



# Realm for Groups

UUSIC 2016 Program Council  
Emma Barnum, Administrator  
Bailey Kelley, Administrative Assistant

# What is Realm?

- Church management software (staff)
- Manage giving, use the directory, engage with groups (members)

# Using Realm as a Member

- [uusic.org/realm](https://uusic.org/realm)
- Updating personal information
- Managing online donations, printing giving statements
- Finding other members (using the directory)
- Engaging with your groups

# Using Realm as a Group Leader

- Confirm your members
- **Schedule regular meetings**
- **Promote special events**
- **Take attendance**
- Communicate with members
- Share resources
- Get new members!

# Primary Meetings

- Regular meetings throughout the year
- All groups must have a primary meeting
  - First event defaults to the primary meeting
  - Can be recurring or one-time



Bailey Kelley

Added on May 17, 2016

Last login on Sep 1, 2016

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#### Campus & Young Adult Community

The board game night sponsored by The Hobby Corner will happen Tuesday, July 12th from 5-8pm at the Black Hawk Mini Park at the Ped Mall! Get all the details from their Facebook event

(<https://www.facebook.com/events/251798585164409/>). I'll also make an event here in Realm so we can see how well that works for our group. :) Can't wait to hang out with everyone and hear about your summer!

Comment | Posted by Bailey Kelley on Jun 27, 2016

Lots of ways of getting to your group page



# Communications Committee

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Leader **Bailey Kelley**

Primary Event **Monthly Meeting**

Where **Share Wine Lounge  
210 South Dubuque Street  
Iowa City, IA 52240**

Meeting Time **Occurs every month on the third Tuesday from 5:30 PM to 6:30 PM beginning August 16, 2016.**

Ministry Area **Admin**

Group Type **Support Our Congregation**

*If you're accessing Realm on a mobile device or if your browser window isn't big enough, the menu on the left may be hidden. If you don't see the UUSIC logo in the upper left, click on the menu button:*



# Add New Event

## Basics

Event Name \*

Make this the group's primary event

Frequency

Once



Date & Time \*

mm/dd/yyyy



-



mm/dd/yyyy



This event is located

## Other Details

Childcare provided

or



This event is located \*

at the church

Details

at the church

at someone's house

somewhere else



- “At the church” will provide you with a subsequent list of our most common meeting locations, including Oakdale House and Sanctuary Church.
- “At someone’s house” will let you select a member which will automatically populate the location based on their Realm profile information.
- “Somewhere else” will ask you to provide the address.

<b>details</b>	<p>This event is located * <b>at the church</b> ▼</p>
	<p>Search locations... ▼</p>
	<p><b>Eastside Recycling Center</b> Unitarian Universalist Society of Iowa City</p> <p><b>Oakdale House</b> Unitarian Universalist Society of Iowa City</p> <p><b>Oaknoll</b> Unitarian Universalist Society of Iowa City</p> <p><b>Old Brick</b> Unitarian Universalist Society of Iowa City</p> <p><b>Other (see event description)</b> Unitarian Universalist Society of Iowa City</p> <p><b>Sanctuary Church</b> Unitarian Universalist Society of Iowa City</p>

# Taking Attendance

- Keep track of who is engaged, who might need a nudge
- Can be specific individuals, or just straight numbers
- Helps us monitor the health of UUSIC



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## Primary Event: [Monthly Meeting](#)

Occurs every month on the third Tuesday from 5:30 PM to 6:30 PM beginning August 16, 2016.

Date	Event Name	Marked	Total	
Thursday, August 25, 2016	Monthly Meeting	4	4	

# Mark Attendance

Thursday, August 25, 2016 / Monthly Meeting

+ Add Person

Select All

Clear All



4 + 0 = 4  
Marked Additional Total



**Philip Beck**  
62 years old



**Michael Honey-Arce...**  
33 years old



**Bailey Kelley**  
**Leader**  
26 years old



**Nancy Noyer**  
68 years old



**Adam Tatro**

Done

# Special Events (“Registration Events”)

- Open to the entire congregation
- People register for the events to help with planning
- Managed by administrators; contact Emma or Bailey to set up a Registration Event



## Events

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### September, 2016

10:00 am - 12:00 pm

#### Endowment Party Brunch

Hosted by: John Raley

10 people are going

Contacts: [Jerry Nordquist](#)

The Endowment Committee will host a festive brunch on Sunday, September 11th, from 10 am to noon at the home of John Raley (15 Wildberry Ln. NE, Iowa City, IA 52240). Please come! RSVP to the UUSIC office (337-3443 or admin@...

[Register](#)



All

Search...



Bailey



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Send Email

**Primary Event:** [Monthly Meeting](#)

Occurs every month on the third Tuesday from 5:30 PM to 6:30 PM beginning August 16, 2016.



# Resources

- See [uusic.org/realm](https://uusic.org/realm) for a downloadable guide
- Contact [Bailey](#) or [Emma](#)
- Click on the ? in the upper right of any [Realm](#) page
- Click on “[Support](#)” in the lower left and contact Realm directly