

Online Directory

The directory allows your congregants to view contact information of individuals who have created Realm accounts and those manually opted in by an administrator or user with permission. Use it to make Realm like a more up-to-date, dynamic version of the old printed directory. Included records will be available when congregants click Community Directory on the main menu.

To include someone in the directory, select Opt in to Online Directory when creating their profile. After the profile is created, the opt-in can be turned on or off by clicking padlock icon with the word Privacy at the top of a profile. Once the individual creates a login, the directory option is no longer available to you. At that point, they can set their own privacy options. For more, see Privacy and the Online Directory.

When someone is opted in to the directory, they are automatically notified by email as long as an email address is entered on their profile. If they do not have an email entered on their profile, they are automatically opted in to the directory when they create a Realm login.

An administrator or user with Edit Individual permissions can change the privacy settings of and opt-in any individual. If email privacy settings are edited before an individual is opted in to the directory, the individual will not receive an email notifying them of the privacy change or that they have been opted in.

If a family member has the position of Child, his or her parents will receive an email when the child's profile account has a privacy change or is opted into the directory. If the child is connected to multiple families, the parents in both families will be emailed. A child without a birthday entered on their account can't be opted in.

An individual without a Realm login and who is not opted into the directory can't be found in the Global Quick Search by someone who has a login. However, if the two are in the same group, the individual's name appears on the roster list for that group and their profile record can be viewed.