

# Realm 101

**How to Set Up Your Realm Account**

**How to Manage Your Account**

**Setting Privacy**



**How to Pledge**


**Unitarian Universalist Church at Washington Crossing**





Join the Journey.  
Open to You.

# Receiving your Invitation

Unitarian Universalist Church at Washington Crossing: Join our online community! Inbox x  

 **Unitarian Universalist Church at Washington Crossing** <notifications@onrealmmail.org> 9:15 PM (2 minutes ago) ☆ 😊 ← ⋮  
to me ▾

 Join the Journey.  
Open to You.

Powered By 

**Unitarian Universalist Church at Washington Crossing: Join our online community!**

Hi Marilyn,


We at Unitarian Universalist Church at Washington Crossing have an online community where we can connect with each other outside our Sunday gatherings. We'd love for you to take part!

Create an account: <https://onrealm.org/uucwc/account/CreateAccount?token=ZGRmZDZiNDEtNzFkMC00ZTgyLWE5YTItYjNmMjAwMjUzOGE4>

**Unitarian Universalist Church at Washington Crossing**



# Creating Your Password



## Create Account

Create Password

Your password must have at least 8 characters and meet 3 of these 5 requirements:


- ✓ An uppercase letter
- ✓ A lowercase letter
- ✓ A symbol (!, @, #, \$, %, ^, and so on)
- ✓ A number
- ✓ 15 or more characters

Your password must not have:

- ✓ Repeating characters
- ✓ Sequences (abc, cba, 123 or 321)
- ✓ Any part of your email address

[Why?](#)

Confirm Password

I'm not a robot  reCAPTCHA  
Privacy - Terms

By clicking the register button below, you agree to the [Software Services Agreement](#) and you are 13 years of age or older.

When you click on the link from the invitation email to access Realm, you will need to create a password

The password needs to be:  
15 characters and must contain:

- Lower case
- Upper case
- Number
- Symbol (!# \$%^&\* \_)





## Create Account

Correct when all parameters are met. All requirements turn GREEN

### Create Password

BadBunSuperBowl#60

Your password must have at least 8 characters and meet 3 of these 5 requirements:

- ✓ An uppercase letter
- ✓ A lowercase letter
- ✓ A symbol (!, @, #, \$, %, ^, and so on)
- ✓ A number
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Why?

### Confirm Password

BadBunSuperBowl#60

✓ I'm not a robot  reCAPTCHA  
Privacy - Terms

By clicking the register button below, you agree to the [Software Services Agreement](#) and you are 13 years of age or older.

Create Account



# Signing Into Realm

## Sign In

Email Address

email@you.com

Password

BadBunSuperBowl#60



Sign In

Keep me logged in on this device

[Forgot your password?](#)

OR



Continue with Google



Continue with Apple



Continue with Microsoft

You will be asked to sign into Realm using the email and password you just created.



Join the Journey.  
Open to You.


# Two-Step Authentication


## Enable Two-Step Verification

**i** An administrator has required two-step verification for this account. Once set up, you will be asked to use two-step verification every 90 days.

Protect your account by adding a second factor.

### Available Methods

 Text Message

 Verification Email

[Skip for now](#)

Realm will now ask for you to verify your account. This step will occur two times. Use text or email to verify your account.



# Code Verification

## Enter the verification code

A verification code was emailed to mggee05@gmail.com.

Verify

[Resend Code](#)



# Recovery Codes

## Please confirm your second method

Confirm Verification Email as your second factor of verification.

### Your recovery codes:

Use a recovery code if you lose access to your email or mobile device. Save these codes somewhere safe but accessible.

11111111	77777777
22222222	88888888
33333333	99999999
44444444	10101010
55555555	12121212
66666666	13131313

[Print](#)

You can only use each code once. You can generate new codes at any time.

Confirm

Cancel

After verifying your account, Realm will send you a list of Recovery Codes.

\*\*\*Do not lose these codes. If you forget your password, use one of these codes to get into your account.



Verify your account - mggeet x News - Unitarian Universalist x Gemini

e.onrealm.org/news

Unitarian Universalist Chu... Connect

News

Search... MG Marilyn

- News
- Communications
- Events
- Giving
- Groups
- Serving
- Directory**

Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. Start something.

Support

This is your Realm Dashboard.  
To access the Directory,  
Click here



Join the Journey.  
Open to You.

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



Marilyn Gonzalez

Edit Profile

Manage Privacy

Contact Information

Email uucwc@uucwc.org  
Address 268 Washington Crossing – PE Rd  
Titusville, NJ 08650

+ Add family

Personal Information

Groups

Member Of Unitarian Universalist Church at Washington Crossi

This is your account page. All your information will be here.

You can manage your account from this page.  
You can also manage your privacy settings.



## Privacy



Tell us what's ok to share with the church. Also, group meeting hosts' contact info may be visible, regardless.



**i** Your contact and personal information can be seen by users with permission to view profiles and:

- Anyone in the church
- Leaders & group/serving team members
- Leaders **i**
- Users with permission only

Custom Privacy

Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.

To appear in the Directory:  
Change your Privacy settings to “Anyone in the Church”  
Or  
Click Custom Privacy to choose the parts you want others to see.

Cancel

Save

Click Save



Join the Journey.  
Open to You.

Unitarian Universalist Church at Washington Crossing  
Connect

Profile

Search... MG Marilyn

News  
Communications  
Events  
Giving  
Groups  
Serving  
Directory

**MG** Marilyn Gonzalez

Edit Profile Manage Privacy

**Contact Information**

Email [uucwc@uucwc.org](mailto:uucwc@uucwc.org)  
Address 268 Washington Crossing – PE Rd  
Titusville, NJ 08650

**Personal Information**

**Groups**

Member Of Unitarian Universalist Church at Washington Crossing

+ Add family

Search... MG Marilyn

- My Profile
- ACCOUNT SETTINGS
  - My Account
  - Privacy
  - Payment Methods
  - Notifications
- Sign Out
- Privacy Policy • Terms of Use
- Copyright © 2026 ACS Technologies.

You can also reach Privacy and Account settings by clicking on your name icon.




# Changing your Profile Picture

Unitarian Universalist Church at Washington Crossing

Profile

Search... MG Marilyn

News  
Communications  
Events  
Giving  
Groups  
Serving  
Directory

 Marilyn Gonzalez

Edit Profile Manage Privacy

+ Add family

**Contact Information**

Email uucwc@uucwc.org  
Address 268 Washington Crossing – PE Rd  
Titusville, NJ 08650

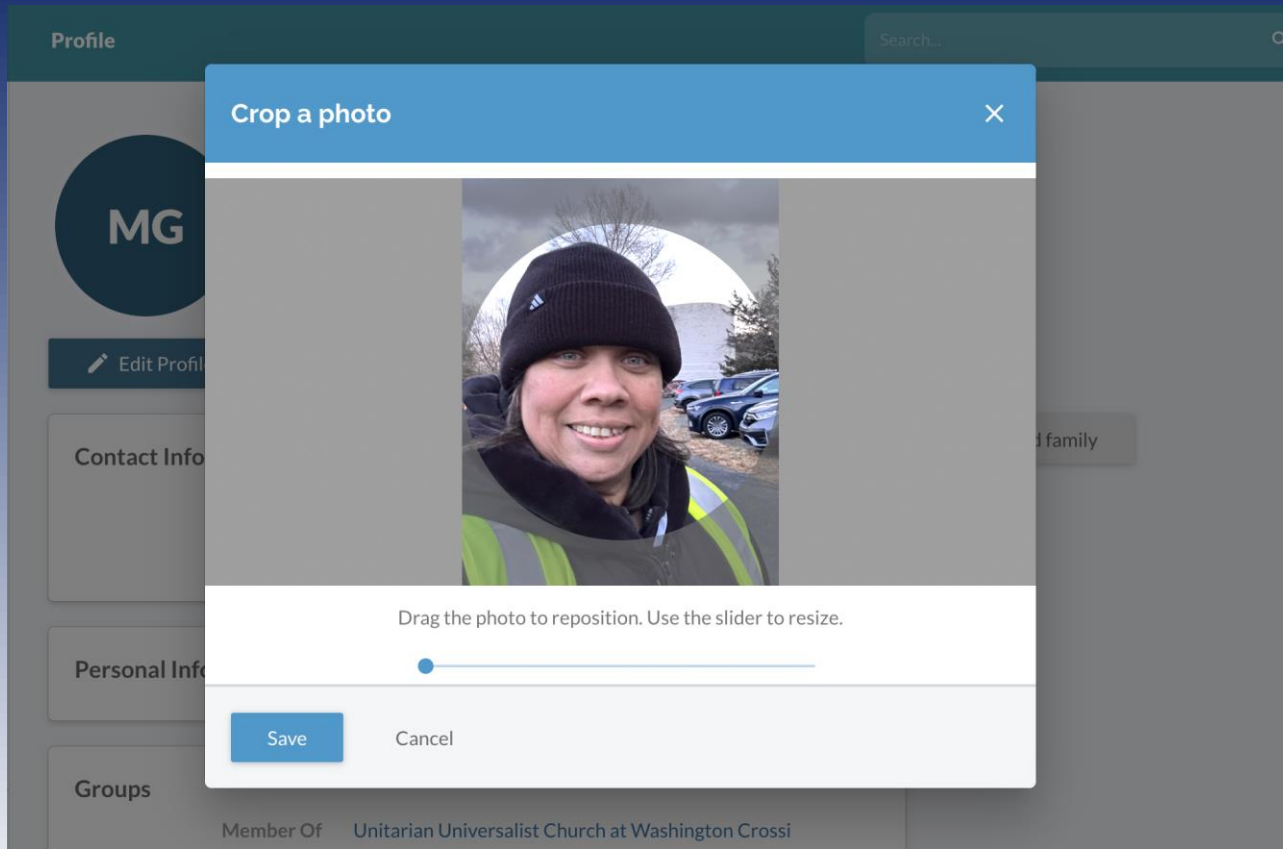
**Personal Information**

**Groups**

Unitarian Universalist Church at Washington Crossing



Join the Journey.  
Open to You.



Import a photo file from your computer and crop to make your profile picture. Click Save!



Join the Journey.  
Open to You.

# Your Completed Profile

The screenshot shows a user profile page for Marilyn Gonzalez. The page is titled "Profile" and is part of the "Unitarian Universalist Church Connect" website. The user's name is "Marilyn Gonzalez" and her profile picture shows her wearing a black beanie and a dark jacket. Below the name are two buttons: "Edit Profile" and "Manage Privacy". The "Contact Information" section displays the email address "uucwc@uucwc.org" and the address "268 Washington Crossing-PE Road, Titusville, NJ 08650". The "Personal Information" section is currently empty. The "Groups" section shows that the user is a member of the "Unitarian Universalist Church at Washington Crossi". A search bar is located at the top right of the page, and a "Support" link is at the bottom left.

Unitarian Universalist Chu...  
Connect

Profile

Search...

Marilyn

News

Communications

Events

Giving

Groups

Serving

Directory

Support

Marilyn Gonzalez

Edit Profile

Manage Privacy

Contact Information

Email: uucwc@uucwc.org

Address: 268 Washington Crossing-PE Road  
Titusville, NJ 08650

+ Add family

Personal Information

Groups

Member Of: Unitarian Universalist Church at Washington Crossi



# Pledging on Realm

Unitarian Universalist Church Connect

News  
Communications  
Events  
**Giving**  
Groups  
Volunteering  
Directory

Giving

+ Give + Pledge Giving Scheduled

Reset Filters Year to date Nondeductible

TOTAL AMOUNT	TOTAL GIFTS
	1

Gift Date	Gift Type/Ref#	Fund	Amount
01/20/2026		Pledges 2025-2026 py 25-26 Processing Costs	

2025 Contribution Statement

GIVING NUMBER

None

[Manage Payment Methods](#)

Click on Giving on the left side of the page to access your giving page.

To Give, to the offering plate, at any time, click on **+Give**  
For Annual Giving, click on **+Pledge**



Which campaign would you like to pledge to?

<p>Pledges 2026-2027 Jul 1, 2026 - Jun 30, 2027</p>	<p>Pledges 2025-2026 Jul 1, 2025 - Jun 30, 2026</p>	<p>Cancel</p>
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Making your 2026-2027 Pledge?  
Click on this box to make your  
annual pledge.

Need to make a payment to the  
current year? Click here to fulfill  
your payment.



# Making your Pledge

The screenshot shows a web form for making a pledge. At the top, it says 'Pledges 2026-2027' and 'UU Church at Washington Crossing'. Below that, it asks 'How much would you like to pledge?' with a text input field containing '\$0.00'. There are two buttons: 'AS CAN' and 'SET A SCHEDULE'. Under 'SET A SCHEDULE', there are frequency options: 'ONCE A WEEK', 'EVERY 2 WEEKS', 'ONCE A MONTH', 'TWICE A MONTH', 'EVERY 3 MONTHS', and 'ANNUALLY'. Below these are 'Start Date' (7/1/2026) and 'End Date' (6/30/2027) fields. At the bottom, there is a 'SUMMARY' section showing '\$0.00 annually' and '\$0.00 total pledge'. There are 'Cancel' and 'Save Pledge' buttons. Three callout boxes with arrows point to the '\$0.00' input field, the 'ANNUALLY' button, and the '\$0.00 total pledge' text.

Input Pledge Amount

Frequency of Payment

Total Amount of Pledge

The amount you pledge will change with the frequency. The TOTAL AMOUNT is affected by the FREQUENCY, so please look at the TOTAL AMOUNT BEFORE clicking Save Pledge.



# Getting the Pledge Amount Right

**THE POWER OF YOUR PLEDGE**  
Pledges 2026-2027  
UU Church at Washington Crossing  
Our annual pledge helps to support our mission, our ministry, and all we do together.

How much would you like to pledge?

Amount  
**\$ 150.00**

AS CAN      SET A SCHEDULE

ONCE A WEEK    EVERY 2 WEEKS    **ONCE A MONTH**    TWICE A MONTH    EVERY 3 MONTHS    ANNUALLY

Start Date: 7/1/2026      End Date: 6/30/2027

SUMMARY	\$150.00 annually	<b>\$150.00</b> total pledge
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Cancel    Save Pledge

**THE POWER OF YOUR PLEDGE**  
Pledges 2026-2027  
UU Church at Washington Crossing  
Our annual pledge helps to support our mission, our ministry, and all we do together.

How much would you like to pledge?

Amount  
**\$ 150.00**

AS CAN      SET A SCHEDULE

ONCE A WEEK    EVERY 2 WEEKS    **ONCE A MONTH**    TWICE A MONTH    EVERY 3 MONTHS    ANNUALLY

Start Date: 7/1/2026      End Date: 6/30/2027

SUMMARY	\$150.00 once a month	<b>\$1,800.00</b> total pledge
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Cancel    Save Pledge

The DEFAULT payment option is set to ANNUAL. If you enter your total amount but prefer to pay in installments, Realm will multiply your one-time payment by the set frequency.

The TOTAL PLEDGE depends on the PAYMENT FREQUENCY.

\*TIP: First, click on the PAYMENT FREQUENCY and then enter the amount you wish to pay.

Refer to this chart to understand how Realm changes your pledge amount.

- \$150 Annual = \$150 TOTAL PLEDGE**
- \$150 Every 3 Month = \$600 TOTAL PLEDGE**
- \$150 Twice a Month = \$3600 TOTAL PLEDGE**
- \$150 Once a Month = \$1800 TOTAL PLEDGE**
- \$150 Every 2 Weeks = \$3900 TOTAL PLEDGE**
- \$150 Once a Week = \$7800 TOTAL PLEDGE**

# Realm on the Go

- **Be sure to download the Realm App, available on Apple and Android**



You can see the Directory and make donations from your phone!

