

Online Giving

If you want to give your pledge or a one-time gift online, it is fairly easy to do. There are two paths to do this:

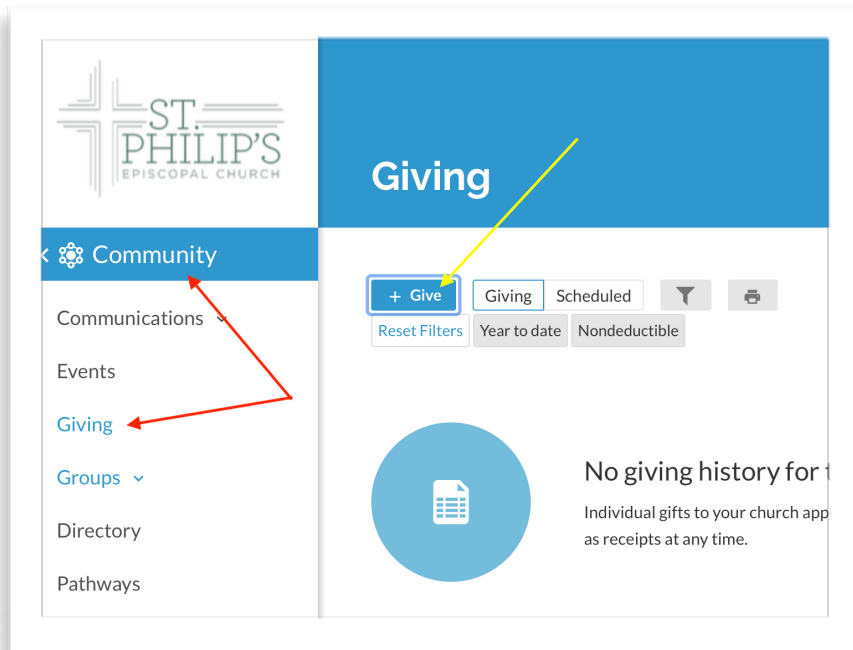


Figure 1: Realm Giving Page

1. Log into Realm <https://onrealm.org/> and follow the red arrows first and the yellow arrows second (see Figure 1).

2. Click on the “Recurring Gifts” button on the donate page of our main St. Philip’s website.

Either method will open a window with something that looks like Figure 2 below.

At this point you can enter the amount you want to give, what fund you want to donate to, and the frequency of your gift. For example, if you want to setup a recurring gift in order to fulfill your pledge to both the pledge and building funds, you would:

- Follow the blue circles in Figure 2.
- Click “Add a Fund”
- Select “2 Building Fund”
- Enter the amount for each occurrence, in each fund.
- Select “Give multiple Times” (brown circles).
- Select frequency,.
- Click “Continue”.

The next screen will have you fill in your credit card or bank account information. Once you have filled in everything and authorized the payments, you will be able to view the recurring payments in the “Scheduled” button on Figure 1.

Figure 2: Realm Giving Details

Online Directory

By default, only your name and main e-mail address are included in the online / printed directories. If you want to change what information appears for you in the directory, this is done in Realm and it is done as follows:

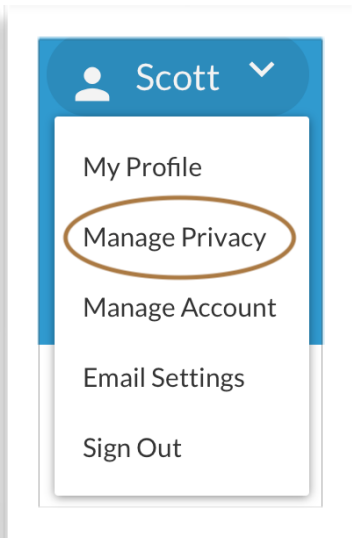


Figure 3:
Privacy Settings

1. Log into Realm <https://onrealm.org>
2. Look on the upper right part of the screen find your name
3. Click the “down arrow” to the right of your name.

4. Click “Manage Privacy” (brown circle on figure 3 to the left). This will take you to the main area of the webpage that contain all your privacy settings (see Figure 4 below).

You can either set everything to the same option or choose each piece of data with separate privacy settings (as illustrated in Figure 4).

Please remember that for anyone to see any of this information there is a minimum requirement that they are a member of our

church in Realm. None of this data is available freely on the internet. If you choose the option of “Anyone in the church” (least restrictive), it means **only** people at St. Philip's with a Realm login can see your information. If you choose “Church staff only” (most restrictive), it means that your friends at church **will not** have access to your contact information, but the Church office will.

If you do not have access to Realm, we can change your privacy settings for you. To authorize us to make this change, either call the Church office or send an e-mail to Scott Rullmann, Pledge Treasurer at srullmann@stphilipslaurel.org and tell us what privacy settings you want.

 A screenshot of the Realm privacy settings page. At the top, it says "Your contact and personal information can be seen by staff and:". Below this are four radio button options: "Anyone in the church", "People in my groups", "Group leaders", and "Church staff only". The "Custom Privacy" option is selected and highlighted with a blue box. Below this, there are several fields for contact information, each with a dropdown menu for privacy settings:

- Home Address: 8553 Dark Hawk Cir Columbia, MD 21045-5613. Privacy: Anyone.
- Home Phone: (410) 720-1289. Privacy: Anyone.
- Mobile Phone: (301) 642-6150. Privacy: Group leaders and members.
- Office Phone: (410) 720-1289. Privacy: Staff only.
- Primary Email Address: srullmann@stphilipslaurel.org. Privacy: Anyone.
- Alternate Email Address: [redacted]. Privacy: Group leaders and members.
- Personal Information: [redacted]. Privacy: Group leaders and members.

 At the bottom, there are "Save" and "Cancel" buttons.

Figure 4: Privacy choices