

This document provides step-by-step instructions to create an account on the Good Shepherd online giving platform, Realm. In the event you have any questions during this process, please contact Dawn Gordon, Parish Administrator, at dawn@cogsdunedin.com or 727-733-4125.

1. Go to the Good Shepherd home page at <https://www.cogsdunedin.com>

press **Realm** and then press **JOIN REALM**

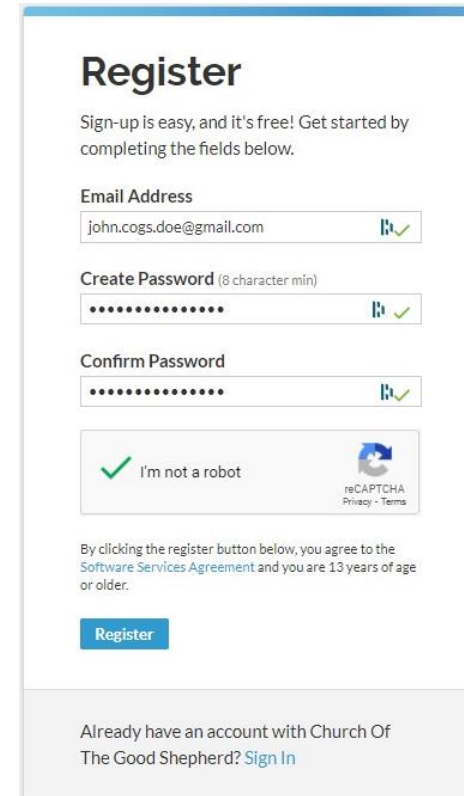
Optionally, go directly to the following link

<https://www.cogsdunedin.com/join-realm/>

2. Complete the form to request an online giving (Realm) account. Make sure to enter the characters given at the end of the form. Press **SEND**
3. The Parish Administrator will receive and review your request. In response, you will receive an e-mail inviting you to join Realm. This may take until the next business day. Click on the link in the e-mail (see sample link below) to register for an account.

Create an account: <https://onrealm.org/churchgoodshepherd/account/Register?user=XXXX>

4. You will be taken to the “Register” page. Create a Password and press **Register**




The screenshot shows a registration form titled "Register". The form includes the following fields and elements:

- Email Address:** A text input field containing "john.cogs.doe@gmail.com" with a green checkmark icon to the right.
- Create Password (8 character min):** A text input field with masked characters (dots) and a green checkmark icon to the right.
- Confirm Password:** A text input field with masked characters and a green checkmark icon to the right.
- reCAPTCHA:** A section with a green checkmark icon, the text "I'm not a robot", and a reCAPTCHA logo with links for "Privacy" and "Terms".
- Terms and Conditions:** A line of text stating: "By clicking the register button below, you agree to the Software Services Agreement and you are 13 years of age or older."
- Register Button:** A blue button with the text "Register".
- Footer:** A grey box at the bottom containing the text: "Already have an account with Church Of The Good Shepherd? [Sign In](#)".

5. You will receive a verification e-mail. Click on the link in the e-mail (see sample) to continue.

Verify your email: <https://onrealm.org/churchgoodshepherd/account/Validate?user=XXX&token=cVL26dbiS3QZhKx>

6. The link will bring you to the **Sign In** page. Enter your e-mail address and password. Press 

7. Verify and complete the requested personal information on the **About Yourself** page. Press 

Please Tell Us About Yourself

We need a little more information from you before validating your account. Once we have verified your information with our records, we will send you a confirmation email.

Your Name

Like this: Mr. James Aaron Jr. (Jim)

Address

Birthday

mm/dd/yyyy
Birth year is private

Preferred Phone

(555) 555-5555 ext. 555

8. **Congratulations!**
You have now successfully created a Realm account. You will start at the home page.

