Signing into Realm/Creating an Account

https://onrealm.org/COSwayne/SignIn

Managing Your Group Events (add or edit)

1. Sign in
2. Click Community>Groups>All Groups
3. Locate your group.

Managing Your Group Participants

1. Sign in as a group leader.
2. Click **Groups**, then select the group from the drop-down menu.
3. Click the **Participants** tab, then click **Manage participants**.
4. Add, edit or delete members on your roster.
5. To add:
   - click on **Add Person.**
   - Enter person's name or select it displays as you type in the field. You can also type in the phone number to display the record. You can add more than one person at a time by continuing to search for and select people you want to add to the group. If you accidentally select someone you did not want, you can delete them from the field by clicking on the X beside their name.
   - Choose to add the person as a member or guest.
   - Click **Add**. A message displays at the top of the page letting you know how many people were added to your roster.
6. To remove or edit a member:

   Select the ●●● next to a record and select **Remove From Group.**

Taking Attendance on Realm

1. Sign in using a group leader login.
2. Click **Groups**, then select the group from the drop-down menu.
3. Select the ●●● next to the group name.
4. Click **Mark Attendance** tab.
5. Click the event you want to mark attendance for.
6. Select the check box to the left of each group member who attended the meeting.
7. Click **Add Person** to add new members or guests to the group roster.

Leader Resource Page

1. Click on the Files Tab
2. Click on Leader Resources