



breeze
church management

: An Introduction

As you may have heard, the church has transitioned to a new church management software called Breeze. At the beginning of January we sent invitation e-mails to all members to set up a Messiah Member Account in Breeze. The following is a summary of what you can do with your Breeze account along with a couple "How To's." Please let Aimee in the church office know if you have any questions.

First Steps:

Create a Member Account from the link in the invitation e-mail. If you need a new invitation e-mail please contact Aimee at the church office.

Login at:

messiahroseau.breezechms.com

Mobile App

Download the Mobile App from the App Store, Google Play, or from :

www.breezechms.com/mobile-app

Church ID: messiahroseau

What Can I Do?

With Breeze you can see and manage:

- Personal & Family Information
- Attendance Records
- Online Donations & Contributions
- Giving History
- Events
- Volunteer Schedule
- Online Church Directory
- "Check-in" to worship

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

How do I... ?

To 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 "One Time Gift"
Contact the church office if you would like to set-up a recurring contribution
- Click "Donate Now"

See My Giving History

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

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

How do I... ?

Check-in to worship & other events

- Open & Log In to the Breeze App
- Click the ☰ menu icon
- Choose "Events"
- Choose the Event you would like to check in to
- Click the "Check In" button
- Type your last name in the search bar
- Click the for yourself and all family members you would like to check in
- We will have a "Check-In" table in the narthex each Sunday for those that do not have the Breeze app

Where can I find help?

The Breeze Champion at my church is:

Aimee Wilson

E-mail: messiahroseau@gmail.com

Church Office Phone: 218-463-1648