Faith Lutheran Church of McLean County

Breeze Church Management Software
User Guide

Revised 11/26/2019

Contents

Your Breeze Account

Breeze is our online Church Management Software and we use it for our online church directory and partner database.

As partners of Faith Lutheran Church, you may use Breeze to update your personal profile and picture, look up other church partners, review the church calendar and customize it for yourself, give online, and look at your personal giving and attendance history.

You can access Breeze from any web browser or your mobile phone. The pages below will help you make the most of your Breeze account.

Creating Your Breeze Account

If you are a partner of Faith Lutheran Church, you will receive an email entitled "**Create Your Faith Lutheran Church of McClean County Account**". At the bottom of this email, there is a button that looks like this:
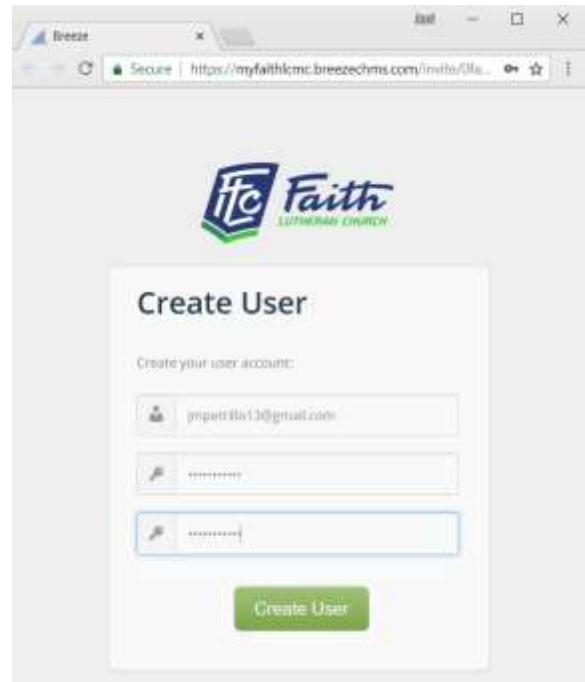

When you click this button, it will lead you to Breeze. If the button does not work for you, there is a link at the bottom of the email that will take you to the same page. All links are direct invitations for your own specific account, so you will not be able to share links with other people. Both the button and link should take you to this page:
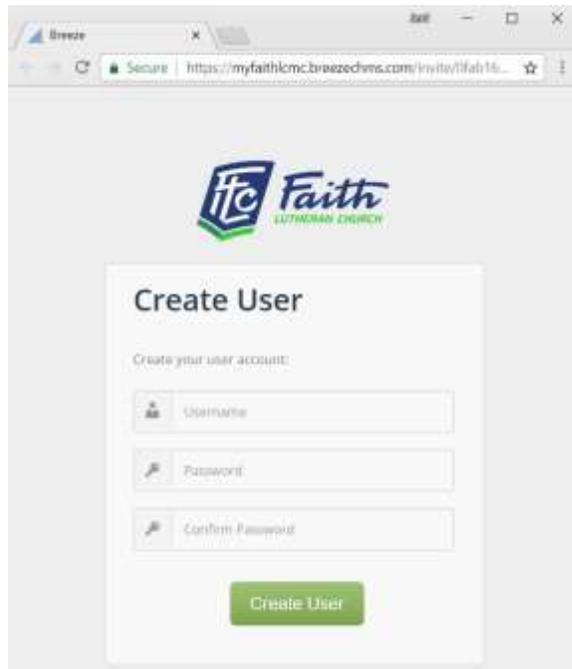
Enter your username in the first box. We suggest using the email address your invitation was sent to as your username. However, username's must be unique in the Breeze system, so if multiple family

members share the same email address, only one of you will be able to use the email address as your username. Other family members will need to use a different value.

Your password can be anything you like, as long as it is something you will remember. Enter the **same password** in the second and third boxes.

After you have filled out all three fields (as shown in the picture above on the right), click the button that says "**Create User**". Once your account has been created, this message will appear:

Click the button that says "**Log In**" to take you to the log in page.

Logging into Your Breeze Account

If you created your account and want to access breeze again, you can use this link https://myfaithlcmc.breezechms.com/ to take you to the log in page. You will automatically be taken to this page if you've just created your account.

Enter the username you used to create your account in the first field and your password in the second field. An example of a filled-out sign in page is shown above on the right. Once your information is filled out correctly, click the "**Sign In**" button.

This will take you to your **Dashboard** page which looks like this:

There are also menu options along the top of the page that look like this:

These menu options will be present on any page of your breeze account to help you navigate to various functions of the system. The "**Home**" icon will take you to your dashboard. The "**My Profile**", "**People**", "**Events**", and "**Give Now**" icons are described in detail below. The "**User Settings**" icon on the right provides options to change your username and password as well as log out of your account. We suggest you log out every time you close Breeze.

Changing Your Account Password

You can change your account password by clicking on the "**User Settings**" icon and choosing the **Change Password** option.

Enter your current password and then enter your new password twice and click the **Update Password** to change your password or the **Cancel** button to keep your existing password.
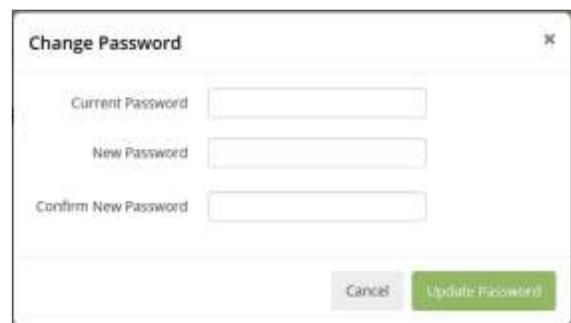
Note: You can also change your First Name, Last Name, and Email Address associated with your account by choosing the **User Settings** option from this menu. **Please do not do this at this time as it might create confusion between your account information and your profile information which will be explained below.**

Your Profile Record – The My Profile Icon

You can access your personal information by clicking on the "**My Profile**" icon. Your profile page looks similar to this:

Changing Your Personal Information

Your personal information is located under five different sections: **Main, Contact, Family, Education & Work,** and **Milestones**. If you find information you want to change, hover over the section you wish to change with your mouse until it displays the "**click to edit section**" link.

You can then click the link and change any information under that section. Once you've finished editing your information, click the "**Save**" button to save your changes or the "**Cancel**" button to exit without saving.
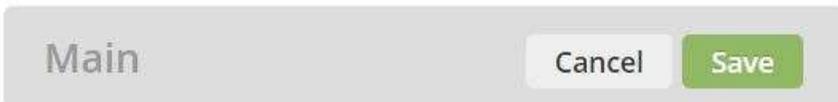
You can edit any of these sections whenever you want. However, there are some pieces of information that you are unable to edit, such as your Church Status and the date you joined Faith Lutheran Church. If you think this information is incorrect, you can contact our Director of Partner Development.

Changing Your Profile Picture

If you want to change your profile picture, simply click on your picture. This window will then appear:
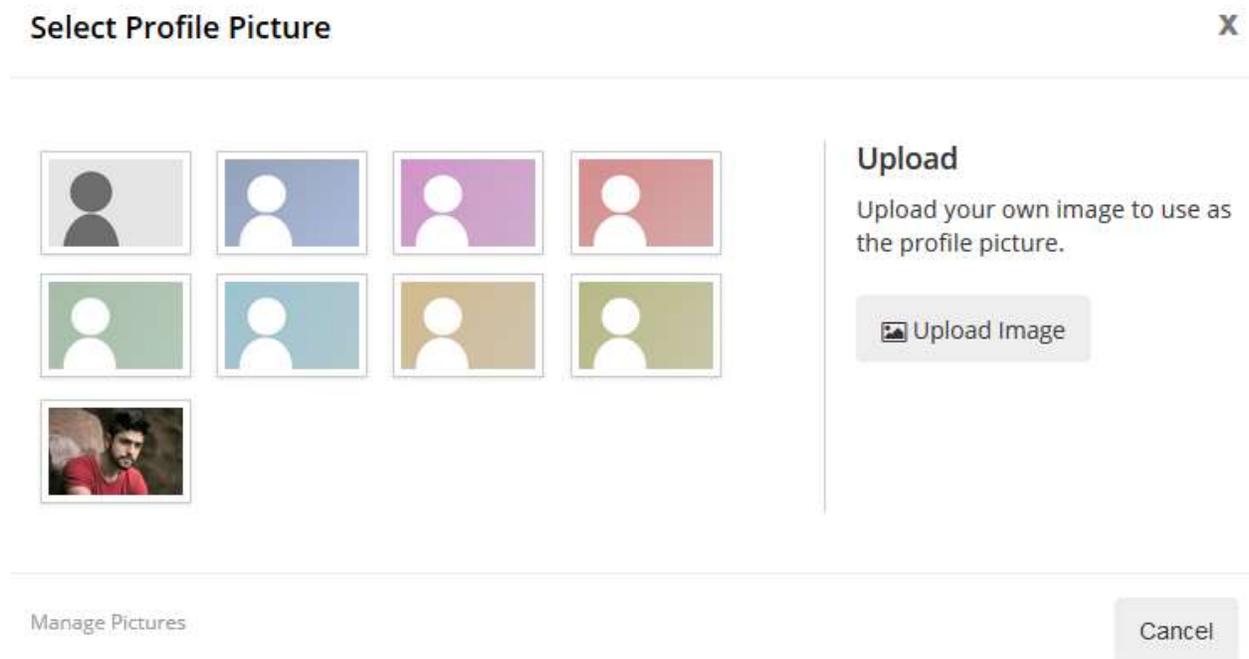
If you do not wish to display a picture, you can choose any of the eight icons with a silhouette. If you wish to choose a different picture, click the button that says "**Upload Image**". This will allow you to browse your personal files and select any photo.

We suggest using a landscape style photo (one that is wider than it is tall) as you will have to crop other photos to fit the landscape style. Once you choose your photo, if you need to adjust its size, a small box will appear over it. Adjust the size of the box by clicking and holding the corners and then dragging the mouse.

Once you have resized your photo, click the button that says "Set as Profile". If you decide you want to use a different photo than the one you've selected, you can click the link "Back to Gallery" to take you to the "Select Profile Picture" page above.

View Your Church Group Memberships (Tags)

You can view the church groups you belong to (such as Discipleship and Volunteer opportunities) by clicking the **Tags** tab on the left side of the "**My Profile**" page. Please contact our Director of Partner Development if there any groups that you would like to belong to that are not listed on this page.

View Your Attendance History

You can view the church events you have attended (such as Worship or Service events) by clicking the **Attendance** tab on the left side of the "**My Profile**" page.

View or Print Your Giving Statement

You can view or print your giving history by clicking the **Giving** tab on the left side of the "**My Profile**" page. By default, this will display your giving page history and totals for the current calendar year. You can also determine what information to include in your giving statement and how you would like to view your giving statement using the following fields:

Show For – determines whether you will display contributions for yourself or your entire family.

Start Date and **End Date** – determine the calendar dates for which to include contributions.

Download as Excel – clicking this drop down list allows you to choose how to view your giving statement. Options are:

> **Download as Excel** – download the displayed columns to an Excel spreadsheet.

> **Print Statement** – view or print a formal giving statement.

> **Email Statement** – this feature is not currently enabled but we can't make it go away. Sorry!

Columns – choose which additional columns you would like to display on your giving page and/or export to the Excel spreadsheet.

Pledges – you can switch from viewing your giving history to viewing your pledges by clicking this button. You can switch back to your giving history by clicking the **Giving** button.

View Forms

This function can be viewed by clicking the ⬇ More link on the left side of the "**My Profile**" page and then clicking the **Forms** tab. This page will show information you included in any online enrollment forms for event registrations, surveys, etc.

View Your Upcoming Volunteer Schedule

This function can be viewed by clicking the ⬇ More link on the left side of the "**My Profile**" page and then clicking the **Volunteering** tab. This page will show any upcoming events (including Worship) for which you have signed up to volunteer. If this page is empty or if there are more ways you would like to use your gifts and talents in the service of our Lord, please contact our Director of Partner Development.

Church Directory – The People Icon

Breeze has a feature that allows you to look up basic information for other partners and staff of Faith Lutheran Church. Click on the "**People**" icon to see the list of all of Faith's partners and staff. You can click on any name to view that person's contact information.

You can also search for a specific partner using the search bar in the upper left corner:

You can enter names to search for people in this field. If you click the link that says, "**Show More Filter Options**" it will give you a variety of search fields to fill out such as specific name fields, contact information, and family role. You can fill out as many or as few of these fields as you wish when making a search. If you click on someone's name, it will take you to their page where you can see their basic information.

Filter by Name

Type person's name...

⬇ Show More Filter Options

To return to the entire directory list, clear your search criteria or click the "**People**" icon.
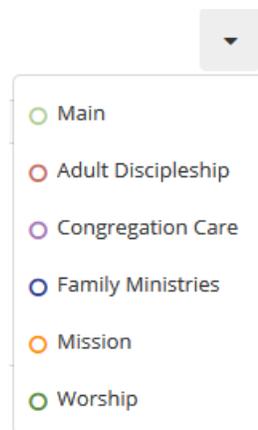
Church Calendar – The Events Icon

The "**Events**" icon displays a calendar that shows you the dates and times of different events for Faith Lutheran Church, such as our weekly worship and our monthly congregational brunches. You can use the options on this page to change the calendar view (Monthly, Weekly, or Daily) and navigate to specific months, weeks, or days. You can also click the "Today" button to display whichever month, week, or day contains the current date.

You can choose which types of events are displayed on your calendar by clicking the drop down list in the upper right corner of the calendar screen. By default you will see all church events and all the colored circles will be present. If, by chance, you do not see any events on the church calendar, you may have inadvertently deselected these events from your calendar view (represented by hollow circles in the drop down list). You can add these events back to your calendar view by clicking the associated circle to fill it in.

<table>
<tr><th>All Events Types Selected</th><th>No Events Types Selected</th></tr>
<tr><td>

● ● ● ● ● ● ▾

● Main
● Adult Discipleship
● Congregation Care
● Family Ministries
● Mission
● Worship

</td><td>

▾

○ Main
○ Adult Discipleship
○ Congregation Care
○ Family Ministries
○ Mission
○ Worship

</td></tr>
</table>

Online Giving – The Give Now Icon

You can give your offerings and make monetary contributions to Faith Lutheran Church online by clicking the "**Give Now**" icon. This will display the **Give** page shown further below.

Faith can also accept gifts of securities. If you would like to make a gift via a direct transfer of stocks or other securities, please email giving@myfaithlcmc.org for more information.

Faith Lutheran Church of McLean County is a registered 501(c)(3) organization so your gifts are fully tax deductible. We will send you an email confirmation upon receipt of your contribution. Quarterly and annual giving statements will also be available for all partners. You can also look up your giving history in your partner profile.

Making a One Time or Recurring Contribution

The **Give** page is a secured page that allows you to make one time or recurring donations. You can give by Credit/Debit card or by ACH Bank Transfer. If you have no preference, we would suggest using the ACH Bank Transfer option as the lower fee allows more of your contribution to be used for building God's kingdom.

Enter your contribution information and click the Donate Now button. A thank you page similar to the one shown on the right will be displayed.

Thank you for your generous gift! We've received your contribution and will be sending an email confirmation receipt when payment is transferred from your account. We deeply appreciate your generosity and support of God's mission through Faith Lutheran Church.
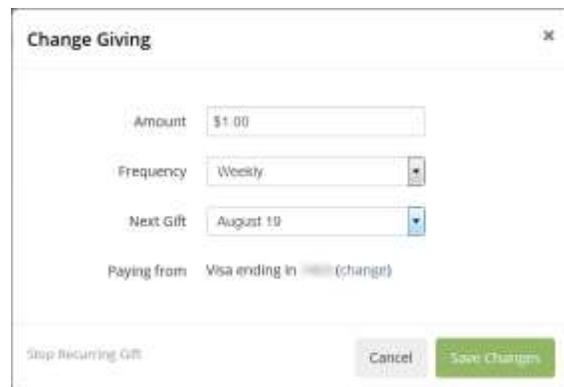
God bless your day!

Changing a Recurring Contribution

If you have previously made a recurring contribution, you can modify the amount, frequency, or payment method of the contribution or cancel the contribution completely. Click the Recurring Gifts tab to a display a list of any recurring gifts you have scheduled.

You can click the **New Gift** button to add a new recurring gift. This will take you to the **Give** page to complete the contribution steps mentioned above.

You can click the **Change** link next to any existing recurring contribution to display the **Change Giving** screen. You can change the Amount or Frequency of the contribution or click the **Show More Options** link to change your specific contribution date or giving method. You can also click the **Stop Recurring Gift** link to cancel your contribution completely.

Using the Breeze Mobile App

All the features available to you on the Breeze website are also available on a mobile app that can be downloaded to your phone or other mobile device. The features on the mobile application and instructions for using them are the same as indicated above but the positioning may be slightly different. You will also notice that the mobile app uses icons alone for navigation rather than the icons and words found on the website. The icons match those used on the website so it should be intuitive to figure out what each icon does.

Downloading the Breeze Mobile App

If you want to use Breeze on your mobile device, visit the church website at https://myfaithlcmc.org using your device's browser and navigate to the **Resources → Breeze → What is Breeze** menu option. At the bottom of the displayed page, you will see two buttons:

 and

Click whichever button applies to your device and download the mobile app.

First Time Use

The first time you launch the Breeze mobile app, you will be presented with the screens below:
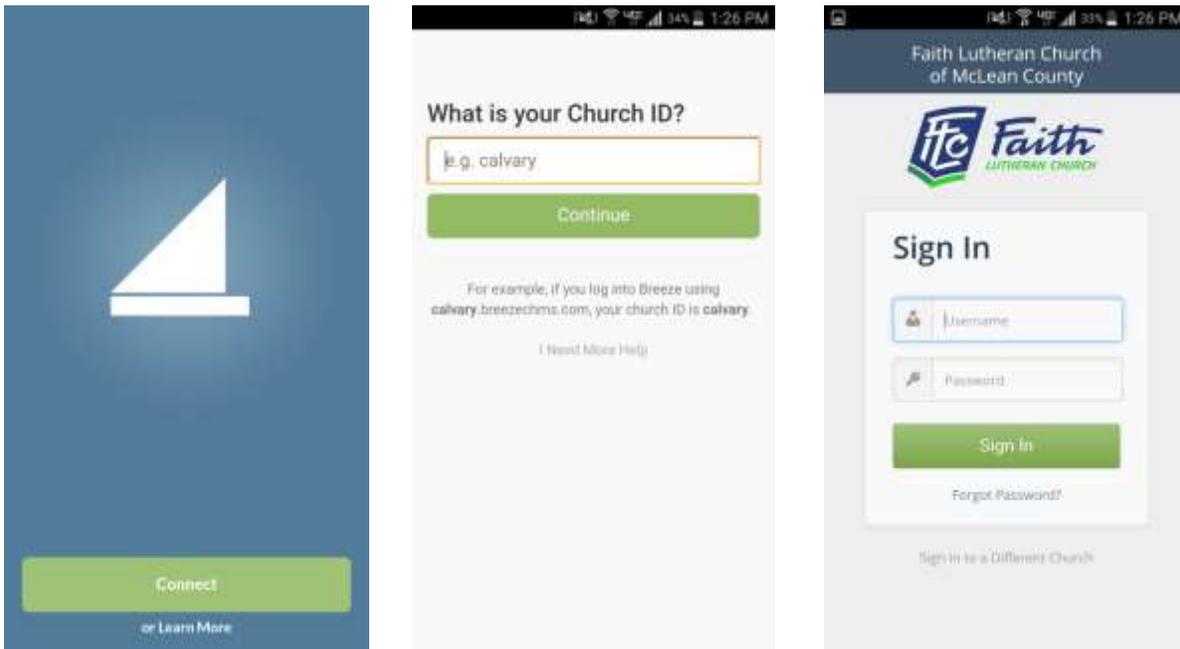
1. On the first screen, click the **Connect** button.
2. On the second screen, enter **myfaithlcmc** in the Church ID field and click the **Continue** button.
3. On the third screen, enter your username and password and click the **Sign In** button.