

Welcome to Breeze

Fairview Baptist's Church Management Software

WHAT WE USE *BREEZE* FOR:

At the core of our church, and our church management software, is our PEOPLE! We have a record for each treasured guest, regular attender, member, and even businesses that interact with our church. Often, we group people together using TAGS by commonalities like Lifegroup and areas of ministry (e.g. prayer ministry). The personal contact information allows us to coordinate our COMMUNICATION via personal visitation, mail, email, phone call, or text. To help manage our activities, we have EVENTS placed on our church calendar. For some events, we leverage FORMS to allow for registration or sign-up. Within each event, we record ATTENDANCE so we know who attends and perhaps who might be missing that might need a caring follow up. Deacons and the treasurers record giving CONTRIBUTIONS to things like general budget offerings, debt retirement, and missions. Finally, church staff and deacons use this system to ensure each member and regular attender are "known", have been invited / welcomed to attend a lifegroup and are assigned a deacon for dedicated prayer and support.

Welcome, we invite you to participate in the life of our church and to leverage Breeze to reach out and participate in our loving community of Christ followers on mission for and to be more like our Lord and Savior.

CREATE YOUR ACCOUNT

Once you have received an invitation, please create your account in Breeze.

(If you have not yet received an invitation, please reach out to Lori@FairviewChurch.org)

- 1) SELECT the link provided to activate your account
- 2) CREATE your **user name** (often your first and last name). Remember to save this information so you can login later.
- 3) CREATE your **password**. Remember to save this information so you can login later.
- 4) CONFIRM

ACCESS BREEZE VIA WEB BROWSER

- 1) From any web browser, ENTER <https://fairviewchurch.breezechms.com/> into the address bar.
- 2) SIGN IN using the **user name** and **password** you created above.

ACCESS BREEZE VIA MOBILE APP

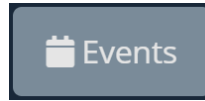
- 1) NAVIGATE to your application store (e.g. Apple App Store, Android Google Play)
- 2) SEARCH for "Breeze ChMS"
- 3) FOLLOW PROMPTS to install the application on your mobile device
- 4) SIGN IN using the **user name** and **password** you created above.

QUESTIONS?

Please reach out to Lori@FairviewChurch.org)

To View Events and Take Attendance

SELECT:



1) SELECT your EVENT (e.g. lifegroup) on the calendar:

Life Groups (Adults | Sunday Morning)
January 27th, 2019

2) To take attendance, SELECT Check In

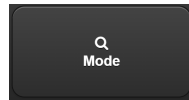


a) SELECT the gear from the top header:

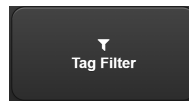


b) SELECT your lifegroup tag from the list.

c) SELECT mode:



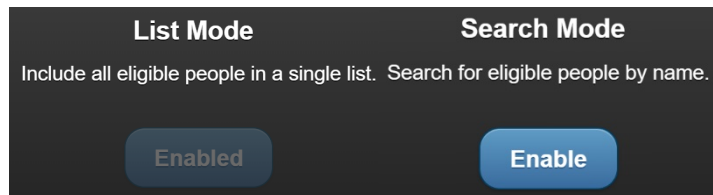
d) SELECT Tag Filter:



e) SELECT the Enable by / under List Mode:



f) After you select List Mode, your screen should look like the following:



g) SELECT the button beside each person in the event to confirm their attendance:



Signifies the person has not yet been checked in (Person NOT checked-in)



Signifies the person was selected for check-in (Person Checked-In)



Signifies the person was checked-in and then checked-out (Person NOT checked-in)

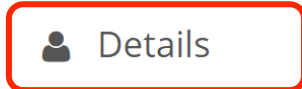
3) To view attendance, SELECT View Details.

To View / Update your Personal Profile

SELECT:

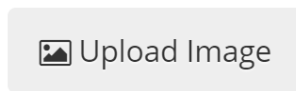


1) SELECT **DETAILS**:



a) UPDATE **Photo**:

- i) If you have **no photo**, you will see:
- ii) To **change** your photo:
 - (1) SELECT the photo icon



- (2) SELECT and follow prompts to select the desired photo.
- (3) If multiple pictures have been uploaded, SELECT the photo you wish others to view for you as part of your profile.

iii)

- b) UPDATE **Basic Contact** information including name, home / mobile / work phone, email, and address.
- c) UPDATE **Additional Information** including birthday and gender.
- d) UPDATE **Family** including family members, the family role of each family member, and if married your

Add Family Picture

anniversary date. SELECT to add a family picture to your family. This will be used when the church creates a directory.

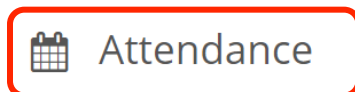
- e) UPDATE **Gifting and Skills** including spiritual gifting, areas of interest, occupation, etc.
- f) UPDATE **Education** including graduation date, as applicable.

2) SELECT **TAGS**:



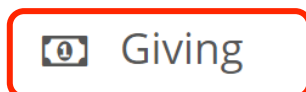
This will show you any tags you are assigned to. Tags allow church staff and users of Breeze to group people together logically by Lifegroup, Age Group (e.g. Middle School Boys), Leadership teams and Ministry teams.

3) SELECT **ATTENDANCE**:



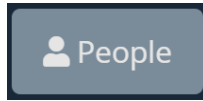
This will show any events on the calendar where you were marked as in attendance.

4) SELECT **GIVING**:



This shows any giving records to the church. You can adjust the **Show For** field (group by your family or yourself), the **Start Date** and the **End Date**.

To View Other People at Fairview



SELECT:

Filter by Name

Type person's name...

1) To Filter by Name, enter all or part of a person's name.

↓ Show More Filter Options

2) To see a subset of people, use the Filter Options. SELECT

Depending on your permission level, you can filter by address field, grade, membership status, tag (contains or does not contain), etc.

✉ Email People

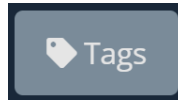
a) TO EMAIL the group of people you have chosen in your filter, select

📱 Text People

b) TO TEXT the group of people you have chosen in your filter.

To View Tags

SELECT:



Tags are groupings of people by interest or area of service

1) **To view Children's Ministry, SELECT Children's Ministry**

You can view various groups of people, such as:

- a) **Kid's Lifegroup Leaders**
- b) **Kid's Care Volunteers**
- c) **Kid's Connection Volunteers**

2) **To view Adult Lifegroups, SELECT Lifegroups**

Select the desired lifegroup for a listing of all people that have been associated with this lifegroup.

3) **To view , SELECT Ministry Teams**

a) **Missions Ministry Teams**

- i) Missions Team

b) **Worship Ministry Teams**

You can view various groups of people that have signed up to receive emails related to each ministry.

- i) Greeter Ministry
- ii) Men's Ministry
- iii) Outreach Ministry
- iv) Prayer Ministry
- v) Security
- vi) Senior Adult Ministry
- vii) Sunday Morning Tellers
- viii) Women's Ministry

4) **To view people working with our youth, SELECT Student Ministry**