



USING OUR NEW MEMBERSHIP DATABASE: BREEZE



NYAPC – May 2, 2021

GO TO NYAPC-BREEZE LOG IN:
<https://nyapc.breezechms.com/>



Sign In



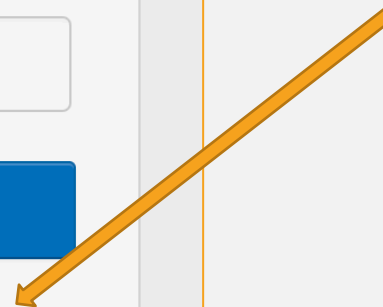
Sign In

[Forgot Password?](#) | [Create Account](#)

By clicking "Sign In" I agree to the [Terms of Service](#) and [Privacy Policy](#).

Many of you have received an email invitation as a member of a board. If you haven't set up your account yet, you can do it this way, or follow the link in that email.

Click "Create Account"



CREATE ACCOUNT



Create Account

Enter your name and email address. If we can find an existing profile that matches, we'll send you an invite by email.



Cancel

Continue

Enter your name and the email address that is in the church directory.

CREATE ACCOUNT



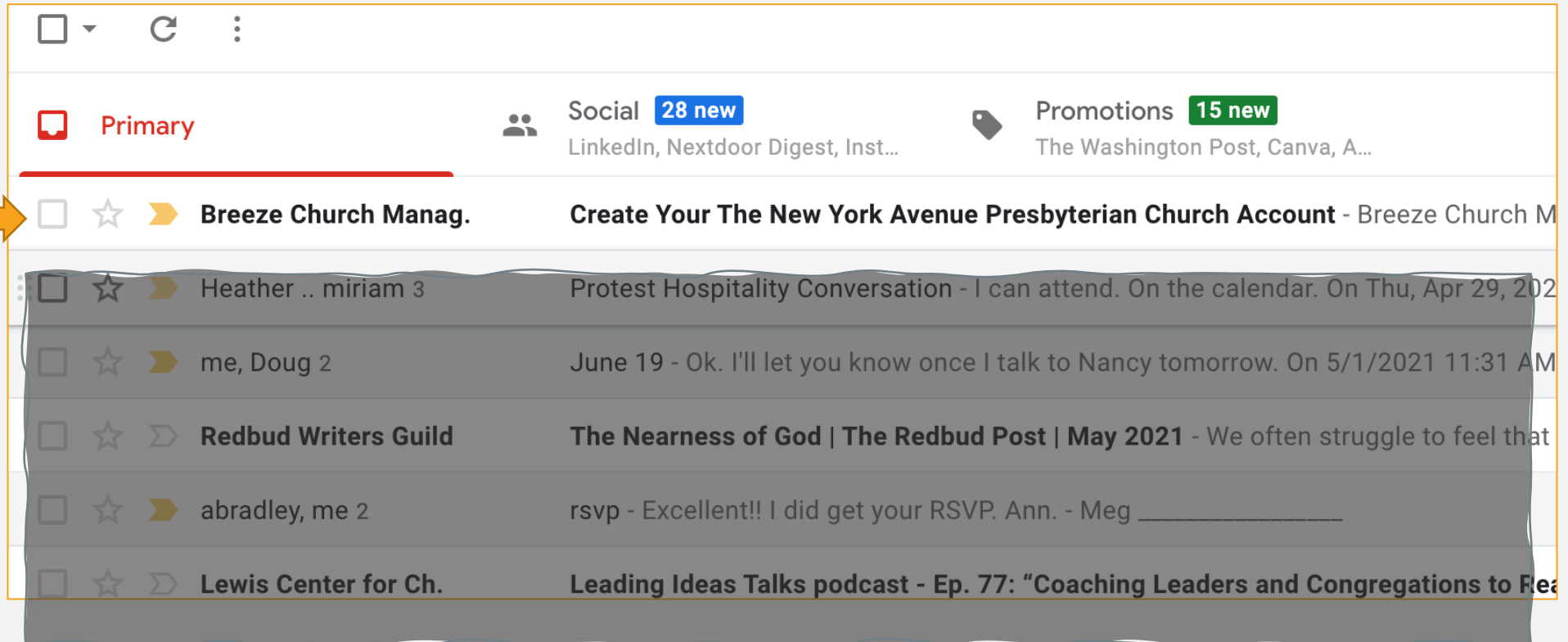
Success!

Good news! We were able to find your profile and have emailed an invitation to create your user account to **meghouse8@gmail.com**.

If your email is in the database, Breeze will send an invitation to that email address.

INVITATION EMAIL

You will receive an email that looks like this. Note that it could appear in promotions or Spam. If you do not receive it, the office or I can send you an individual invitation or set you up with a temporary password.



INVITATION EMAIL

Create Your Account

Jo Member,

The New York Avenue Presbyterian Church has invited you to create your own member account. You may click the button below to create your username and password to log into the system.

Create Account

Having trouble with the button above? Try navigating directly to
<https://nyapc.breezechms.com/invite/416f3af3dc3dfba667252748f001269941141310>

SETTING UP YOUR ACCOUNT



Create User

Create your user account:

Create User

SETTING UP YOUR ACCOUNT



Account Created

Your account has been created successfully. Click below to log in.

Log In

WHAT TO DO FIRST

- From the Dashboard, click on "My Profile" and check and edit your contact and personal information as needed. Notes:
 - Home phone: *ONLY* for landlines
 - Mobile phone: for cell phones (Breeze can facilitate group texts.)
 - Email is for one-to-one emails. The Weekly etc. use a different email list.
- Upload a photo! Click on photo image and then "upload image."
- Make sure family info is correct (email office to make changes).
- Check your pledge and giving history.
 - Note: 2017 pledges are not correct because of the way they were entered. Your contributions are accurate, but pledges are not. Likewise, ignore capital campaign pledges for 2016-2018 – again contributions are accurate; pledges are not.

WHAT TO DO NEXT

- Go “People” Tab to explore the database.
 - List includes members, affiliate members, clergy, staff and their families - *and* anyone who has made a contribution from 2018 on. (Other records have been archived.)
- Use the Search box on upper right to find someone, or
- Use the “Filter” option on the left to find a group of people, e.g. all members.

NEXT STEPS

- Bookmark the site: nyapc.breezechms.com
- Download the app for your phone – look for Breeze ChMS or Breeze LLC
- Encourage other members to check their information
- If you see possible errors, contact Maila Cardoso, Office Manager, Miriam Dewhurst, Clerk, or Lance Jameson, Finance Manager.
- Email meghouse8@gmail.com with questions or to get a copy of this presentation.
- Remember to upload your photo!!

