

# Realm Corner

## Where can I find contact information for other Bethel Members?

Many of you remember the Bethel Directory Book. It was a great resource, where you could find the pictures of your Bethel friends along with their contact information (phone numbers, address, etc.). An asset when the holidays came along and you wanted to send a Christmas card, a card on their birthday or just a little note to say that you were thinking of them.

Where can we find this information, now that we do not have a Bethel Directory? We actually do have a Bethel Member Directory and it is in Realm.

Realm is our church database with all of our member information. If you are a member of Bethel you are in a group in Realm called "Bethel Member Directory". This group gives you access to the contact information of other members, like the old "Bethel Directory Book". The difference is, it is more up to date than the old directory books. If a member family moved right after the book was published people would only have had access to their old address. With Realm, if members keep their profiles updated, by updating it themselves, or sending new information to the Ministry Support Specialist, you will always have access to their current contact information.

Remember one thing, just like the old directory book, people are always welcome to their privacy. Some members opted out of being in the directory book because they did not want their contact information "out there". Now-a-days, "out there" means on the web and the same is true. People may not want their contact information available for everyone.

In Realm, your information is more secure than the old directory book.

First, only members are given a login to access Realm.

Second, only members are put in the group "Bethel Member Directory".

Third, and most importantly, members have the ability to set their own Privacy Settings (the topic of my next Realm tutorial) giving them the control over who, within Bethel, is able to access their contact information. Sometimes, if you are not able to access a member's information, it may be that their privacy setting is set to Staff Only.

### How do you access the contact information for Bethel Members?

1. Sign into Realm using your account email and your password.
2. In the left-hand column, under the Bethel logo... Click on "Groups".
3. Click on "Bethel Member Directory".
4. In the horizontal bar under Bethel Member Directory... Click on "Participants".
5. You can either scroll down through the almost 3000 members or you can use the search bar which is located in the right-hand corner to the left of your name.
6. Type in the persons name and their information will come up. Be sure to spell their name correctly because Realm is very picky. If you are not sure how to spell the last name you can search just the first name and the first letter of their last name and then scroll through. If you don't see what you are looking for, click on more to see more names.

If you would like to SEE how to access member contact information in Realm please watch this video.

If you have any questions, please contact Judy Armelin at [judy@bethel-madison.org](mailto:judy@bethel-madison.org).