

INSTRUCTIONS FOR ENTERING ATTENDANCE AT NDUMC

In-Person and Virtual Worship

Open www.onrealm.org. If you do not have log-in credentials, contact Tyler or Alina. It is suggested you save or bookmark the website on your internet browser. Once into the online database, use the following prompts:

On the column to the left side of your screen, click **Admin**

Under the now expanded left column, click **Groups**^v

Under the now further expanded left column, click **All Groups**

For Virtual Worship:

Open Connect Cards sent by Alina (just report attendance; other requests are recorded separately). This will be sent to you by Monday.

Then: Go to Facebook. Select the worship service being counted. Then scroll through the service, looking in particular for those who interacted with the video (e.g. liked, loved, cared, laughed, wowed, cried, or became angry) and those who commented.

Back in Realm:

Near the bottom of the screen, scroll down and click **Virtual Worship**

Under “Virtual Worship” header (at top of screen), click the **Events** tab

Click **Upcoming Events**^v sub-header, revealing a pop-up menu, click **Past Events**

Click the **appropriate date**, then click “...”, revealing a pop-up menu, click **Mark Attendance**

Mark attendance by clicking **box next to name.**

To add a person, click + Add Person. Type in the name to see if it comes up. Then select Add ^V and select as member. If no name pops up, then click Add Profile and fill in information as much as possible. If new/first time visitor, choose Prospect under “Record Type”. Select Add a family member on left if there are additional members to add.
*Watch for duplicates!

Click Save at bottom of screen.

For In-Person Worship:

Open the scanned attendance sheet sent to you by Alina.

In Realm, return to the Groups page, select “2021 Worship at 10:00” and follow the instructions above to find the Past Events date and mark attendance.

Please complete before Wednesday, if possible. THANK YOU!