

## Realm Instructions—Edit Your Profile

1. Tap the three bars in upper left corner (Figure 1)

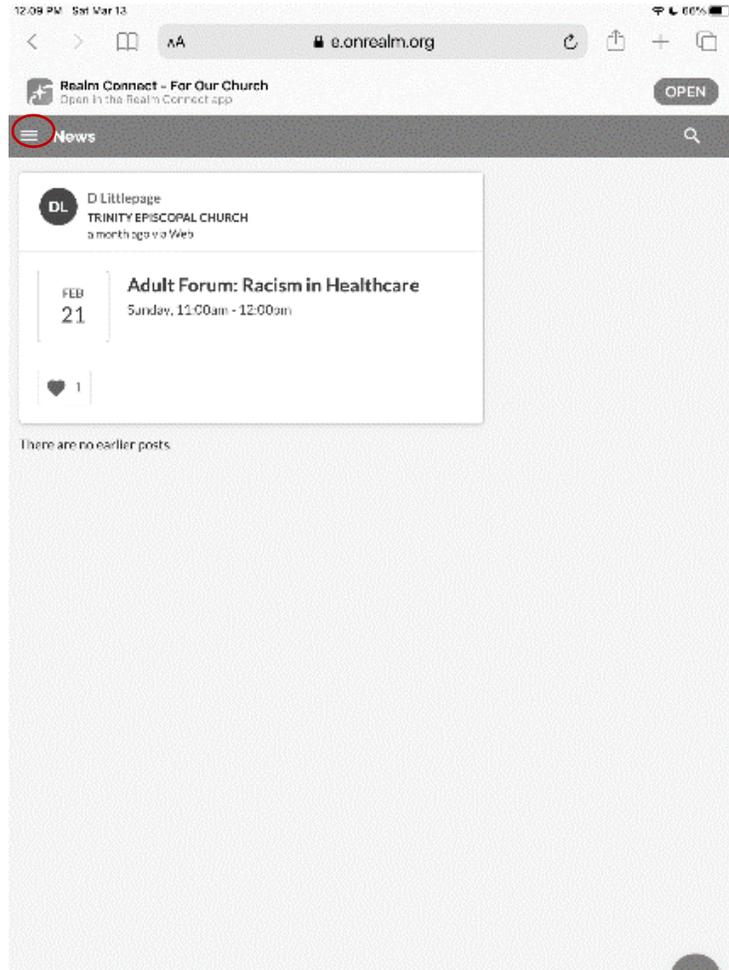


Figure 1

2. Click your initials at bottom left and click 'My Profile' (Figure 2). This should take you to the main profile page (Figure 3). Click 'Edit Profile' to change any incorrect information and add missing information.

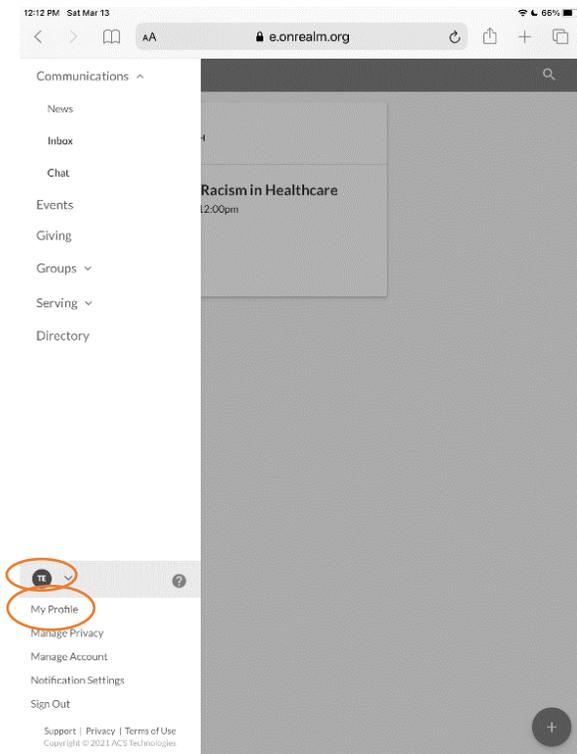


Figure 2

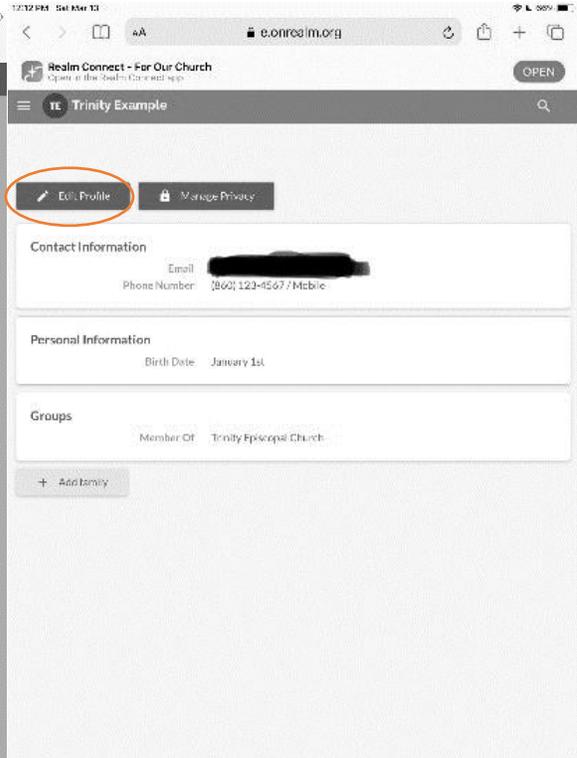


Figure 3

- The first section that you will be shown to edit is the contact information section. Please make sure that all of the information present is correct and please add missing information. (Figure 4)

12:13 PM Sat Mar 13 onrealm.org

Edit Trinity Example

Contact Information Personal Information

Save or Cancel

Name \* Trinity Example  
(Like this: Mr. James Aaron J. Blinn)

ADDRESS

Home   
190 characters remaining  
[+ Add address](#)

PHONES

Home

Mobile   
[Leaders & Group Members](#)

Work

Other

EMAIL

Account Email   
This email is used to sign in.  
[Update account email](#)

Email   
Preferred contact email  
[Leaders & Group Members](#)

Figure 4

5. After you have verified and updated Contact information, please click on Personal Information located toward the top of the page. (Figure 5)

The screenshot shows a mobile browser interface for editing a profile on 'onrealm.org'. The page title is 'Edit Trinity Example'. At the top, there are navigation options: 'Contact Information' and 'Personal Information', with the latter circled in red. Below the tabs is a 'Save' button and a 'Cancel' link. The main content area is divided into two sections: 'BASICS' and 'DETAILS'. The 'BASICS' section contains four fields: 'Birthday' (01/01/1980), 'Gender', 'Marital Status', and 'Allergies'. The 'DETAILS' section contains two fields: 'Include in Directory?' and 'Statement Delivery'.

Figure 5

6. Please verify information and add missing information. \*\*Please make sure that your birth year is correct (some people have 1900 as their birth year).
- Details:
    - Include in Directory (y/n): you can choose whether or not you will show up in a printed copy of the public directory
    - Statement Delivery: (email, mail, email and mail, none) this choice indicates how you would like to receive your giving statements.
  - **Please be sure to click 'Save' before navigating to a different page**