

Getting Started With Realm

Learn How To

- log in
- update personal information
- edit privacy preferences
- browse ministry groups
- subscribe to the online calendar
- and manage pledges and contributions



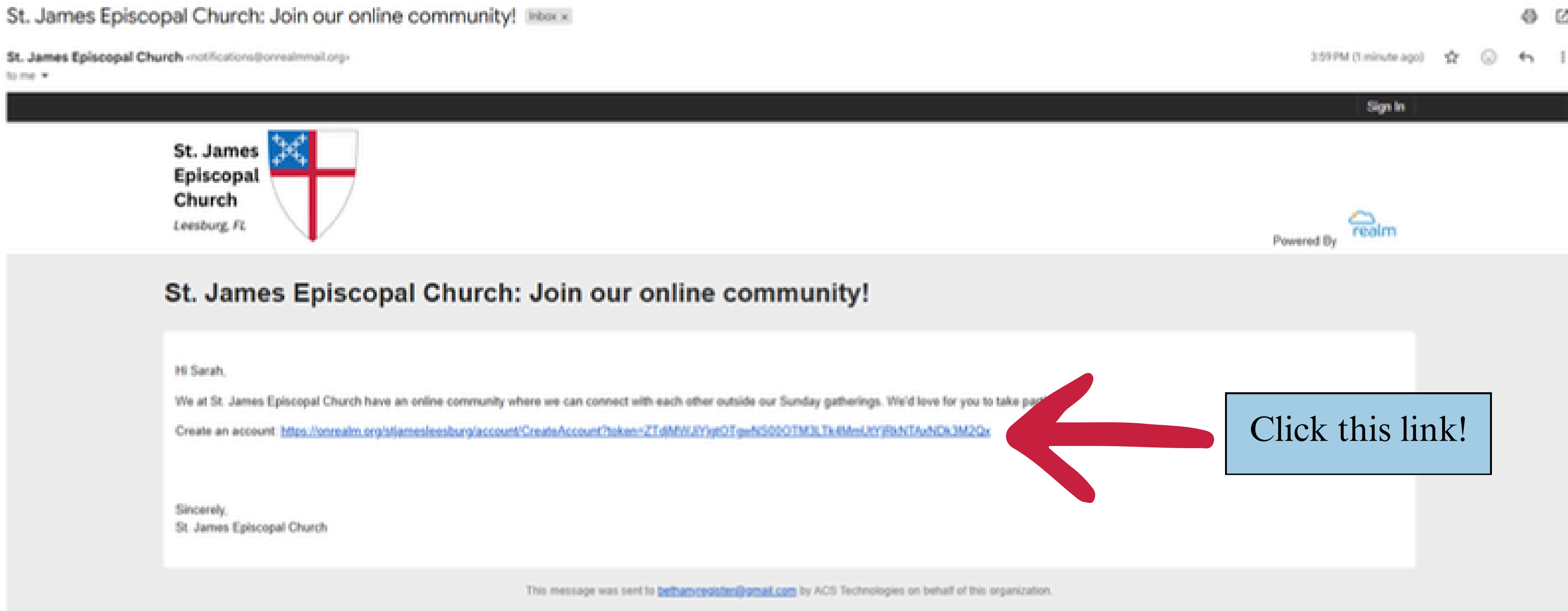
To access Realm from your **phone**,
download the app in your app store.

To access Realm from your **computer**,
visit www.onrealm.org/stjamesleesburg



Join via Invite

Your invite email will look like this:



Create a Password

Realm's Password Rules:

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

Only 3 of 5
required!

Your password must not have:

- repeating characters
- sequences (abc, cba, 123, or 321)
- any part of your email address

sequences includes
repeated letters

St. James
Episcopal
Church
Leesburg, FL



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



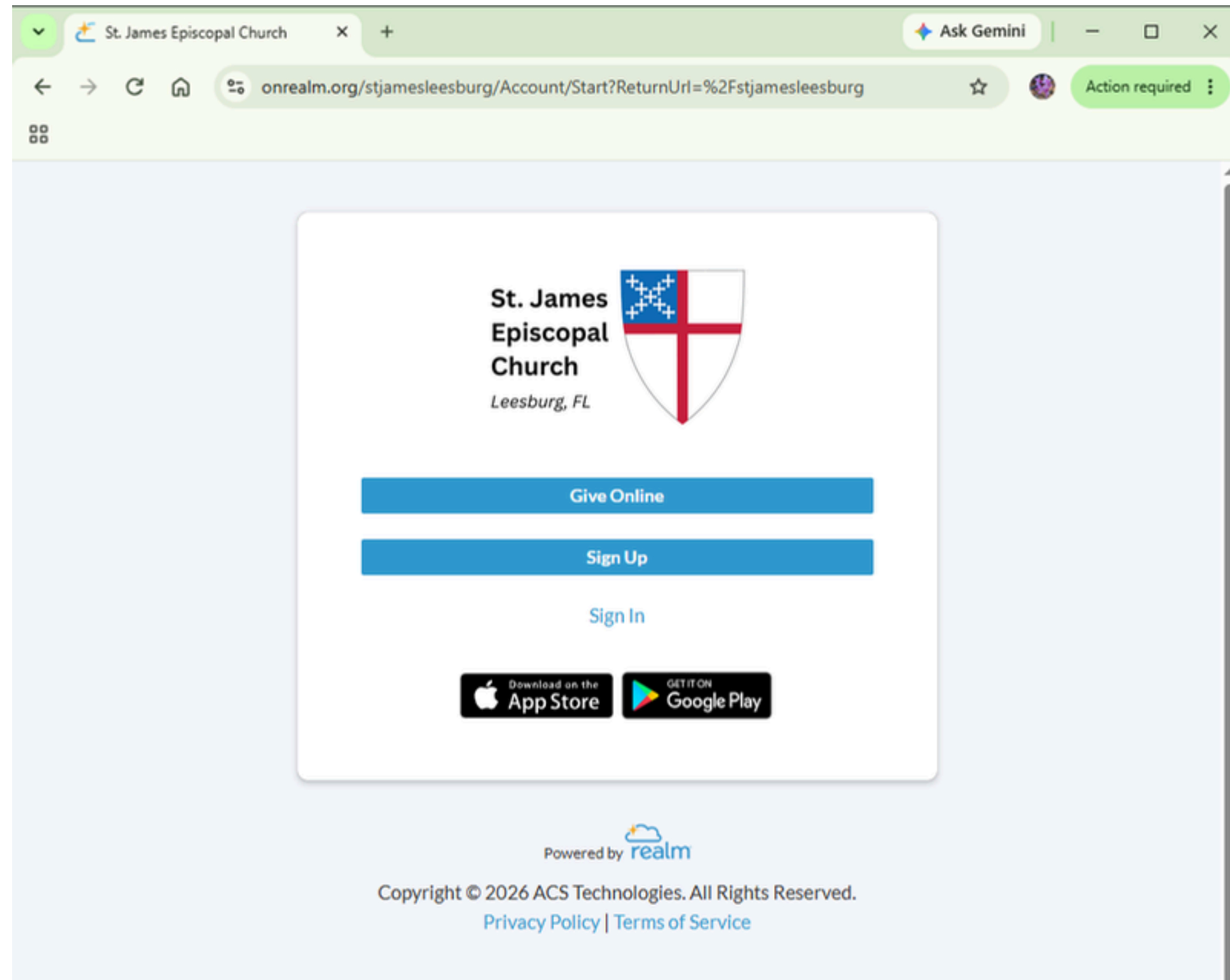
By clicking the register button below, you agree to the [Software Services Agreement](#) and you are 13 years of age or older.

Create Account

Join via Direct Link

In your browser, go to
www.onrealm.org/stjamesleesburg

or scan the QR code
with your phone camera



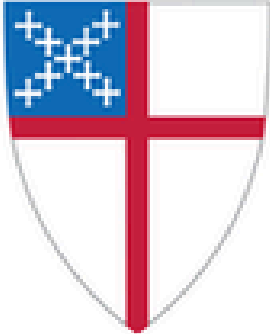
Request an Account

- email address
- name (first and last)
- birthday
- preferred phone (and what type!)

The more information you give,
the easier it is to match
your account to your profile!

If you accidentally clicked “Sign Up”
instead of “Sign In”,
just click here to access the login page:

St. James
Episcopal
Church
Leesburg, FL



[←](#) **Request Account**

Email Address *

Name *

First

Last

Birthday

mm/dd/yyyy



Preferred Phone *

(555) 555-5555 ext. 555

Mobile

Home

Work

Other

Continue

Already have an account with St. James Episcopal Church?

[Sign In](#)



Sign In

Standard Sign-In

- email address
- password

Other Security Options

- code to text message
- computer passkey

Other Sign-In Options

- Google account
- Apple account
- Microsoft account



Sign In

Email Address *

bethanyregister@gmail.com

Password *

••••••••



Sign In

☐ Keep me logged in on this device

[Forgot your password?](#)

OR SIGN IN USING



Text Message



Passkey

OR CONTINUE WITH



Google



Apple



Microsoft

Accessing Your Profile

Click your name in the top corner
Then click “My Profile” on the drop down

The screenshot shows a web browser window with the address bar displaying `e.onrealm.org/news`. The page has a teal header bar. In the top right corner of the header, there is a user profile section containing the initials "SN" and the name "Sarah" with a downward arrow. A red box highlights this section. A red arrow points from the text box to this user profile section. Below the header, a dropdown menu is open, showing the option "My Profile" at the top, which is also highlighted with a red box. Other options in the dropdown include "YOUR ACST USER ACCOUNT", "Your User Account Settings", "Privacy", "Payment Methods", "Notifications", and "Sign Out". At the bottom of the dropdown, there are links for "Privacy Policy" and "Terms of Use", and a copyright notice for "Copyright © 2026 ACS Technologies". The main content area of the page shows a light blue box with a pencil icon and the text: "Your feed doesn't have any activity yet. Consider posting a welcome message to get things started. Start something."

Your Profile

Your name >

Profile picture >

Profile actions >

Your contact info >

Your personal info >

Ministry groups
you have joined >

Serving teams you
have joined >

Profile

SN

Sarah Niceman

Edit Profile

Manage Privacy

Contact Information

Email

bethanyregister@gmail.com

Mobile

(386) 515-5717

Address

204 Lee Street
Leesburg, FL 34748

Personal Information

Groups

Member Of

St. James Episcopal Church

Serving Teams

Volunteer In

Lectors, Youth and Family Volunteers

Family

SN

Samuel Niceman

Spouse

SN

Samantha Niceman

Child

Click a family member's name to
access their profile, including the
ability to edit their information!

Contact Information

- name / preferred name
- address
- phone number(s)
- email address(es)

Add a summer or
secondary residence
address here!



Note: Changing your primary email or
phone number may impact your login!

← Back | Edit Sarah Niceman

SN Sarah

Contact Information | Personal Information

Save Cancel

Full Name *

Title ⓘ Mrs. X

First Name * Sarah

Middle Name

Last Name * Niceman

Preferred Name

Suffix ⓘ

ADDRESS

Home 204 Lee Street
Leesburg, FL 34748 X

Lives with Samuel & Samantha

+ Add address

PHONES

Home (555) 555-5555 ext. 555 X Leaders & Group Members

Mobile (386) 515-5717 X Leaders & Group Members

Work (555) 555-5555 ext. 555 X Leaders & Group Members

Other (555) 555-5555 ext. 555 X Leaders & Group Members

EMAIL

Account Email bethanyregister@gmail.com
This email is used to sign in.
Update account email

Email bethanyregister@gmail.com X Leaders & Group Members
Preferred contact email

Alternate Email X Leaders & Group Members

Personal Information

- birthday
- gender
- marital status
- allergies
- interests
- skills

Let us know if you
want physical giving
envelopes here!

← Back | Edit Sarah Niceman

SN Sarah

Contact Information | Personal Information

Save Cancel

BASICS LEADERS & GROUP MEMBERS

Birthday

Gender

Marital Status

Allergies

Interests

Skills

DETAILS

Giving Envelopes

Privacy Permissions

For Directory Information

Contact information includes

- address
- phone
- email

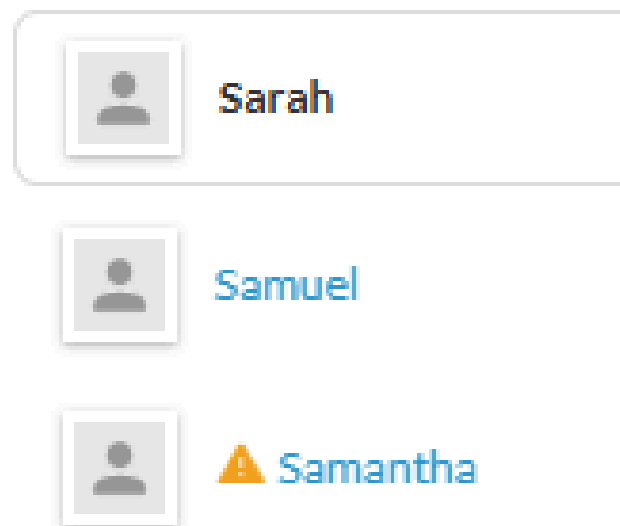
Personal information includes all fields on your personal information profile page

Use the “Custom” setting to control individual fields

The online directory is not currently complete. Please help us by updating your Privacy settings!

Privacy

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

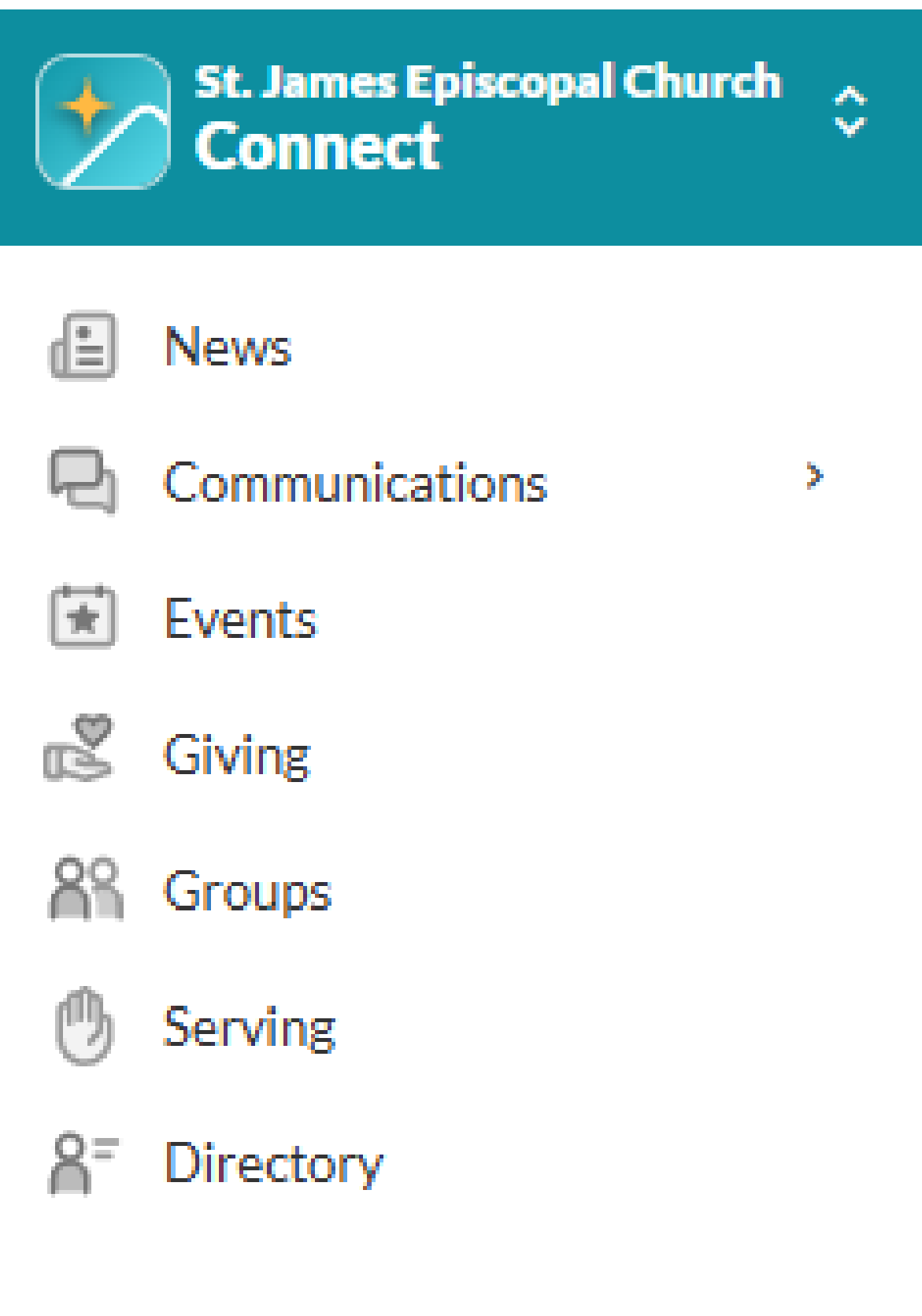


i Your contact and personal information can be seen by users with permission to view profiles and:

- ☐ 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.



The Menu

News

- new upcoming events
- group activity

Communications

- group chats & messages

Events

- events you are registered for
- upcoming group events

Giving

- manage giving and pledge

Groups

- groups you participate in
- explore new groups

Serving

- see current team schedules
- explore new teams

Directory

Visibility is currently set to only names of clergy and parishioners.

Please help us complete the directory by updating your Privacy settings!

Events

My Events

- All events both upcoming and registered

All Events

- only events from groups
- can filter by group

Shared Calendars

- subscribe to specific group calendars

The screenshot shows the 'Events' page with the 'All Events' tab selected. The page displays a list of events for 'Catechesis of the Good Shepherd' on Wednesdays. A red box highlights the 'All Events' tab, and another red box highlights the 'Catechesis of the Good Shepherd' group selection in the 'POSTED IN GROUP' filter.

Events

MY EVENTS ALL EVENTS

FIND EVENTS Search by Event Name...

Upcoming Events

View All Upcoming

Events I've Registered For

NOV 2

NOV 2, 2026
Parish-Wide Dinner...
109 E. Dixie Ave, Leesburg, FL...
6:00 PM - 9:00 PM

In: Catechesis of the Good Shepherd

All Events

WED | OCT 7, 2026

5:30 PM OCT 7 CATECHESIS OF THE GOOD SHEPHERD
Catechesis of the Good Shepherd
Wednesday, Oct 7th, 2026 at 5:30 PM
St. Nicholas House, St. James Episcopal Church

WED | OCT 14, 2026

5:30 PM OCT 14 CATECHESIS OF THE GOOD SHEPHERD
Catechesis of the Good Shepherd
Wednesday, Oct 14th, 2026 at 5:30 PM
St. Nicholas House, St. James Episcopal Church

WED | OCT 21, 2026

5:30 PM OCT 21 CATECHESIS OF THE GOOD SHEPHERD
Catechesis of the Good Shepherd
Wednesday, Oct 21st, 2026 at 5:30 PM - 6:30 PM
St. Nicholas House, St. James Episcopal Church

FILTER

All Dates Today This Week This Month Custom Dates

POSTED IN GROUP

☐ Alpha ☒ Catechesis of the Good Shepherd

To see your child's group events, select their group on the "All Events" tab.

Subscribe to Calendars

There are two places you can subscribe to various group calendars:

- Events
- a group page > info tab

Click to open the calendar

- view the calendar in your browser
- click “Add to Calendar”

This will give a link you can copy and paste into your Apple, Google, or Outlook calendars. It will auto-update with any changes or new events every evening.

Music at St. James

A collection of all the musical activities at St. James, including choir, bells, and ukulele.

☒ Add to Calendar

October 2026 



Sun Mon Tue Wed Thu Fri Sat

SEP 27	28	29	30	OCT 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sunday, September 27 | No events

Monday, September 28 | 2 events 

Tuesday, September 29 | No events

Wednesday, September 30 | 1 event 

6:45 - 8:00 pm



Choir Practice

St. James Choir

Sanctuary

St. James Episcopal Church Campus

Group Leader: John Wilson

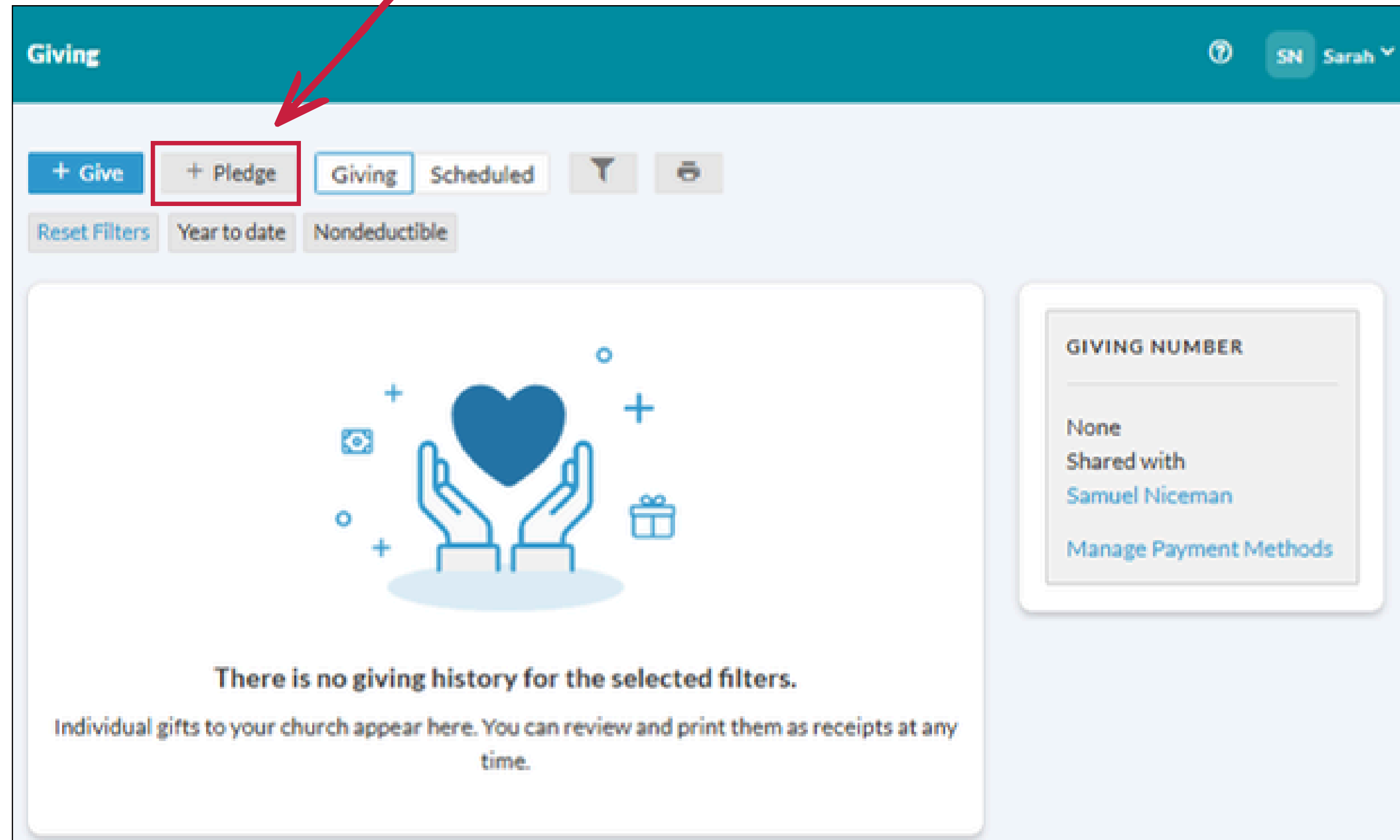
Weekly choir practice.

Created by Bethany Trees

You can now complete your pledge card online!

Giving

- make new gifts
- see upcoming gifts
- print giving statement
- see giving history
- see envelope number
- see payment methods



The screenshot shows a web interface for 'Giving'. At the top, a teal header contains the word 'Giving', a help icon, and a user profile 'SN Sarah'. Below the header, there's a row of buttons: '+ Give' (blue), '+ Pledge' (highlighted with a red box and a red arrow from the text above), 'Giving' (blue), 'Scheduled' (blue), a funnel icon, and a printer icon. Below these are filter buttons: 'Reset Filters', 'Year to date', and 'Nondeductible'. The main content area features a large illustration of two hands holding a heart, surrounded by plus signs, a gear, and a gift box. Below the illustration, a message states: 'There is no giving history for the selected filters. Individual gifts to your church appear here. You can review and print them as receipts at any time.' On the right side, a sidebar titled 'GIVING NUMBER' shows 'None', 'Shared with Samuel Niceman', and a link to 'Manage Payment Methods'.

Pledging Online



2026 Pledged Contributions

St. James Episcopal Church

Annual Pledges are the foundation of our annual operating budget. Pledged funds help maintain the buildings and grounds, pay our dedicated staff, fund our on-campus ministries, and support the unglamorous side of maintaining the parish campus like utilities, the phone bill, property insurance, and pest control.

How much would you like to pledge?

Amount

\$0.00

AS CAN

SET A SCHEDULE

ONCE A WEEK

EVERY 2 WEEKS

ONCE A MONTH

TWICE A MONTH

EVERY 3 MONTHS

ANNUALLY

Start Date



Today

End Date



12/31/2026

SUMMARY

\$0.00

once a week

\$0.00

total pledge

Cancel

Save Pledge

Online Contributions

- amount
- one time or recurring
- set frequency

Click “Continue”

- check to offset processing costs
- enter card or bank (ACH) information

Click “Give”

A note about processing costs:
Standard card and ACH costs apply to
online gifts. You may chose to cover
these costs for us!
CC is 3.5% and ACH is 1%

This is the same form for
giving Pledge, one time, and
setting up a recurring gift.

This is a modal form titled 'Add Fund' with a close button (X) in the top right corner. It features a large input field for the amount, currently set to '\$ 10.00', with a dropdown menu below it labeled 'General Contributions'. To the right of the amount field is a '+ Add Fund' link. Below this, there are two tabs: 'One Time' and 'Every Week', with 'Every Week' being the active tab. Under the 'Every Week' tab, there is a 'Schedule' section with a calendar icon, showing 'Every Thursday' with a 'Change' dropdown. Below the schedule, it shows 'Starting 10/1/2026 (today)' and 'Ending When canceled'. At the bottom of the modal are two buttons: 'Continue' and 'Cancel'.

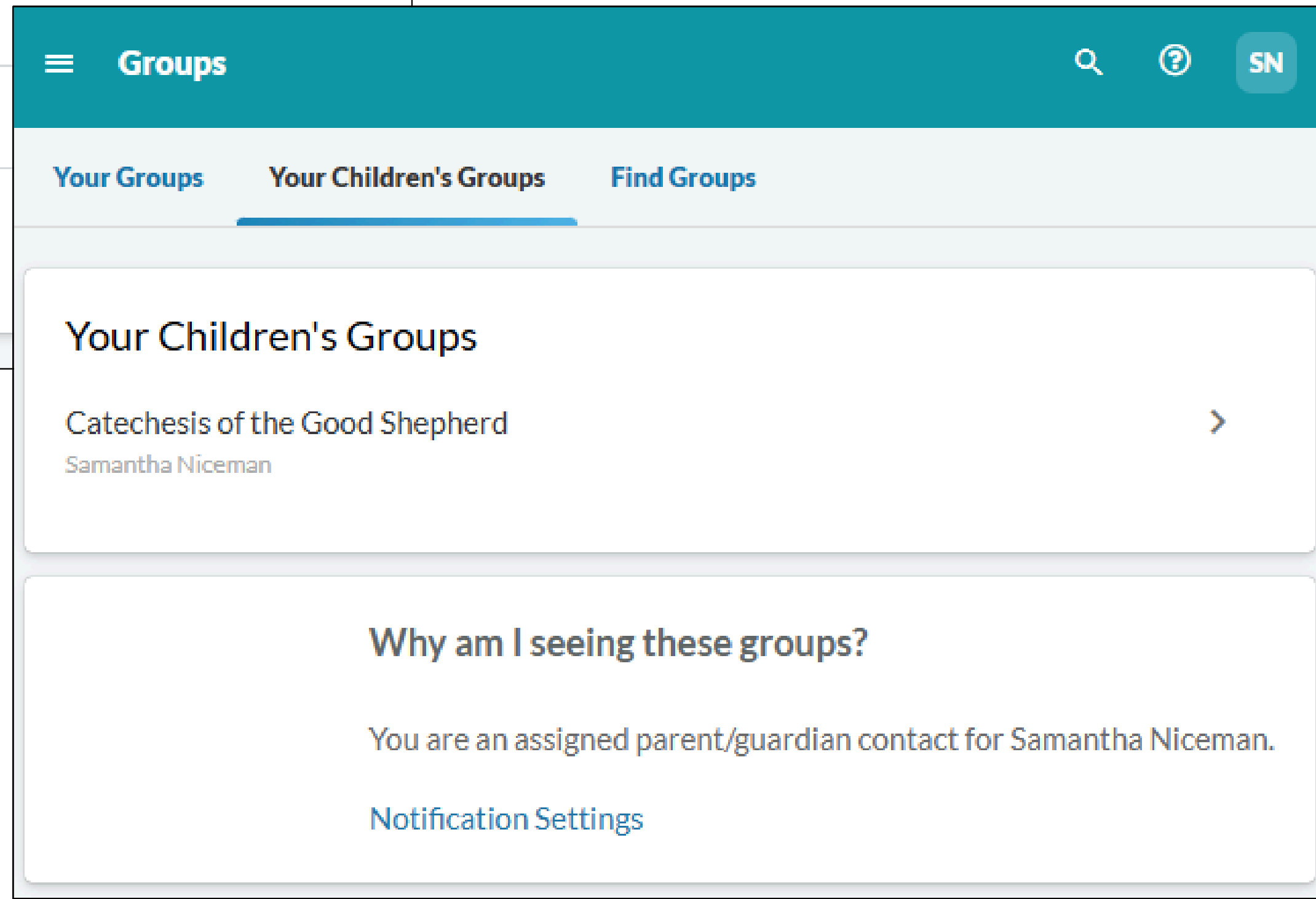
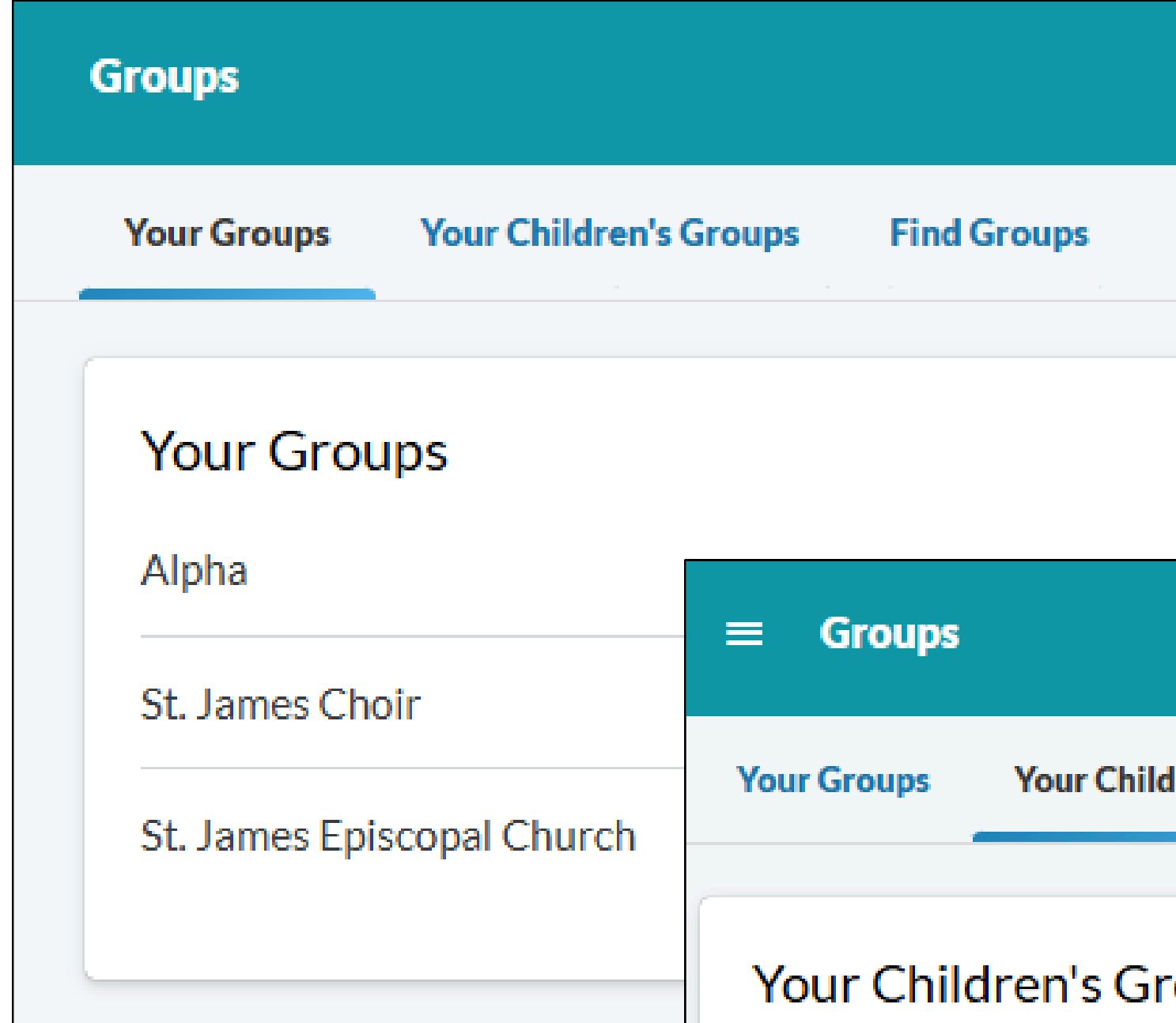
This is a form titled 'Give \$10.10' with a close button (X) in the top right corner. At the top, it shows 'Total \$10.10 every week' with a dropdown arrow. Below this, there is a checkbox labeled 'Contribute an extra \$0.10 per gift to help offset processing costs.' which is checked. Underneath, there are two tabs: 'Card' and 'ACH', with 'ACH' being the active tab. The 'ACH' section is titled 'Account Details' and includes fields for 'Routing Number', 'Account Number', 'Billing Name' (Sarah Niceman), 'Billing Address' (Address 1: 204 Lee St, Address 2:), 'City' (Leesburg), 'State' (Florida), and 'Postal Code' (34748-4915). At the bottom of the form is a large blue button labeled 'Give \$10.10'. Below this button are two links: '< Back' and 'Cancel'.

Groups

- Your Groups
- Your Children's Groups
- Find Groups

On the specific group page

- news
- participants
- files



Group Categories

Classes

- Bible Studies
- Confirmation Classes

Community & Service

- DotK & ECW

Leadership

- Vestry, Finance, Budget

Music

- Choirs, Ukulele

Prayer & Support

- Grief Support

St. James Network

- General Parish Calendar
- Monthly Financials Distribution List

What type of group are you looking for?

Classes

Groups that converge for educational and Bible Study purposes.

Community & Service

Groups that get together to serve the church or community, including church services.

Leadership

Church Leadership Groups.

Music

Groups that get together for musical purpose, service and non-service focused.

Prayer & Support

Small groups that meet for prayer and support.

Recovery

These groups work through issues of struggle and abuse.

St. James Network

These groups are informational, regarding parish general events and goings-on.

Serving

Opportunities

Your Serving Profile

Days You Can Serve

Sun, Thu, Fri, Sat

...

Dates Unavailable

Nov 23 - Nov 27 2026

...

★

Skills and Interests

By selecting your skills and interests, serving opportunities will be sorted by relevance.

Select Skills and Interests

Serving

Your Serving Profile

- Days / Dates
- Skills & Interests

Set general week days available or add specific dates you are unavailable

Availability

×

Days I'm Available

☒ Sun

☐ Mon

☐ Tues

☐ Wed

☒ Thu

☒ Fri

☐ Sat

Dates I'm Unavailable

Start

End

Mon, Nov 23rd

Fri, Nov 27th

Add

Cancel

Save

Cancel

Role Preferences

10:15am Sunday Volunteer in Lectors

No more than once a month



Youth Ministry Volunteer in Youth and Family
Volunteers

No more than once a month



These preferences appear on the
team leader's scheduling page!

Serving

Role Preferences

- serving frequency
- set preferences per team

10:15am Sunday Volunteer Preferences

How often can you serve in this role?

No Preference

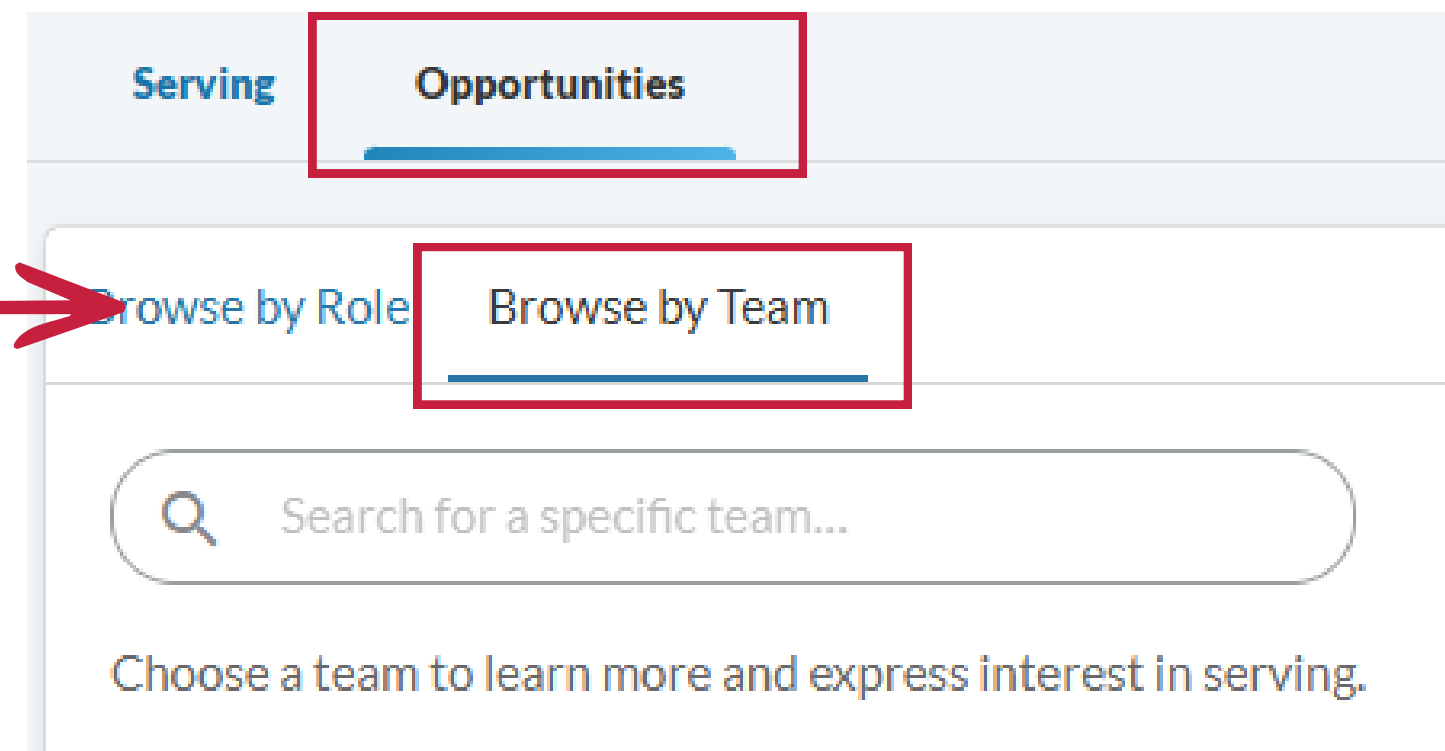
No more than once a week

No more than twice a month

No more than once a month

Occasional substitute

View other serving teams on the
Browse by Team tab



Serving

Your Assignments

- shown on the Serving page
- click “See All” to expand the list

Your Teams

- click on a Team name to access the team page
- see news, files, teammates, and schedules

Your Assignments

OCT 25  10:15am Sunday Volunteer for Lectors
Sunday 10:15 AM -11:30 AM
10:15 Sunday Service, Sanctuary

[See All Assignments](#)

Your Teams

Lectors >

Youth and Family Volunteers >

Directory.

Search for specific names
or scroll and look
alphabetically

See the name-only vs
name with contact info?

Set your Privacy settings to add
your information to the directory!

Directory

UA

Uju Amadi

NB

Nigel Bailey
(352) 298-8639
nigeljb@hotmail.com

NB

Nathan Battle

SB

Susan Battle

Realm prefers partial
searches like this:

KB

Kitty Bryan

Getting Started With Realm

Bethany Trees

- **finance@stjames-leesburg.org**
- **352-787-1981**

To access Realm from your **phone**,
download the app in your app store.

To access Realm from your **computer**,
visit www.onrealm.com/stjamesleesburg/

