

1.0 INTRODUCTION

USR has purchased some new software called REALM. This software was designed to assist the membership and leaders of religious institutions such as USR. The purpose of this document is to show you how to use the software and to show you the many benefits to members of USR. This is Chapter 1. Subsequent Chapters will show you how to use more advanced features of REALM.

2.0 ANALOGY – It's kind of like buying a new car...



When you get a new car you might follow the following two steps:

- Obtain the Key or code to start the car.
- Study and practice using the main features of the car.
For example: How to turn on the headlights, how to use the high beams, how to put the car in gear, etc. e.g., the basics.

The purpose of this document is to perform a similar operation for REALM.

3.0 LET'S GET STARTED

Step One: Log on USR Website and log into REALM.

Step Two: Learn how to do some basics in REALM.

4.0 STEP ONE – Getting into REALM



- First, Log into the USR website at www.uuridgewood.org with your browser, such as Google Chrome, Windows Explorer or Safari (for Apple users).
- When you get on the USR website, scroll down until you see a blue rectangle that says “REALM Member Login” in the righthand column. Click on this light-blue rectangle box which also shows a cloud.
- Log into REALM.

If you already have a password for REALM, just login.

If you do NOT have a password for REALM, just follow the instructions for creating a password for REALM. It will say, “Forgot your password,” you then supply your email address, and you can create a password for REALM.

If you are having trouble getting into the USR website or into REALM, just call some computer-savvy friend at USR or call Dawn Walter (201-445-0448), another member of the board, Ann Pareti (201-444-6225), or Bob Shoemaker (201-444-2196). We will be glad to assist you.

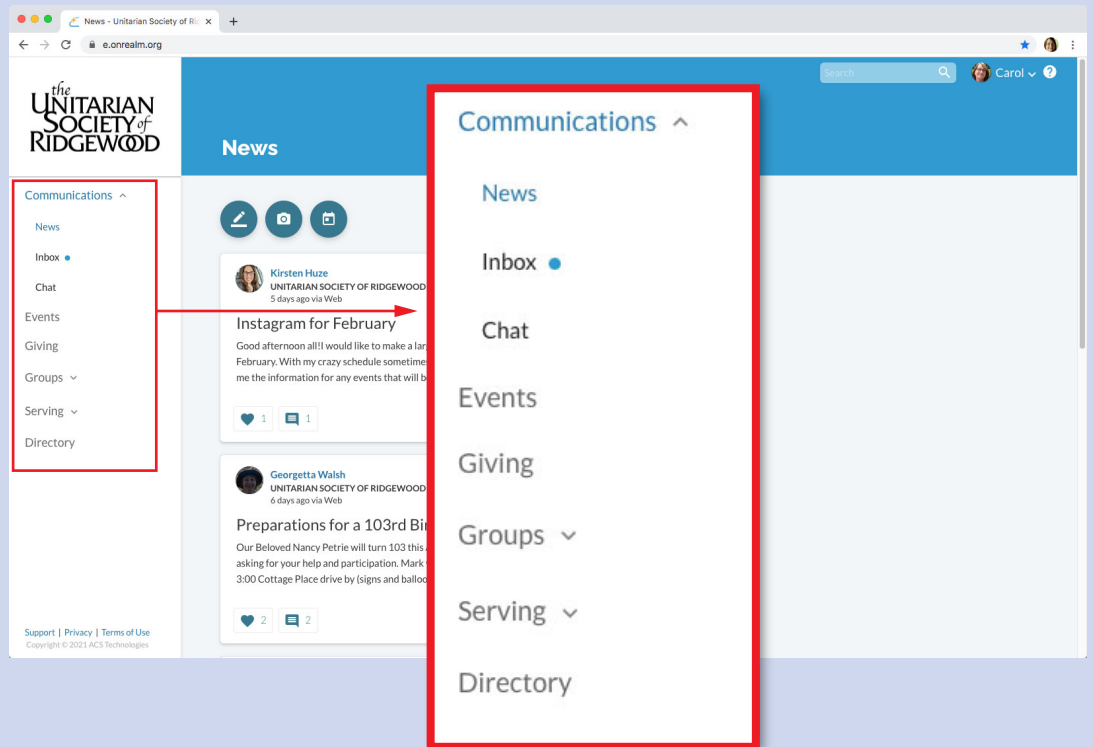
You're now on the Home Page of REALM. The upper left corner of the home page should say “Unitarian Society of Ridgewood”. Anytime you want to get back to this home page, just click on these words (Unitarian Society of Ridgewood). If you do NOT see “The Unitarian Society of Ridgewood”, expand your window left and right so you can see the entire home page.

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5.0 Appearance of the REALM Home Page

There is a column along the left side of the REALM home page. It contains titles such as:

- Communications
 - News
 - Inbox
 - Chat
- Events
- Giving
- Groups
- Serving
- Directory

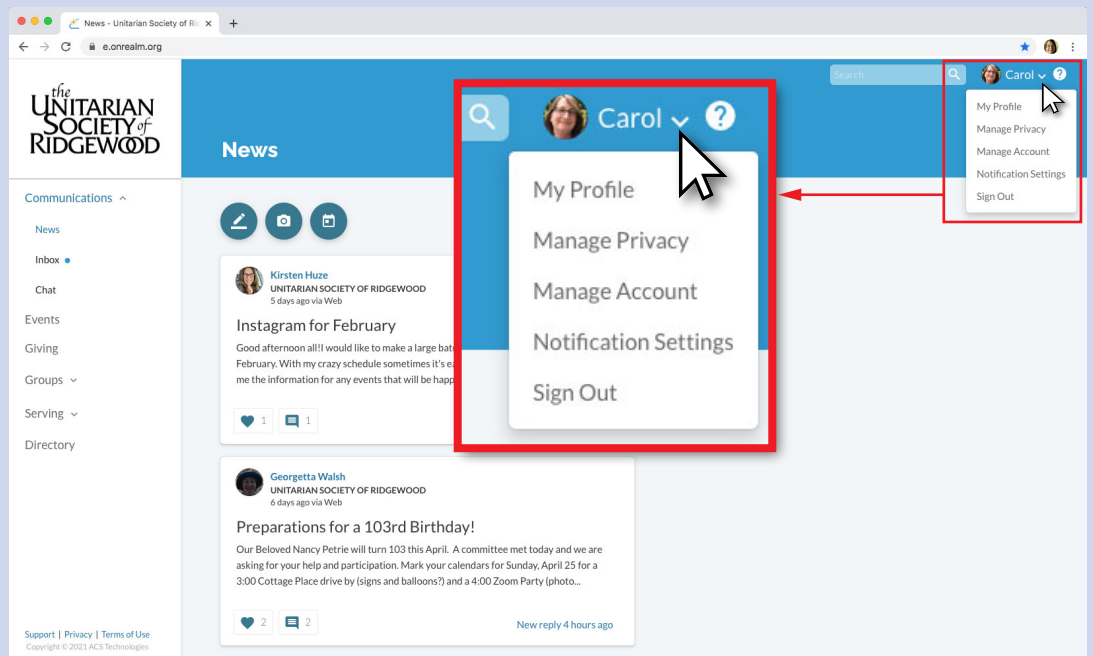


6.0 Top Right Part of the REALM Home Page

Near the top right-hand part of the home page you will see symbols such as a search bar, your photo (if you have supplied one), your name, a down arrow and a ? symbol. If you click on your name (e.g., Carol) you will see the following terms.

- My Profile
- Manage Privacy
- Manage Account
- Notification Settings
- Sign Out

Basically we urge you to click on each of these terms. They are quite self explanatory when you click on each of them.



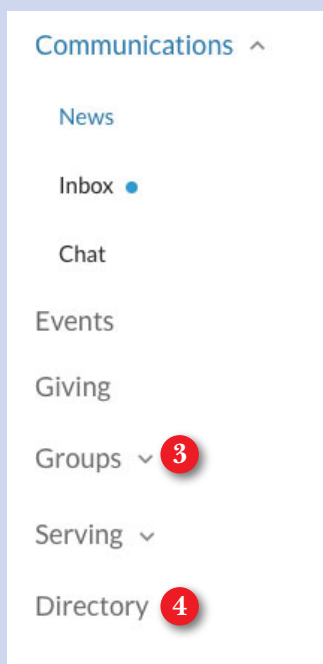
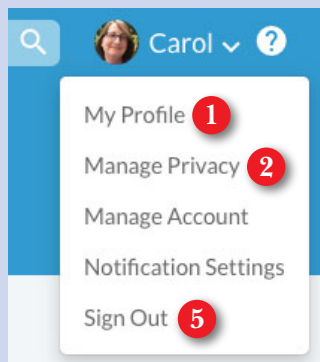
7.0 Search Bar



If you wish to find something, such as the email address or phone number for a fellow member or friend, just type in the person's name in the search bar. If you just know their first name, you can just type that in. For example, if you type in "Robert" you will get the results for all Roberts in the congregation.

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7.0 Some Suggested Exercises for Practice with REALM



1. Click on your name in the top right-hand corner of the REALM home page. Then click on My Profile. Check the data for yourself and edit if something is not correct. Then save your edits by clicking on SAVE.

There are two things to check. The first part is your contact data on your phone numbers, email address and street address. The second part to check is your personal information, such as topics you are interested in, your special skills, your job experience or occupation (e.g., an architect).

2. Return to the REALM home page and then click on Manage Privacy. Edit if you want something changed. Then click on SAVE.
3. Return to the REALM home page, and click on “Groups” on the left margin to see groups you could join.
4. Go to the REALM home page, and click on Directory to see the names, telephone numbers and email addresses for fellow members and friends.
5. Return to the REALM home page and click on your name. Then click on SIGN OUT to leave REALM.

8.0 Comments and Suggestions

That is enough practice for Chapter 1. We hope you enjoyed practicing to learn about REALM. If you have any suggestions for improving Chapter 1, please send an email to:

Bob Shoemaker rshoemak@stern.nyu.edu

or to

Dawn Walter at Dawn_walter@hotmail.com

Thanks!
Dawn and Bob