

FROM THE FINANCE OFFICE

Central UMC Preschool is growing and improving all the time. Part of this effort is our new record keeping system called Realm.

What is Realm? *Realm is a real ministry tool.*

Realm is an online ministry tool. It helps our preschool connect with you and you connect with us. As part of this preschool family, you'll love it. Realm allows you to manage your personal information and who is allowed to see it, control your giving and tuition payments, and keep in touch with the groups that matter to you, such as Preschool parents and staff.

Why use Realm? *Realm strengthens our Preschool connections.*

Everyone can be connected from anywhere at any time, right from our mobile devices. It engages everyone in the life of our preschool. We'll stay organized and you'll stay informed.

What about my privacy? *Realm is safe, private, and secure.*

Your privacy is one of our greatest concerns. Realm is only made up of the people in this church. It's not like a social network that's open to everyone. Realm keeps your data safe and gives you control over what information you share and who can see it.

What about giving? *Realm gives you control over your giving and tuition payments.*

Giving should be easy, and Realm places giving right in the palm of your hands. You may set up recurring gifts and payments, view your giving history, and make changes at any time. Realm automatically records all electronic gifts and adds them to your giving record making it easy for you to give, and easy for our bookkeeper to track.

How do I start? *Follow a few simple steps to join.*

1. You will receive an invitation to join via email. Use the link in that email and follow the steps to create a password.
2. You'll receive a second email to confirm.
3. Once you have an account, you can sign in and set up your preschool tuition payment.

Here's how: After joining Realm, sign in and on your profile record, look to the left and choose Giving, then choose +Giving. Enter the amount you pay each month, choose the fund. You will choose Preschool Tuition. Choose the frequency and the start date. Next, follow the screen and enter payment method information. You may also pay your Preschool Registration fee here. Be careful with recurring payments vs a one time payment.

You can have more the one payment method. If you need to make a one-time gift/payment, it's easy from here. Your payment information is saved.

The Mobil App

1. **After you have a log in and password, load** Connect-Our Church App by ACS Technologies
2. Your Realm login works on your home computer *and* on your mobile devices, so when you sign into Realm, use the login you created in step 1 for the computer or the app.
 - ✓ Check to make sure that we have your address and other personal information entered correctly under My Profile. If anything is incorrect, you can change it.
3. If you have any questions, contact Judy Selvey, jselvey@concordcentral.org