WELCOME TO REALM, FROM REV. JULIA

* [https://www.youtube.com/watch?v=7RopNICOHE4](https://www.youtube.com/watch?v=7RopNICOHE4)
AGENDA

- What is a Realm Group?
- Find a Group
- Overview of Group Page Features
  - News, Participants, Files, Attendance, Info
- Group Settings
- Communicating with Members
- Scheduling Group Events
- Resources
GROUPS

- Groups are committees, task forces, affinity group, connection circles, or volunteer collectives at USSB
- Groups are lumped into “Ministry Areas”
- Each group falls into one of 4 Ministry Areas;
  - Community Life
  - Justice and Outreach
  - Leadership
  - Learning & Spiritual Growth
GROUPS

• Groups are committees, task forces, affinity group, connection circles, or volunteer collectives at USSB

• Each group falls into one of 4 Ministry Areas;
  • Community Life
  • Justice and Outreach
  • Leadership
  • Learning & Spiritual Growth
FIND GROUPS

3 ways to access/find groups:

• Groups Listing on Left Hand Side of Page
• “Find Groups” to look for groups through Ministry Areas
• Search Bar
GROUP PAGE FEATURES

Group Pages Features:

• News
• Participants
• Files
• Attendance
• Info
NEWS

- Most recent activity on the group page
- Opening page for the group
GROUP PARTICIPANTS

• View participants in a group by clicking on “participants” under the group of choice
• Group Participants are assigned as either “Leaders” or “Members”
• Leaders have special permissions to add/remove members
• Members can be added or removed through the “Manage Participants” Button
  • Members can also be assigned as Leader through Manage Participants
  • Multiple Leaders can be assigned to any group
• View Map of Group Under Participants Tab
• Print Roster or Attendance Marking Sheet
Great Decisions Foreign Policy Discussion Group

Participants

Manage participants

80 current participants

Sylvia
Joined 2 months ago

Joan
Joined 2 months ago

Cathy
Joined 2 months ago

Ken
Joined 2 months ago

How do I email my group?

When you create a post, photo, or event in Realm, it shows up on your group's News page, and all group members are notified by email or app notification, depending on their preferences.

1 person missing email
## Manage Roster

### Current Participants

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>join_date</th>
<th>leave_date</th>
<th>participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erin Wilson</td>
<td>Leader</td>
<td>Oct 06, 2017</td>
<td>Apr 07, 2018</td>
<td>0%</td>
</tr>
<tr>
<td>Sylvia</td>
<td></td>
<td>Feb 06, 2018</td>
<td>--</td>
<td>0%</td>
</tr>
<tr>
<td>Joan</td>
<td></td>
<td>Feb 06, 2018</td>
<td>Apr 01, 2018</td>
<td>0%</td>
</tr>
<tr>
<td>Cathy</td>
<td></td>
<td>Feb 06, 2018</td>
<td>Mar 15, 2018</td>
<td>0%</td>
</tr>
</tbody>
</table>

[Add Person]
# Manage Roster

## Current Participants

<table>
<thead>
<tr>
<th>Name</th>
<th>Attendance</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gail</td>
<td>Mar 11, 2018</td>
<td>0%</td>
</tr>
<tr>
<td>Ken Ryals</td>
<td>Mar 07, 2017</td>
<td>0%</td>
</tr>
<tr>
<td>USSB Test</td>
<td>Apr 07, 2018</td>
<td>0%</td>
</tr>
</tbody>
</table>

- **Roster**
- **Attendance Marking Sheet**
FILES

• Files are documents uploaded as attachments to a post
• Files are organized by date of post
• Authors of the post may edit the file
Great Decisions Foreign Policy Discussion Group

Post attachments

- Great_Decisions.pptx
  - pptx • 128.02 MB
  - Michael Gorodezky in "Eric Ryan Powerpoint Presentation"
ATTENDANCE

- Realm makes taking attendance easy
- We encourage all groups to take attendance
  - Attendance helps us track member involvement/group participation
- Attendance can be taken name by name (preferred) or by a rough estimate number
- Attendance can be taken directly into Realm or manually by printing and marking an attendance sheet (see participants) and entering later
Mark Attendance

(April 4) Turkey: a partner in crisis,
Wednesday, April 4, 7:00 pm

(March 21) Media and foreign policy,
Wednesday, March 21, 7:00 pm

March 7 - China: Economic Power and Geopolitics
Wednesday, March 7, 7:00 pm

Feb 21 - Russia
Wednesday, February 21, 7:00 pm
Groups > Great Decisions Foreign Policy Discussion Group Past Events

Mark Attendance
Wednesday, April 4, 2018 / (April 4) Turkey: a partner in crisis,

- Sylvia [Redacted]
- Ken [Redacted]
- Bjorn [Redacted]
- Joan [Redacted]
- Carol [Redacted]
- Inga [Redacted]
- Cathy [Redacted]
- Bill [Redacted]
- Becky [Redacted]
GROUP INFO

- General Info about the group
- Visible to all members
- Have a good synopsis – It’s for who want to know more about the basics of a particular group
Great Decisions Foreign Policy Discussion Group

About

If you are interested in foreign affairs and enjoy discussing subjects with members who are both informed and highly curious, consider joining our program at USSB! We will begin meeting again in the spring of 2018.

Leadership

- Caitlin Cotter Collberg
- Richard [redacted]
- Michael [redacted]
- You
- JW [redacted]
- Erin Wilson

Participation

- 80 active participants
- 4 new things this week
GROUP SETTINGS

• Group Settings allow you to:
  • Update Group Info/Description
  • Update Group Leader Roster
  • Choose Group Type
  • Group Visibility & Availability, Attendance Preferences, Membership Count & Recess Periods
  • Communication Preferences
  • Tags
  • Social Media
| **Name** * | Great Decisions Foreign Policy Discussion Group |
| **Ministry Area** * | Affinity Groups |
| **Description** | If you are interested in foreign affairs and enjoy discussing subjects with members who are both informed and highly curious, consider joining our program at USSB! We will begin meeting again in the spring of 2018. |
| **Leaders** | Caitlin Cotter Coillberg |
| | Richard |
| | Michael |
| | USSB Test |
| | John |
### SETTINGS

<table>
<thead>
<tr>
<th>Visibility</th>
<th>Public / Anyone can see it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hidden</td>
<td>Visible to participants and staff with appropriate rights</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Availability</th>
<th>Always available on the Groups page</th>
</tr>
</thead>
</table>
|                 | Only available on the Groups page from
|                 | mm/dd/yyyy to mm/dd/yyyy |

<table>
<thead>
<tr>
<th>Check-In</th>
<th>Set ideal attendee-to-leader ratio</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Include attendance data on dashboard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Notify leaders of 3 or more consecutive absences</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Limit membership count to</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Recess Periods</th>
<th>Add recess period</th>
</tr>
</thead>
</table>
COMMUNICATION WITH MEMBERS

• Posts – Preferred mode of communication
  • Posts with files

• Photos

• Messages
The Washington Post: For Trump and his generals, ‘victory’ has different meanings

https://www.washingtonpost.com/world/national-security/for-trump-and-his-gene...
The Washington Post: For Trump and his generals, ‘victory’ has different meanings

https://www.washingtonpost.com/world/national-security/for-trump-and-his-gene...
SCHEDULING EVENTS

• Schedule an Event for your group
• Attach items to the event (agendas, readings, etc.)
• Allow members to RSVP
• Request members bring items
• Events show in Members’ complete USSB Event Page, Group News Page, and USSB News Page
Create in: Safety Team  Change group

Title

Say something about your event...

Attach files

Start: Sat. Apr 7th 10 pm

End: Sat. Apr 7th 11 pm

[Post] [Cancel]
<table>
<thead>
<tr>
<th>Event</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>Sat, Apr 7th 10 pm</td>
</tr>
<tr>
<td>End</td>
<td>Sat, Apr 7th 11 pm</td>
</tr>
<tr>
<td>Repeats</td>
<td>Does not repeat</td>
</tr>
<tr>
<td>Location</td>
<td>Enter a location</td>
</tr>
<tr>
<td>Items to bring</td>
<td>+ Add Item</td>
</tr>
<tr>
<td>Advanced Options</td>
<td></td>
</tr>
</tbody>
</table>
Event

Items to bring

+ Add item

Advanced Options

Make this the group's primary event

The day and time of this event will be viewable to people outside of the group. This does not give them access to view the event. You can only have one primary event per group.

Childcare provided

Allow RSVPs

If you turn off RSVPs, items will also be removed.

[Post] [Cancel]
Emma's Revolution in Concert at USSB
April 14th 2018, 7:00 pm
Sanctuary

Emma's Revolution in Concert at USSB
with John R. Burr, keyboards

$20 advance/$25 door

Tix & Info: emmasrevolution.com

USSB is happy to welcome Emma's Revolution live in concert - the award-winning “activist power duo” of Pat Humphries & Sandy O, whose songs have been sung for the Dalai Lama, praised by Pete Seeger, and covered by Holly Near. With beautiful harmonies and genre-defying eclecticism, Emma's Revolution delivers the energy and strength of their convictions, in an uprising of truth and hope for these tumultuous times.

We hope to see you there!
USSB is happy to welcome Emma's Revolution live in concert - the award-winning “activist power duo” of Pat Humphries & Sandy O, whose songs have been sung for the Dalai Lama, praised by Pete Seeger, and covered by Holly Near. With beautiful harmonies and genre-defying eclecticism, Emma's Revolution delivers the energy and strength of their conviction, an uprising of truth and hope for these tumultuous times.

We hope to see you there!

Three people are going.

View supporters

Will you go?

[YES] [NO] Saved!

How Many? 1 (including yourself)

Add event to calendar
RESOURCES

• Support link at bottom left of screen
• Group Leader’s Guide (PDF)
• Group Leaders Videos on Support Page: https://wiki.acstechnologies.com/display/realm/Group+Communication+for+Leaders
• Realm@ussb.org
• Our Website – www.ussb.org/realm