



Welcome to Breeze!

Login Information

- ❖ TrinityEFCA.breezechms.com

How Do I Get Set Up?

- ❖ Due to privacy concerns, we are only able to create accounts for our church membership
- ❖ Simply email Cindy at the church office to request access
- ❖ After membership is confirmed, you will be emailed an invitation to create your profile by selecting your login credentials
- ❖ You can choose to keep your contact information private by selecting "Show More Options">"Make Private" in the contact section of your profile
- ❖ Breeze works from an internet browser but it also offers apps for both iOS and Android
- ❖ Download the Mobile App at: www.breezechms.com/mobile-app

What's Going On?

See Events & Details

- ❖ On the top blue bar choose the "Events" tab
- ❖ When the calendar appears, click on an event title for more information



Events

How do I... ?



View & Edit My Own Information

My Profile

- ❖ Click the ★ My Profile
- ❖ Hover over the gray title box
- ❖ Single click on "Click to Edit Section"
- ❖ Click the green "Save" button when done editing

Access Attendance Records

- ❖ Click the ★ My Profile
- ❖ On the left-hand side choose "Attendance"

Find Online Donations & Contributions

- ❖ On the top blue bar choose "\$ Give Now" Enter your contribution amount
- ❖ Choose your fund
- ❖ Enter your payment Information
- ❖ Choose either "One Time Gift" or select the frequency that you'd like to give
- ❖ Click "Donate Now"

See My Giving History

- ❖ Click the ★ My Profile
- ❖ On the left-hand side choose "Giving"

What Can I Do?



With Breeze you can see and manage

People

- ❖ Personal & Family Information
Our online directory will only be helpful if the information in your profile is complete and correct. Please check your profile and make any necessary updates
- ❖ Attendance Records
- ❖ Giving History
- ❖ Online Donations & Contributions
- ❖ Events

Church Directory

- ❖ On the top blue bar choose the "People" tab
- ❖ Scroll through the list of People
- ❖ Or search for a person via the search on the left-hand side of the page

Print a Church Directory

- ❖ Go to "People"
- ❖ On the right-hand side choose "Export"
- ❖ Next for Format choose "Directory"
- ❖ Click the green "Download" button



breeze
church management