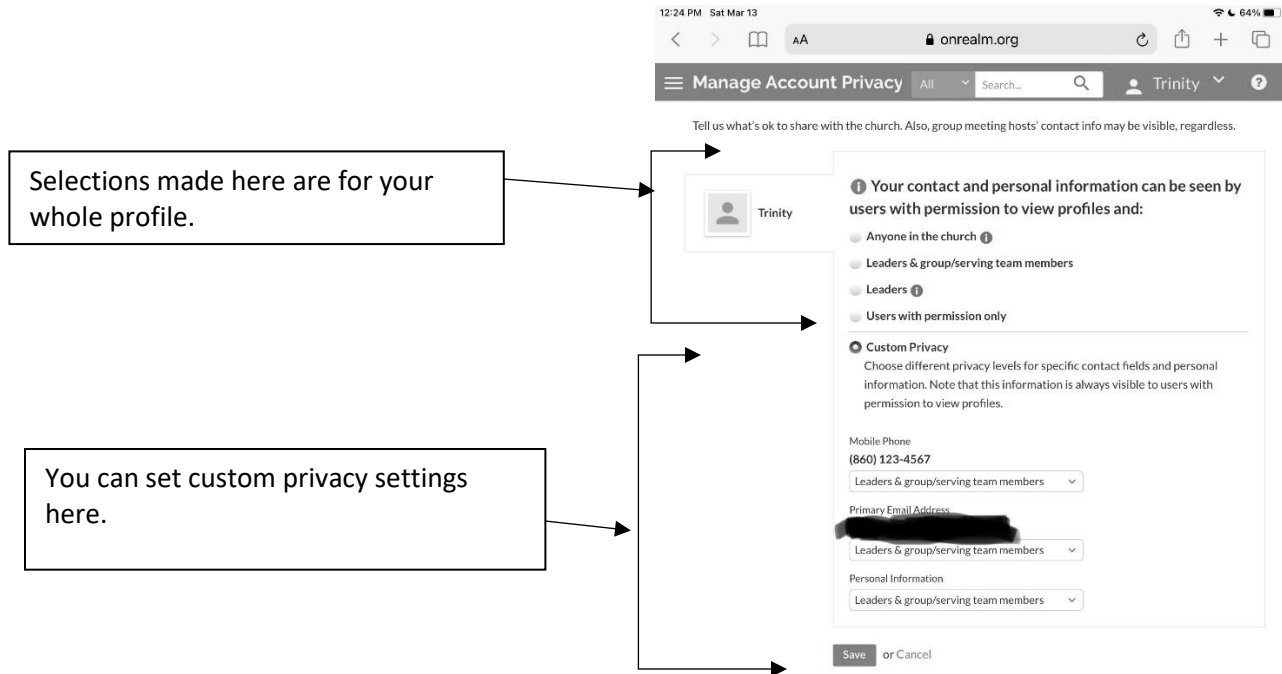


Figure 3

2. You can choose to set your privacy settings for your whole profile or you can set your privacy preferences for different parts of your information. (see Figure 3) The top four options will set the privacy for your entire profile. The bottom Custom Privacy section lets you set your privacy preferences for different parts of your information.
 - a. Custom Privacy Options:
 - i. Anyone in church: Anyone who has signed up for Trinity Realm will be able to see your information.
 - For safety reasons, sharing contact and personal information for children under 18 is limited.
 - Leaders and group/serving team members: Leaders of groups that you are in and members of those groups can see the information
 - Leaders: Leaders of groups that you are in can see the information
 - Users with permission only: only staff and the volunteers who input contributions and send out 'The Voice' Newsletter can view your information.