

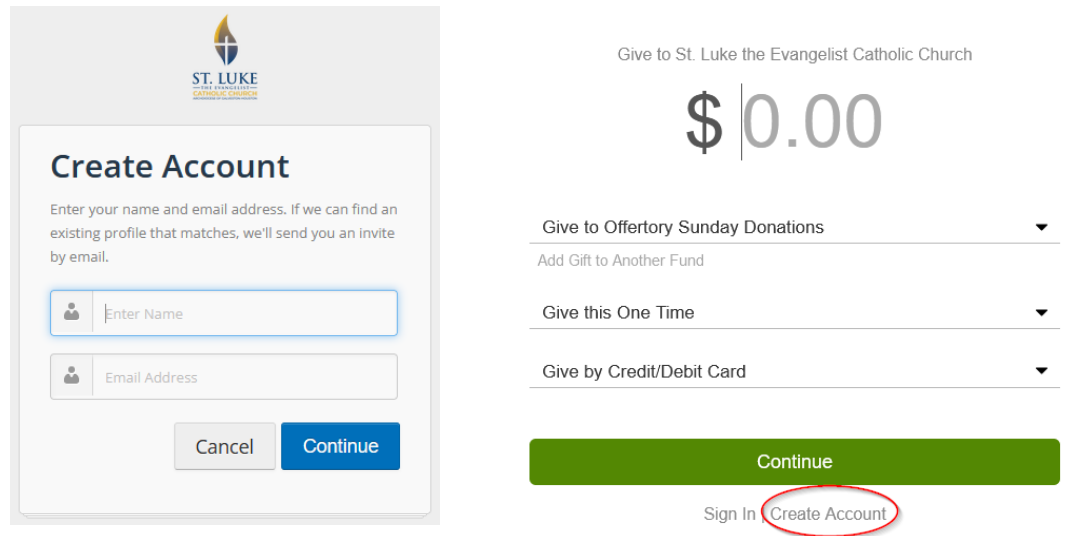
# HOW TO USE ONLINE GIVING/DATABASE SYSTEM

## Welcome to our Online Giving/Database System

Please keep in mind, some of the screen shots might look different depending on the device and/or link that you are using to set up your account.

### Database

1. If you need to set up an account please click on this [LINK](#) to create a Username and Password. If you are using the sign In section from the [Online Giving page](#), click on "Create Account". If you already have a Username and Password, enter the information and click on "Sign In".



The image displays two screenshots of the St. Luke Catholic Church online giving system. The left screenshot shows the 'Create Account' form, which includes the church's logo, a title 'Create Account', instructions to enter name and email address, and two input fields labeled 'Enter Name' and 'Email Address'. Below these fields are 'Cancel' and 'Continue' buttons. The right screenshot shows the main giving interface, featuring a large '\$0.00' display, a 'Give to St. Luke the Evangelist Catholic Church' header, and several dropdown menus for selecting donation options. At the bottom, there is a green 'Continue' button and a 'Sign In' link, with the 'Create Account' link circled in red.

Please note, If you do not yet have a profile within our database (registered in the parish), or the information we have on file does not match the email address you entered, you will get a message stating the following: "Sorry, we were unable to find a profile matching this information." Don't panic, it just means that if you are registered, we have old information that we need to update.

A staff member will contact you, however, if you are not contacted please send the following information to [information@stlukesatholic.com](mailto:information@stlukesatholic.com):

Full Name

Phone Number

Email Address

A staff member will first need to create/update your profile in the system before you can create a username & password. The email must match the information on your profile (database), however, the system will be able to match you up with your profile whether you type your legal first name or nickname, as long as it is on your profile in our data base.

If your information is already in our database or after your information is updated you can try creating your username and password again. If all goes well, in both cases, you will get an email letting you know you were successful in creating an account.

## Account Created

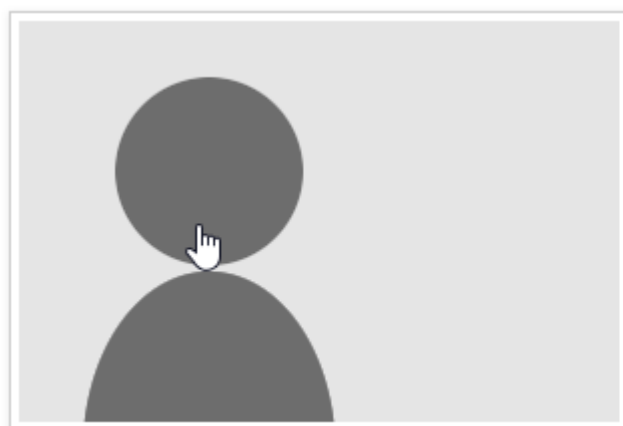
Congratulations! You've successfully created your account with **St. Luke the Evangelist Catholic Church**. Your username is [redacted] and you may click the button below to log in. You may also log in anytime you'd like by navigating to <https://stluke.breezechms.com>.

Log In

You will be prompted to enter your newly created username and password.

2. Once you are in the system, you will have access to your information as well as your family member's information (if applicable) and Online Giving! Please take the time to complete all of the sections that are in the profile. Remember, each person in your family has their own profile!

3. At the top of your account you will see your name with your contact information. To the left you will see a placeholder for your picture (person icon). To add your picture, simply click on the person icon.



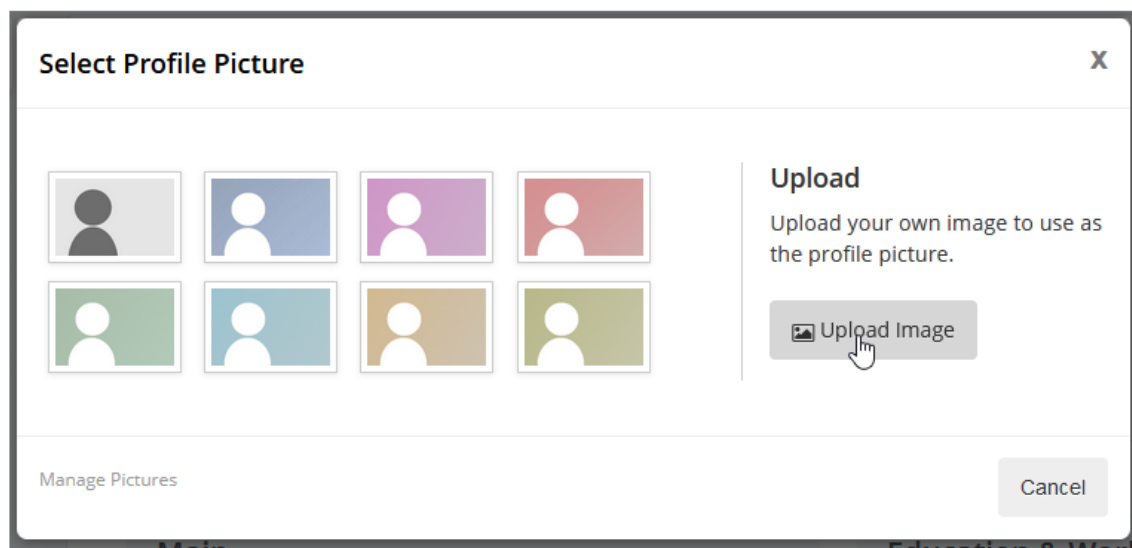
# Clark Kent

(281) 481-6816

information@stlukesatholic.com

11011 Hall Rd  
Houston, TX 77089

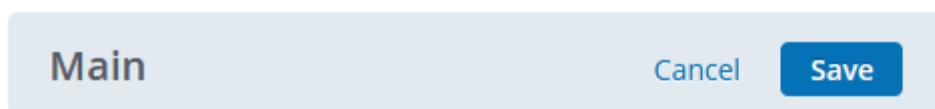
A pop up window will appear. To add your picture (keep in mind, EVERYONE in the family has their own profile) simply click on "Upload Image" and choose the picture you wish to use from thier files on your computer. You can delete/change your picture by clicking on "Manage Pictures" at the lower left corner of the Select Profile Picture window.



4. Each section is designated by a category bar (pictured below). If you hover over the category bar, it will allow you to "click and edit" each section.



If you normally go by your middle name, please enter your middle name in the nickname field as well. This will help us find you more easily when we search for your profile. Once you have finished updating the information in this category, don't forget to save your information! Each section has a variety of questions. Please click to edit each section.



Please note, some sections will have an area you can click to "Show More Options".

A form for phone information. It has three input fields: "Phone" with a telephone icon and the number "(281) 481-6816", "Mobile Phone" with a mobile phone icon, and "Work Phone" with a briefcase icon. Below these fields is a link that says "Show More Options" with a gear icon. A hand cursor is pointing at the link.

Once you click on more options, the system will allow you to set additional privacy settings.

A form for privacy settings. It has three checkboxes: "Apply home phone to all family members" (checked), "Do Not Text" (unchecked), and "Make Private" (unchecked). Next to "Make Private" is a dropdown menu labeled "All Numbers". A hand cursor is pointing at the dropdown menu. Below the dropdown menu is a list of checkboxes: "Home" (checked), "Mobile" (checked), and "Work" (checked). To the left of the dropdown menu is a "Birthdate" field with a calendar icon.

5. On the Skills & Gifts Category, click on the link provided for the Spiritual Gifts Assessment. This will take you to another website. This link was provided to help you assess your Spiritual Gifts. Many of us are unaware of some of the gifts that God gives to us which can be useful in serving our parish & community.



Spiritual Gift can be assessed online at <http://sgi.churchdb.com/staustingsi/StAustinIntro.asp>



Once you get your results, write them down and go back to your profile and enter the results.

Spiritual Gifts & Skills

[Cancel](#)
[Save](#)

Spiritual Gift can be assessed online at <http://sgi.churchdb.com/staustinsgi/StAustinIntro.asp>

- Spiritual Gifts
- ☒ Generosity  
☐ Healing  
☒ Hospitality  
☐ Intercession  
☒ Knowledge  
☐ Mercy  
☐ Mission

Enter your Skills as well. Don't forget to save!

Spiritual Gifts & Skills

[click to edit section](#)

Spiritual Gift can be assessed online at <http://sgi.churchdb.com/staustinsgi/StAustinIntro.asp>

- Spiritual Gifts
- Generosity  
 Hospitality  
 Knowledge
- Skills
- Assessing Needs  
 Counseling Skills  
 Administrative Skills

Update all of the information pertaining to your profile before moving on to spouse and/or family members (if applicable).

6. If you have a spouse and/or additional immediate family members in your household, they will be listed Under the Family Section. You can add additional people to your family. Please keep in mind, children who are over the age of 21 or additional adults living in the household, should register separately, unless the adult (s) is under your care (e.g. special needs adult, elderly relative, adult you are financially supporting, etc.).

## Family

Children over the age of 21 and additional adults living in the household should register separately, unless the adult (s) is under your care.



**Clark Kent**  
Spouse



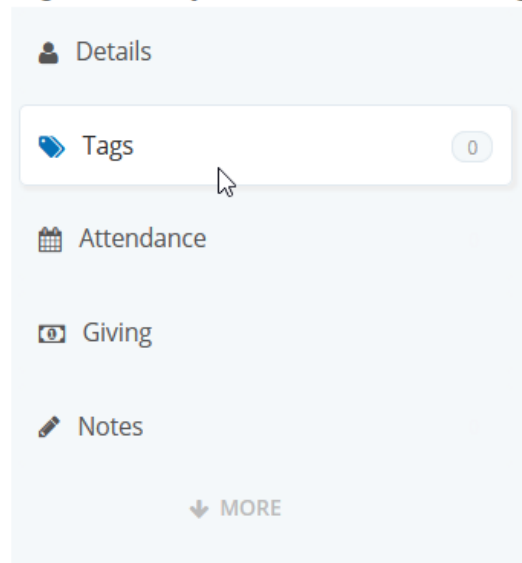
**Diana Kent**  
Spouse

If your child is over 21 years old and/or no longer active in the parish, please let us know so they can be placed as "inactive". If your child is over 21 years old, we encourage them to register as their own household (they can still have your address if they live with you). This way, their giving will be reflected on their account. If you need some assistance adding/removing someone from your Family category, please call the parish office (281-481-6816) and someone will assist you. Keep in mind when we remove someone from your Family category, it does not mean that their account will be deleted. All of their information will be saved and ready for them when/if they chose to return to our parish!

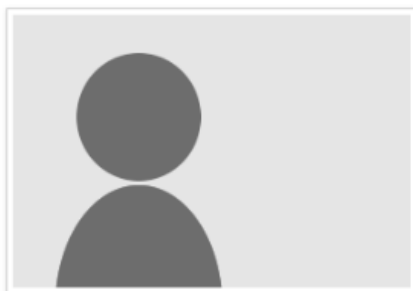
The title of "Head of Household" is available, however, the title of "Spouse" can be used for both husband and wife. "Head of Household" can be used as a designation for the adult in the household in a situation where the parent is a single parent. The title of "Head of Household" is more of a filing status for individual United States taxpayers. According to TurboTax, "To file as head of household, you must: Pay for more than half of the household expenses, be considered unmarried for the tax year and you must have a qualifying child or dependent."

## 7. Tags

Tags will allow you to let us know what organization, groups and volunteer teams that you are a part of.



Once you click on tags, you can assign/unassign tags. Remember, this can be done for each individual person within their profile.



# Clark Kent

(281) 481-6816

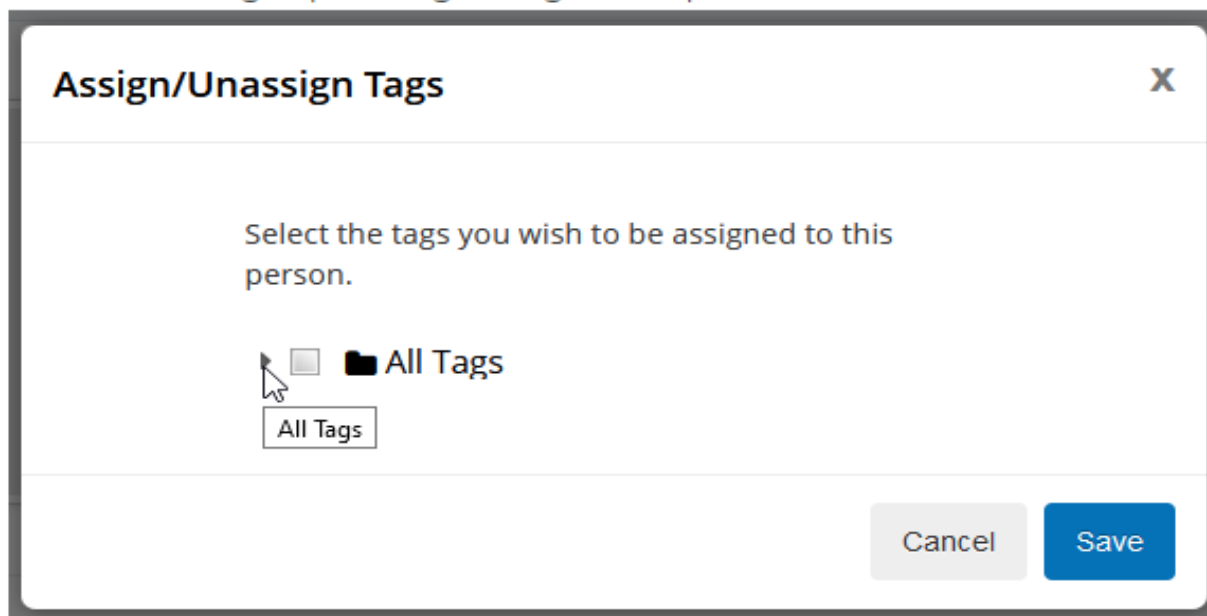
information@stlukescatholic.com

11011 Hall Rd  
Houston, TX 77089

Assign/Unassign Tags



Click on the right pointing triangle to expand the information within each folder.



Check off all the tags that you are associated (member/volunteer) with and as always, don't forget to save.

### Assign/Unassign Tags

All Tags

- ▶ ☐ Adult Ministry
- ▶ ☐ Groups & Non-Parish Organiz...
- ▼ ☐ Office of Worship
  - ▶ ☐ Choirs/Coros
- ▼ ☐ Liturgical Ministers/Ministr...
  - ▼ ☐ Ministers of Hospitality
    - ☐ Acomodador
    - ☒ Greeters
    - ☐ Saludador
    - ☐ Ushers
  - ☐ Adoración Eucarística
  - ☐ Altar Linens

Cancel

Save

8. With all of your personal profile categories updated and those of your spouse and/or family (if applicable), you are now ready to move onto the Online Giving! If you do not wish to use our online giving system...YOU ARE DONE! The system is set up to automatically log you off once you close the browser, however, if you prefer to log off yourself, just click on the person (or small picture of yourself and/or family member) at the upper right corner of the webpage to log off.