



Realm brings our church community online, so that we can stay in contact throughout the week. You can manage your personal and contact information, donate, see your giving history, and connect easily with others in the congregation all from a computer or mobile device. A private environment only for our church, Realm requires each user to log in with an email address and a password.

Realm FAQs

How does Realm work?

- Profiles: Your profile is your starting point. It contains your contact information, household members, email preferences, giving history, groups you belong to, and more.
- Giving: You can pledge, contribute, and see your giving history through your profile.
- Groups: Realm's "Groups" feature simplifies interacting with others in the church, including committees and small group ministries. When you activate your profile, you are automatically part of a group called

How do I get started with Realm?

If you have an email address on file with the church, you have a profile waiting to be activated. To activate your profile and get started with Realm, you need to open an email invitation from "Bethel Lutheran Church".

Follow these steps to activate your profile:

1. Open the email and create a password. You will then be sent a verification email.
2. Open the verification email and click on the link to verify your account. Your profile is activated!
3. To log in to Realm, click on the Realm login button.
4. Enter your email address and the password you created.

I didn't receive an email invitation. What do I do?

You may have received your email invitation and did not realize it. If you did not receive an email invitation and you know you have a valid email address on file with the church, first please check your spam/junk folder. If the email invitation isn't there, please contact Judy Armelin using judy@bethel-madison.org and she will send you another invitation.

If you think the email address we have on file, could no longer active, please email Judy to update your address.

If you did not receive an email invitation and you don't have an email address on file, with the church, you will need to give Judy your email address.


FYI- Each profile is linked to a separate email address so that each individual receives emails and information for the groups they belong to. Therefore, two or more people cannot use the same email address.

How do I get to Realm on my computer?

You must first respond to the invitation email and activate your profile. After you have activated your profile, go to Realm through the church website. Click on Realm Login on the very top of the website page or use this link onrealm.org. Then enter your email address and password.

Is there a mobile app for smartphones and tablets?

Yes. To use the app, you must first respond to the invitation email and activate your profile. (If you did not receive an email, contact the church office.) To download the iOS or Android app, search for “Realm Connect.”

This is the logo.  (The full name of the app is “Connect–Our Church Community” from ACS technologies.)

Help! I’m not getting any email from the church and my groups!

After you have activated your Realm profile, you need to change your email settings for Realm. Click on the arrow next to your name in the upper right corner of your profile. Select “Notification Settings” or “Email Settings.” Select your specific setting for each of your groups “New Content” is the recommendation. In the app, go to “More” and “Settings.”

What about privacy? Who can see my personal and contact information? Who can see my children’s personal information?

Realm is a private, password-protected system for members of our church community only.

To check your privacy settings, click on the arrow next to your name in the upper right corner of your screen (or “More” in the app). Then click on “Manage Privacy.” We urge everyone over 18 to choose “Everyone in our church.” Other Realm users in the church will be able to see your email and home address, phone number, birthday (month and day, not year), marital status, and the names of members of your household. If you prefer to keep certain information private, you can choose one of the other options.

To comply with our Safe Church Policy, privacy settings for children and youth under 18 are set to “Only the church staff.” Parents, please do not change these settings for your children.

Children are given the parents email address so that emails about children’s groups will go to a parent.

Can I make changes to my personal and contact information?

Yes! We encourage everyone to update their profiles. To see your personal and contact information, click on the arrow next to your name in the upper right corner of your screen (or “More” in the app). Select “My Profile” to check the information about you. Click on “Edit Profile” to change any of this information. Be sure to update your contact information and your personal information.

Should I upload a photo to my profile?

Yes, please! In a church as large as ours, it’s helpful to connect names and faces. Headshots are best! To upload a photo from your computer, click on the circle containing your initials. If you are having trouble, just send a picture to Judy Armelin and she will add it for you.

Can I make a pledge or donate to the church online? Can I see what I've given? Yes. You can donate through the church website, the Realm website, and Realm app. To see your giving history, you must log in to Realm.

Giving in Realm. After logging in look at the left column and click on "Giving", you will see your giving. To add an offering click "+Give", and complete the amount and fund (use the arrow to choose a different fund), choose once or multiple times and the date to schedule the offering. Click continue and add your payment method.

How will Ministry Teams and groups use Realm?

Ministry Teams and groups are encouraged to use Realm for their communication. Leaders and members within the group can post files and photos. Posting is as simple as clicking on the pen icon, writing a message, and clicking "Post." You can also create a photo post by clicking on the camera.

Ministry Team council representatives and facilitators, Circle Leaders as well as other group leaders will be set up as "Group Leaders" in Realm. Group leaders have these additional privileges:

- Creating events: Leaders can create a date-specific meeting, gathering, or event by clicking on the calendar. These are automatically added to the Realm church calendar. (They are not added to the Facility Calendar so you will still need to contact the church to reserve a room or space for your group).
- Adding and removing group members: Leaders keep their group rosters up to date. To add and remove group members, go to "Participants" and "Manage Roster."

How will small group ministries use Realm?

Small groups using email for communication are encouraged to use Realm as their platform for their communication. To have your group set up on Realm, contact [Judy Armelin](#).

I'm a small group leader, and I communicate with my group via email. Why would I want to use Realm instead of email?

Realm offers several advantages for small group leaders:

- Realm has a dedicated space for your group, so all the messages, responses, and uploaded files are stored together. No more searching your email inbox for past communication!
- Your ministry expands: People in the congregation can easily find and join your group.
- Every message and all replies go to everyone in the group. No more out-of-date email mailing lists or "Reply All" requirements.

As the leader of a small group, how do I set up my group on Realm?

Contact [Judy Armelin](#) in the church office to have your group set up on Realm. She will designate the leader(s). To add and remove group members, go to "Participants" and "Manage Roster."

As a leader of a small group, how do I post on Realm?

Posting is as simple as clicking on the pen icon, writing a message, and clicking “Post.” You can also create a photo post (click on the camera) and a date-specific meeting, gathering, or event (click on the calendar). Events are automatically added to the Realm church calendar.

Although only leaders can create events, any group member can post messages and photos.

As a leader of a small group, what should I post on Realm?

Your group will likely communicate on Realm the way it has via email. It’s our hope that eventually all small groups will shift from email to Realm.

What you post depends on you and your group. Some leaders may want to post questions, Bible verses, photos, and links to prompt reflection and discussion among the group. Leaders of task-oriented groups may prefer who’s-bringing-what types of posts. Worship ministry groups might save handbooks or post schedules in the files. As you consider what to post, think about your long-time group members and what might make newer members feel welcome.

Above all, be yourself! Add a photo of yourself and encourage others in your group to do so.

Does Realm replace the church website?

No. The church website is the church’s public and welcoming online presence to people who may be unfamiliar with our church. The website will continue to provide key information about church programs.