

Church Contact  
Information

Username: \_\_\_\_\_

Password: \_\_\_\_\_



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Church Online Access

\_\_\_\_\_ [.breezechms.com](https://www.breezechms.com)

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## People

Login at:

.breezechms.com

### What Can I Do?

**With Breeze you can see and manage\*:**

- Personal & Family Information
- Attendance Records
- Giving History
- Online Donations & Contributions
- Events
- Online Church Directory

### Church Directory

- On 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

### How do I... ?

**View & Edit My Own Information**

- 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”

### Where can I find help?

**The Breeze Champion at my church is:**

*\*Not all features may be enabled at your church.*



## Events

### What’s going on?

**See Events & Event Details**

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

### Mobile App

**Download the Mobile App at:**

[www.breezechms.com/mobile-app](http://www.breezechms.com/mobile-app)

