

## Breeze APP Users

*The screenshots below may look slightly different from what you see in Breeze on your phone, based on your permission level.*



**Welcome aboard the Breeze APP!**

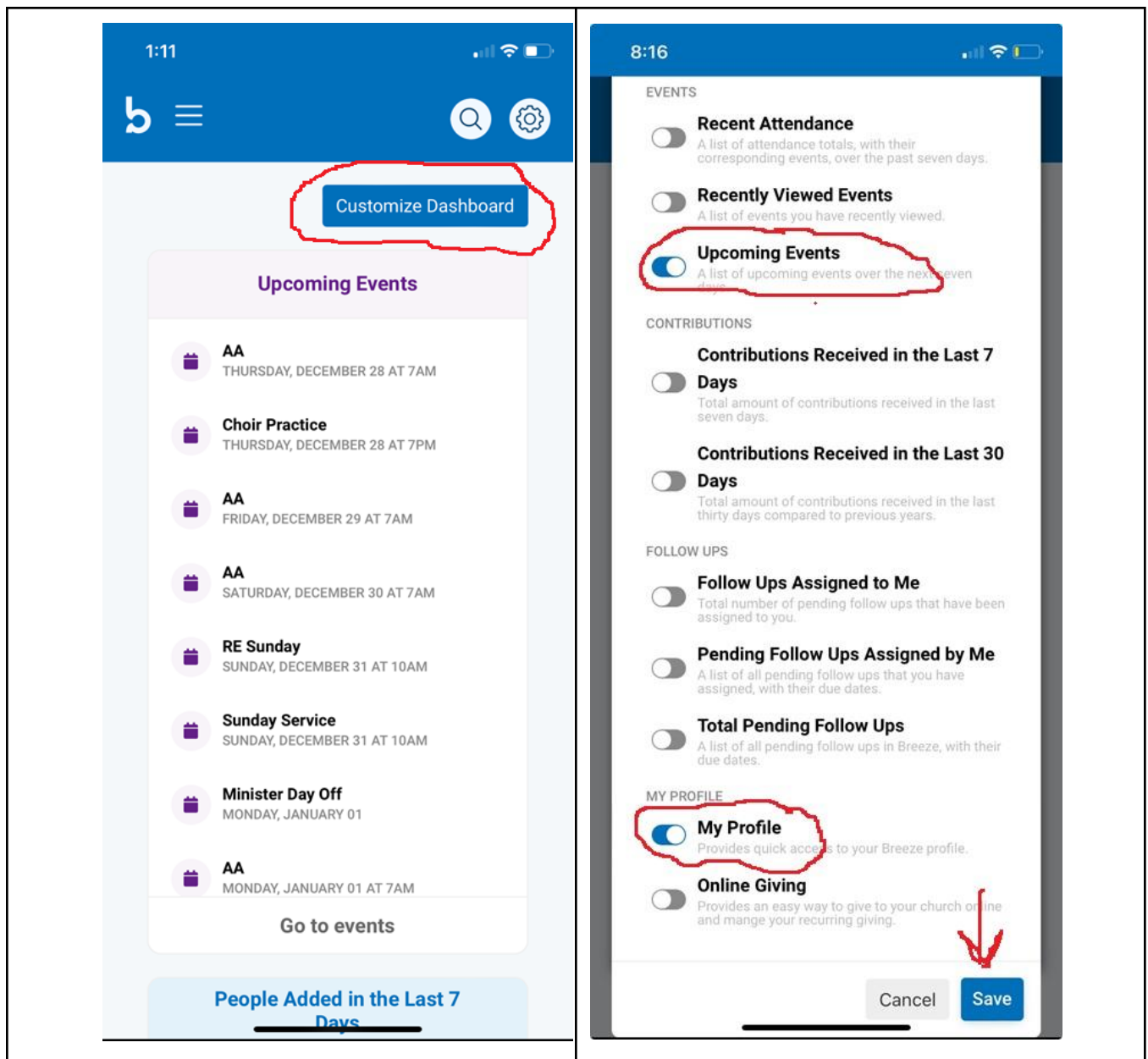
Welcome aboard the new church management system called Breeze. Eventually, it will be a breeze for all of us to do our church work more quickly and easily, but first there are some things to learn. There are many levels of access to this system. You have been given the **Active Member role** which gives you access to view and update your profile, view your giving record and see the groups you belong to, called TAGS in Breeze. You may also search for and view other members and their demographic information, like the CTRN online directory that we have been using for years, which will not be available come January 2024. Here are suggestions about how to use Breeze on your phone.

Go to your APP STORE on your phone and download the BREEZE app to your phone. You may need your Apple or Adnroid phone ID and password to download the app. Every phone is different, depending on what phone you have. **UUCSC** is our identifier, when asked. Then use the same login information that either I sent you or you created, when you became activated in Breeze. That unique login is what connects you to your Breeze account, no matter what device you are using.

- **Dashboard** (Fig. 1) is the first thing that opens when you tap the Breeze app. Click the **Customize Dashboard** button on the top right to designate what you want to see each time you sign in. You can change this at any time. I suggest clicking **Upcoming Events**, which will show you the calendar activities for the day and **My Profile** which will show up under the events or calendar for the day, when you scroll below the events. (Fig. 2) Be sure to click **SAVE** at the bottom to save your choices.

Fig. 1

Fig. 2



After you have customized your dashboard, click on your profile picture to open your profile. Please check and update any missing information first. See **Inside your profile** section below for how to do this. Your pic came from the CTRM directory, which we will stop using by January 31, 2024, since Breeze will take over that function. **If you want to change your picture, please email it to Sara in the office and ask her to change it.** [uucscri@yahoo.com](mailto:uucscri@yahoo.com)

## Inside your profile

- Section headings, **Main, Family, Education and Work, Contact, and Emergency Contact**, open up to many details about you. To update, click on the heading of each section, and it will open to reveal your information to check and complete if needed. To close each section, click **SAVE**, at the top next to the section heading. Please open and update each section, so that we have accurate information about you, especially the **Emergency Contact Information**. (Fig. 4)..

Fig. 3

8:26  
Breeze ChMS  
uucsc.breezechms.com

**Etta Zasloff**

Archive Person

(401) 677-6153  
zasloff.etta@gmail.com  
12 Karen Drive  
Hope Valley, RI 02832

**Main** Cancel Save

Name  
First Etta  
Last Zasloff  
Add Nickname  
Add Middle Name  
Add Maiden Name

Gender  
☐ Male  
☒ Female  
☐ Non Binary

Fig. 4

8:27  
Breeze ChMS  
uucsc.breezechms.com

Map showing location near Karen Dr.

Receive Notifications Yes  
Receive Emails Yes  
Visible Yes  
Opt in to UUCSC Newsletter Yes  
Opt into Online Directory Yes

**Emergency Contact Information**

Name Julie Z Lindstrom  
Relationship Daughter  
Phone 617-970-8429

- When you have completed and saved each section of your profile, click on the Details screen (Fig. 5) for more exploring of your own information. (Fig. 6) Here you can see what groups you

have been tagged, your giving record, and more. You can always return to the main option page by clicking on the Breeze icon in the top left corner of your screen.

Fig. 5

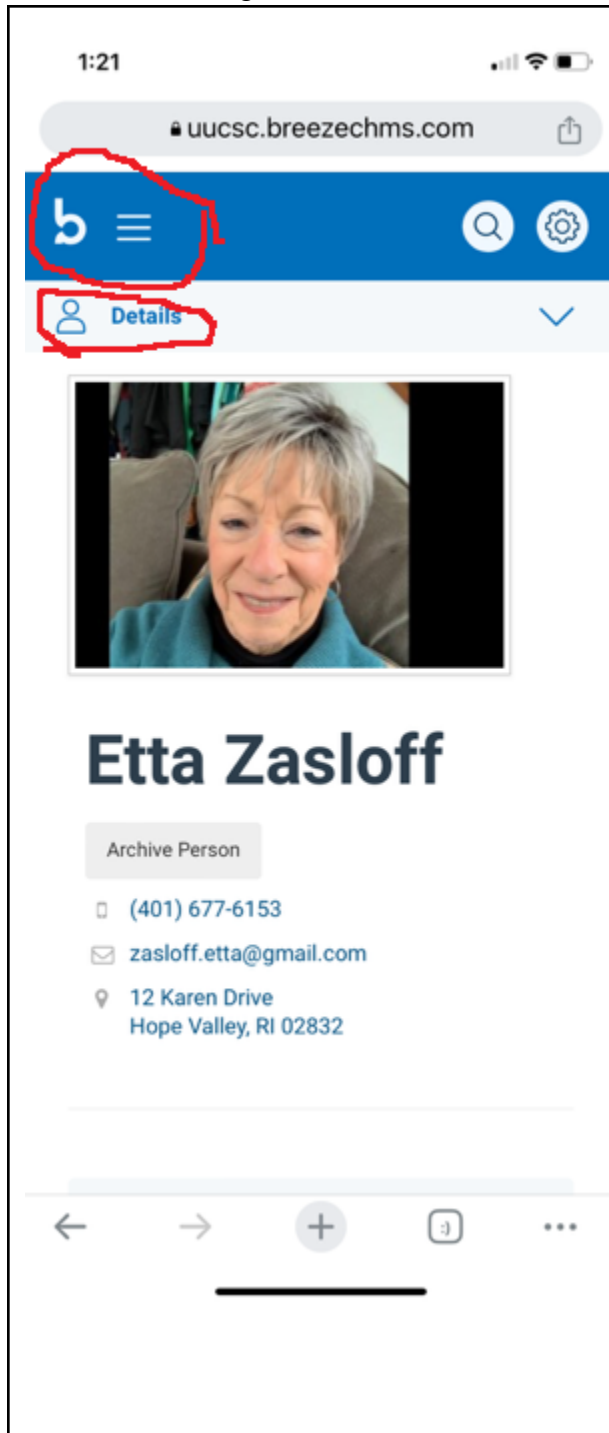
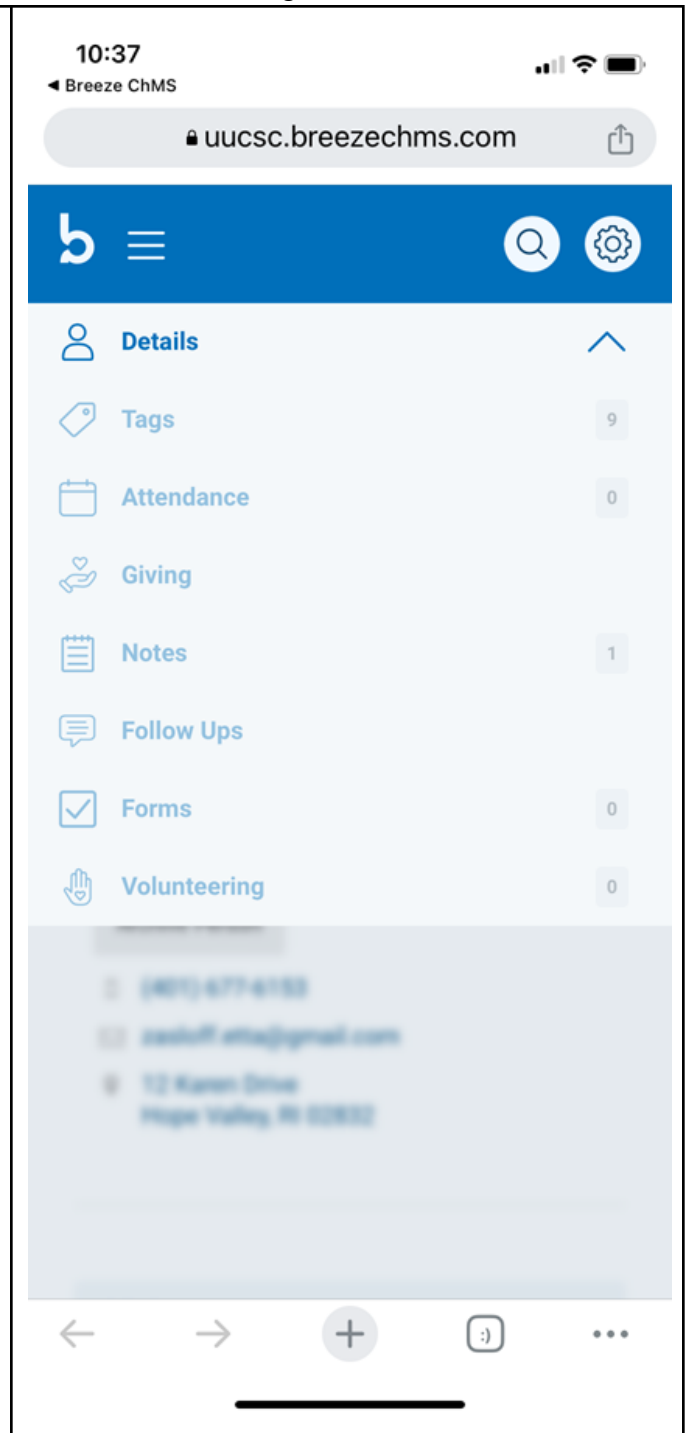


Fig. 6



**Click and explore each option.**

- **People** - Everybody who has ever been connected to us has a profile, even children (info protected). This is the feature that replaces our CTRN Directory.
- **Tags** - Committees and groups are “tagged, or put into groups, based on the 2023 Annual reports. All tags are organized by folders. Click on them to explore who is active in church volunteer management..
- **Events** - Brings up the Breeze calendar, which is now linked to the UUCSC website, as well as here in Breeze. Top of calendar: Choose your view: Month, Week, Day, List. Note that TODAY’s date is highlighted in blue on the calendar.
- **Giving** - This will show you your giving record for the year.
- **Settings**: Manage your user account in Breeze. Update your name and credentials, change your password, and set email notifications alerts.