

# Desktop Step-by-Step

**To start:** Go to [www.onrealm.org/standrewumc](http://www.onrealm.org/standrewumc)

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## IF YOU HAD A LOGIN ON THE OLD ACS SYSTEM:

1. Click "Forgot your password"
2. Enter your email used on the old system. Check your inbox for an email to reset your password.
3. Click the link in the email. Set your new password, and then you'll be able to log in to the Realm website.

## IF YOU ARE CREATING A NEW ACCOUNT:

1. Click "Register now" at the bottom of the Sign In box.
2. Fill in your information, including your email address and a password.
3. Check your inbox for an email with your verification link. Follow that link, and then you'll be able to sign into the Realm website.

# Mobile Step-by-Step

**To start:** Download the app titled "Connect - Our Church Community".  
For iPhone, go to the App Store. For Android, go to Google Play.

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## IF YOU HAD A LOGIN ON THE OLD ACS SYSTEM:

1. Open the app. Click "Forgot your password?"
2. Enter the email used on the old system. Check your email.
3. Follow the link in the email to reset your password.

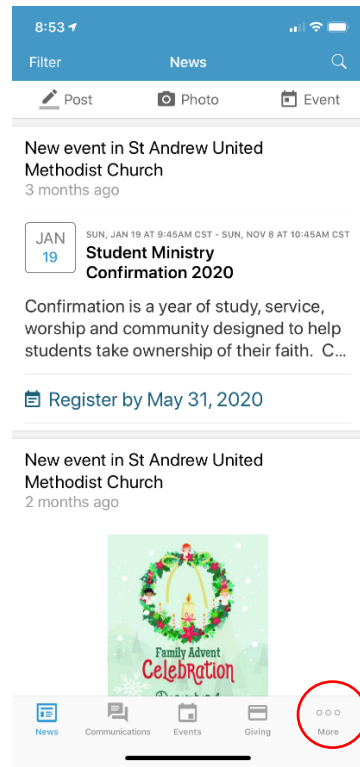
## IF YOU ARE CREATING A NEW ACCOUNT:

1. Open the app. Press Sign Up, then press Create Account
2. Enter the invite code: standrewumc
3. Fill in your information – Facebook, Google, or email will all work. Check your email to verify your account.

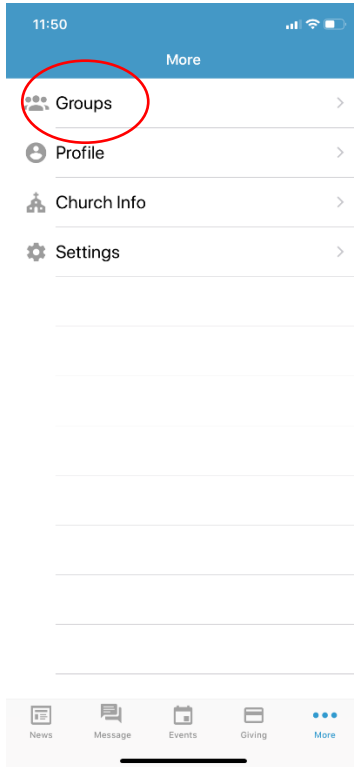
*If you have any other questions or need further assistance, contact [Traci Hughes](mailto:thughes@standrewumc.org) at [thughes@standrewumc.org](mailto:thughes@standrewumc.org). Thanks for joining us!*

## MARKING ATTENDANCE IN THE REALM APP (iPhone version)

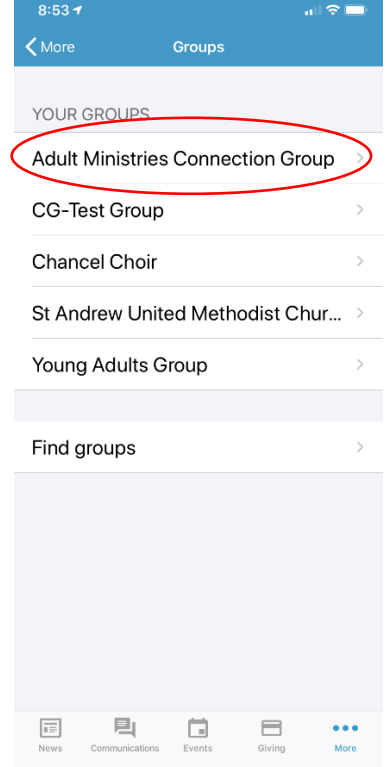
Tap on the 3 dots (•••) above "More" at the bottom of the screen.



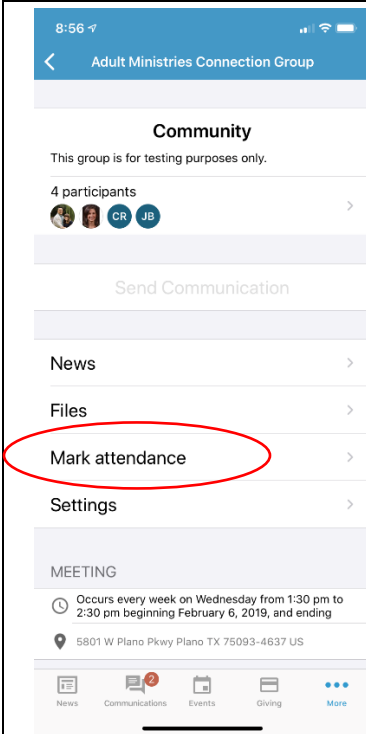
Tap "Groups"



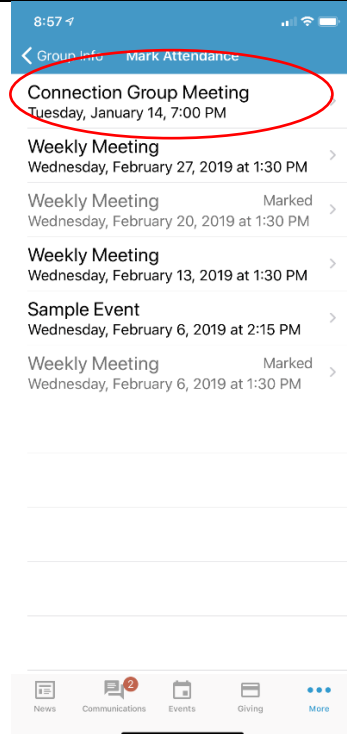
Tap the Group you wish to mark attendance for.



Tap "Mark attendance"



Select the meeting to mark attendance.



Tap the names of those who attended. Tap the – and + to add guests (we do not need name). Click Done at the top.

