

REALM Volunteer User Notes

How to Log in:

Go to: <https://onrealm.org/SaintJohnsChurch/SignIn>

(This may have changed to:

https://auth.ministrylogin.com/authn/authentication/acst_general_login_form)

1. If you don't remember your password, there's a place to click for that.
2. If you (or the system) don't think you have an account, email the Rota Coordinator for an invitation.

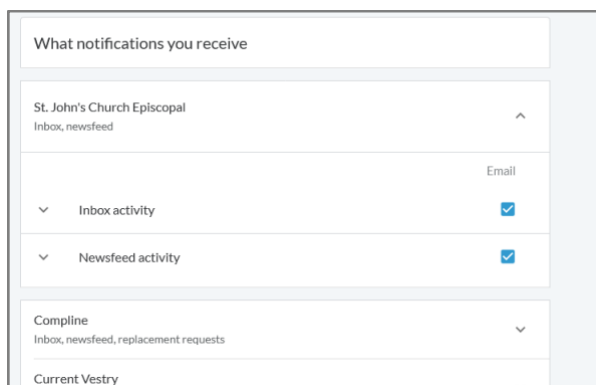
If you don't see Serving on the left-hand side:

Also, try <https://e.onrealm.org/serving>

1. Log in
2. Look at the upper left corner. It says "St. John's Episcopal Church" and either "Realm" or "Connect"
3. If not "Connect", select that upper left corner and you will get a drop down menu where you can select "Connect"
4. Now the left column has "Serving" in it

How to turn on notifications:

After logging in, click your initials in the upper right corner, and select Notifications. Turn on everything for now, by selecting the down arrow next to the items, then checking all the boxes.



If you can't find the notifications, try it this way:

In REALM, Click Serving in the menu on the left to bring up the serving dashboard.


Under Your Teams, click Service Volunteers.

Click the "... " next to the Service Volunteers Title.

Click Notification Settings

Assignment emails:

You will receive an email that looks like this. When you click "Respond to Assignments" you can accept or decline each assignment.



Compline
August 2, 2022 at 3:49 pm
Replies disabled

RESPONSE NEEDED

Please respond to the following assignments:


- **Aug 4, 2022: Compline Leader @ 6:00 pm - 7:00 pm**
- **Aug 11, 2022: Compline Leader @ 6:00 pm - 7:00 pm**

"Testing the REALM volunteer system for Compline"

[Respond to Assignments](#)

You received this email because your notification settings for Compline are set to "Receive Emails for New Messages" setting in Realm for St. John's Church Episcopal.

[Unsubscribe](#)



July through September 2022 Rota

Compline
Last updated by St. John's Treasurer on August 04, 2022

Betsy Blagdon

PENDING ASSIGNMENTS

Accept All Decline All

SEP 08 **COMPLINE LEADER** Accept Decline

Thursdays at 6pm on Zoom

Thu, 6:00 pm - 7:00 pm
Zoom

UPCOMING ASSIGNMENTS

AUG 11 **COMPLINE LEADER** Accept Decline

Thursdays at 6pm on Zoom

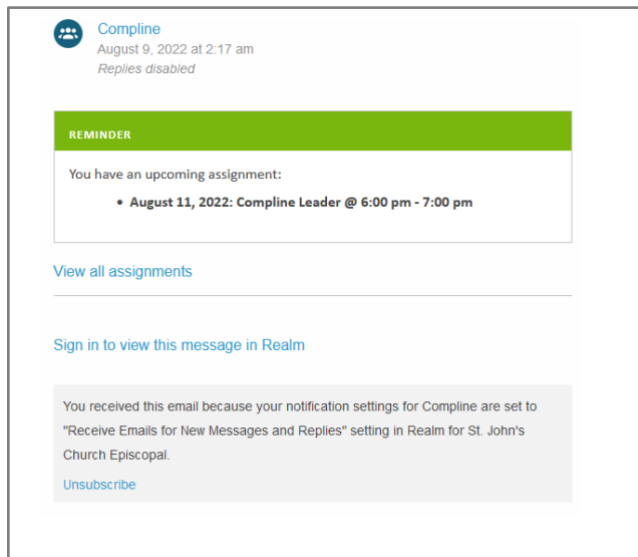
Thu, 6:00 pm - 7:00 pm
Zoom

To manage and view all team assignments, [sign in to Realm](#).

How to confirm or decline an assignment from within REALM:

In REALM, Click Serving in the menu on the left to bring up the serving dashboard. On the right hand side, your assignments are listed. Usually, the day and time is clickable, and you can confirm or decline there.

Here's what a service reminder looks like:

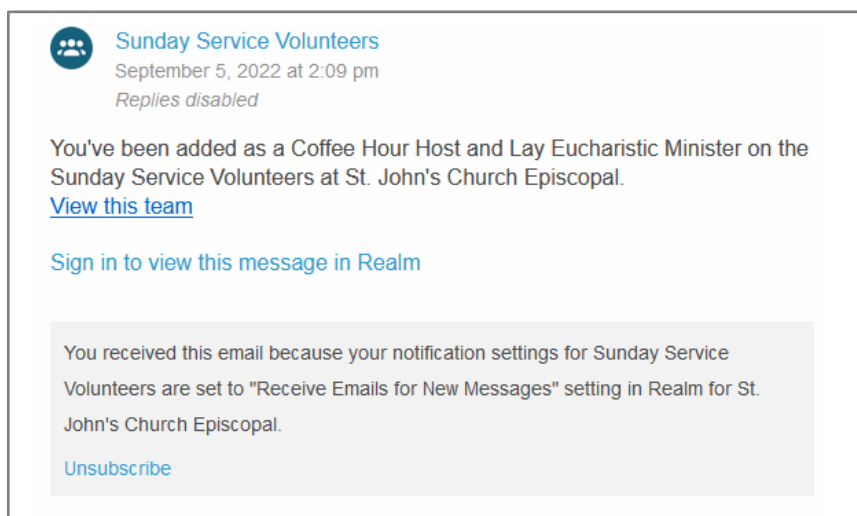


How to see your assignments:

In REALM, Click Serving in the menu on the left to bring up the serving dashboard. Your Assignments (on the right) shows what you have been assigned to

How to volunteer for a new role:

On the Serving page, click Opportunities (above) > Browse by Role to see what roles you are signed up for. You can click the name of any other role to express interest in that role. You will receive an email when a new role is assigned.



How to update unavailable serving times:

In REALM, Click Serving in the menu on the left to bring up the serving dashboard.

Select the "... " next to "Dates Unavailable", then "Edit"

You can click the "... " to edit or delete your current unavailable times.

You can use Add date(s) to add more unavailable time

Availability

Days I'm Available

Sun Mon Tues Wed Thu Fri Sat

Dates I'm Unavailable

Oct 6, 2022 to Oct 6, 2022	...
Oct 21, 2022 to Oct 27, 2022	...
Nov 2, 2022 to Nov 10, 2022	...
Nov 17, 2022 to Nov 17, 2022	...
Nov 20, 2022 to Nov 27, 2022	...

[Add date\(s\)](#)