

# ACCESSING YOUR GLEN ELM CHURCH BREEZE ACCOUNT

## TO CREATE A NEW ACCOUNT

1. Look for the invitation to join Breeze in your email
  - If you have not received an invitation, go to [What is Breeze? – Glen Elm Church of Christ \(warmwelcome.ca\)](#) and click on the link "Request a Breeze Account". Fill out the online form to begin the process!
2. Click on the link and create a username and password to access your account.
3. If your account was successfully created, the *Account Created* screen will appear with a Login box and you will also receive a confirmation email.
4. Click "Login" and the Breeze dashboard screen should open.
  - RECOMMENDATION: Bookmark this "Dashboard" page for easy access!

## TO MANAGE ONLINE GIVING OR MAKE A ONE-TIME DONATION:

1. Click on the "GIVE ONLINE" link at the main menu bar.
2. Fill in the dollar amount.
3. Choose to pay by credit card and fill out your information.
  - NOTE: As with any online giving service, there are bank fees. The church covers these fees, but it is recommended that you set up a PAP (Pre-Authorized Payment) if able as it is a cheaper service. Thanks!
4. Select the fund that you want your donation to go to. Default is our church general fund.
5. Select the frequency of the donation.
6. Click "Donate Now"
  - NOTE: Payment methods are saved in your account for future use. You can remove them by accessing the "Payment Methods" tab and clicking the "x".
  - NOTE: Any payments you made that are recurring can be edited in the "Recurring Gifts" tab.

## TO PEOPLE SEARCH IN OUR CONGREGATION:

1. **Quick search:** Click on the search icon bar at the top right and begin typing the name of the person you are looking for. If they are in our system, a dropdown list will begin to be created. Click on the name of the person you are looking for to view their contact info.
2. **People database:** Click on the Person icon in the menu bar and a list of will open. Start typing part of the person's name. The search will operate on first or last names. It is not necessary to type the entire name. Matches will be displayed to the right
3. **Edit your profile:** Everyone with an account should have access to update their own family's profile.
  - Click on the section header of the item you want to edit.
  - After you have updated your information, click "save" in that section header.

**TO VIEW THE CHURCH EVENTS CALENDAR:**

1. Click on the Calendar icon in the menu bar.
2. For more details on a specific event, click on the event name.
3. This calendar is also made public on our church website at [Events Calendar – Glen Elm Church of Christ \(warmwelcome.ca\)](#)

**TO LOGOUT:**

1. Click on the square user graphic at the far right of the menu bar.
2. A drop-down menu will open. Click on Logout.

**NEED HELP?**

If you have any questions or need help setting something up, don't hesitate to contact our church office!

**FREQUENTLY ASKED QUESTIONS**

1. **What if I forget my username or password?** If the 'Forgot My Password' option at the login screen doesn't work, contact Bonnie or Jason and they can manually reset it for you.
2. **Who can see my family's information?** You have full access to see and edit your own family's information. However, not everyone can see your full profile like you can. Other people can access basic information just like a church pictorial directory (such as name, contact info, address, and family members). Only people who are a part of our church community will be allowed to have a profile and must be invited by the office to create an account.
3. **What if I selected the wrong donation frequency?** Go to "Give Now" in your Breeze profile. Click on "Recurring Gifts" and select "Change". Update your preferences and then "Save Changes".
4. **Is there an app I can use on my smartphone?** YES! You can fully access your Breeze account from your device. To download the app, go to [www.breezechms.com/app](http://www.breezechms.com/app)
5. **I forgot to bookmark Breeze in my web browser! How do I find the Breeze login for my account?** Access the Breeze login by going to [What is Breeze? – Glen Elm Church of Christ \(warmwelcome.ca\)](#) and click on the tab at the bottom called "Sign into your Breeze account"
6. **What is our "Church ID"?** Our church ID for Breeze is "glenelm".