SPIRIT *of* FAITH CHRISTIAN CENTER

Realm Profile Update

Sign Up for your Realm Profile

1. Go to www.MySOFCC.com
2. Click on 'Sign Up' and enter the requested information
3. Follow the on-screen instructions to set up a password for yourself
- Note: If you do not have or can't remember your password, simply click on the "Forgot your password?" link and follow the on-screen instructions

Updating your information

- After you log in, there are three areas that you can edit/update
  1. Personal Information
     a. *Tell us about yourself*
     b. *Tell us about your ministry history*
  2. Privacy Settings
     - *Tell us how you want your information to be displayed*
       Note: This is completely under your control…
  3. Notification Settings
     - *Tell us how you want us to let you know what is going on at SOFCC*
       Note: This is completely under your control…

Discipleship

1. Log in and click to "Edit Profile"
2. Under Personal Information:
   a. Update: "Disciple: *Status*"
   b. Update: "Disciple: Number of Disciples"
   c. Update: "Disciple: Where did you meet"

> These basics will get you started with your Realm profile. Feel free to stop here…
> The rest of this document contains more detailed instructions…

Logging on to Realm

1. Go to the Spirit of Faith Christian Center Realm website (www.MySOFCC.com)
2. Click on 'Sign Up' and enter the requested information
    a. First Name
    b. Last Name
    c. Email Address
    d. Phone Number (mobile preferred)
3. Realm will send you an automated email to set up your password within a few minutes
    a. If you do not see it, please check you Spam/Junk folder
    b. Please complete the process immediately. For security purposes, the link expires in 2 hours
    c. If the link expires, you must start the process again

Note: If you already have a profile in the system with your information, you will see an alert at the top of the page which reads:

<center>"Account already exists. Sign in with your current password."</center>

For existing accounts

1. Enter your email and password to sign in
   OR
2. If you do not have or can't remember your password, simply click on the "Forgot your password?"
3. Enter your email address and click on "Send Reset Instructions"
4. Realm will send you an automated email to reset your password within a few minutes
    a. If you do not see it, please check you Spam/Junk folder
    b. Please complete the process immediately. For security purposes, the link expires in 2 hours
    c. If the link expires, you must start the process again

Uh oh! That did not work… What do I do now?

1. Try a different email address – you may previously have given us a different email address
    o Please update your profile with the email address you currently use
2. If that does not work, email SOFCC Partnership Services with the following information:
    a. The information you want to use to access Realm: Full name, email address, mobile phone number, birthdate
    b. Any information you may have provided in the past: maiden name, old email addresses, phone numbers, mailing address (this will assist us in locating your profile)

Important Profile Information

Every profile in Realm must have unique email addresses, including any alternate emails listed.
Please invest the time to ensure that every email address entered (or created) is used in only one profile, including as an alternate email address

Now that you have logged on to Realm…

Contact Information

1. Click on your name in the upper right corner
2. Click on 'My Profile'
3. Click on 'Edit Profile'
4. Click on the pencil icon in the 'Name' box
   a. Enter your full name, including title, suffix, and preferred name
   b. Click 'Accept'
5. Click on the pencil icon in the 'Address' box
   a. Enter your street address, city, state, zip code
   b. Click 'Accept'
6. Enter your phone number(s)
   a. Note: The most important is your mobile number
7. Enter your email address
   a. Note: An alternate email is not required
8. Scroll back to the top of the page and click on 'Personal Information'

Personal Information - Basics

1. Select your 'Primary Campus'
   a. This should be the campus you most frequently attend services
2. Enter your 'Birthday'
   a. Full birthdate requested *please and thanks* - we'd love to celebrate your milestones with you!
   b. At a minimum, please provide month and day – use the year '1900' to indicate that you would prefer not to provide your birth year
3. Enter your 'Gender'
4. Enter your 'Contact: Marital Status'
5. Enter your 'Allergies' (if any)
   a. Note: This is REALLY important for your children
6. Select your 'Skills' from the list *check as many as apply*
7. Select your 'Interests' from the list *check as many as apply*

Personal Information - Details

1. Stuff we'd like to know:
   a. Heard about SOFCC from? *How did you first hear about SOFCC?*
   b. High School Graduation Date *This is REALLY important for your children*
   c. Languages Spoken
   d. My family is from:
   e. Occupation/Industry
   f. T-Shirt Size
2. Covenant Dates (approximate dates are okay)
   a. Baby Dedication
   b. Baptism with Holy Spirit
   c. Rededication (if applicable)
   d. Salvation
   e. Water Baptism
   f. Wedding Anniversary
3. Discipleship
   a. Disciple: *Status* (Are you actively discipling someone else?)
   b. Disciple: Number of Disciples (How many are you actively discpling?)
   c. Disciple: Where did you meet (How did you connect with your disciple?)
4. Serving Qualifications
   a. Serving: Campus
   b. Serving: Qualifications
5. SOFCC Dates (approximate dates are okay)
   a. First-time Guest Date
   b. SOFCC Partnership (How)
   c. SOFCC Partnership (When)
6. **Click 'Save'**

Privacy Settings – You have complete control!

1. Click on 'Manage Privacy'
2. Check you privacy settings (*This should be double checked quarterly*)
3. Choose one setting for all personal information OR select for each item by selecting 'Custom Privacy'
4. Settings available:
   a. Users with permissions only (Full-time staff and senior leadership only)
   b. Leaders *This is the HIGHLY recommended setting*
   c. Leaders & group/serving team members *NOT RECOMMENDED*
   d. Anyone in the church *NOT RECOMMENDED*

Notification Settings

1. Click on your name in the upper right corner
2. Click on 'Notification Settings'
3. Select the notifications for each group of which you are a member
    a. Note 1: Please use discretion in the notifications you turn off so that you don't miss something you are interested in knowing about…
    b. Note 2: Notification settings cannot be viewed or seen by system administrators or ministry leaders

Download the mobile app

With the mobile app, you can:

- Send and receive Realm communications
- See upcoming events for the groups in which you are a part
- Pay tithes and give offerings
- See the groups to which you are connected
- Use mobile check-in for SOFCC events

*Click on the icon below to download the app…

App Store

Google Play

> Please update the same information for your immediate family members
> * If someone is missing (spouse/minor child), please let us know