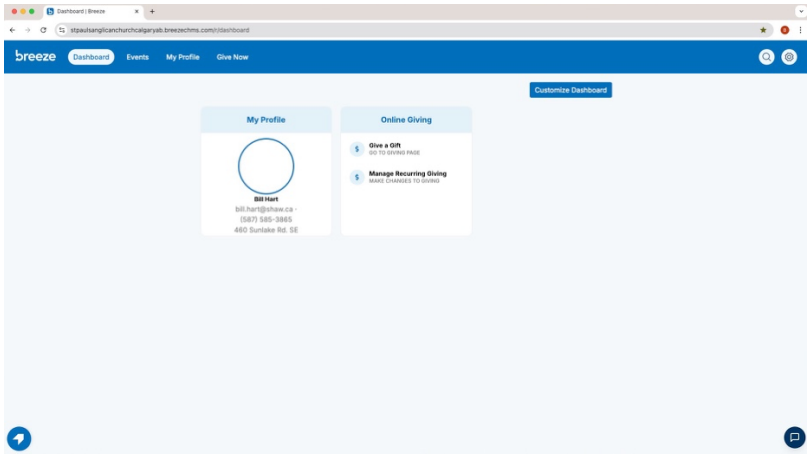
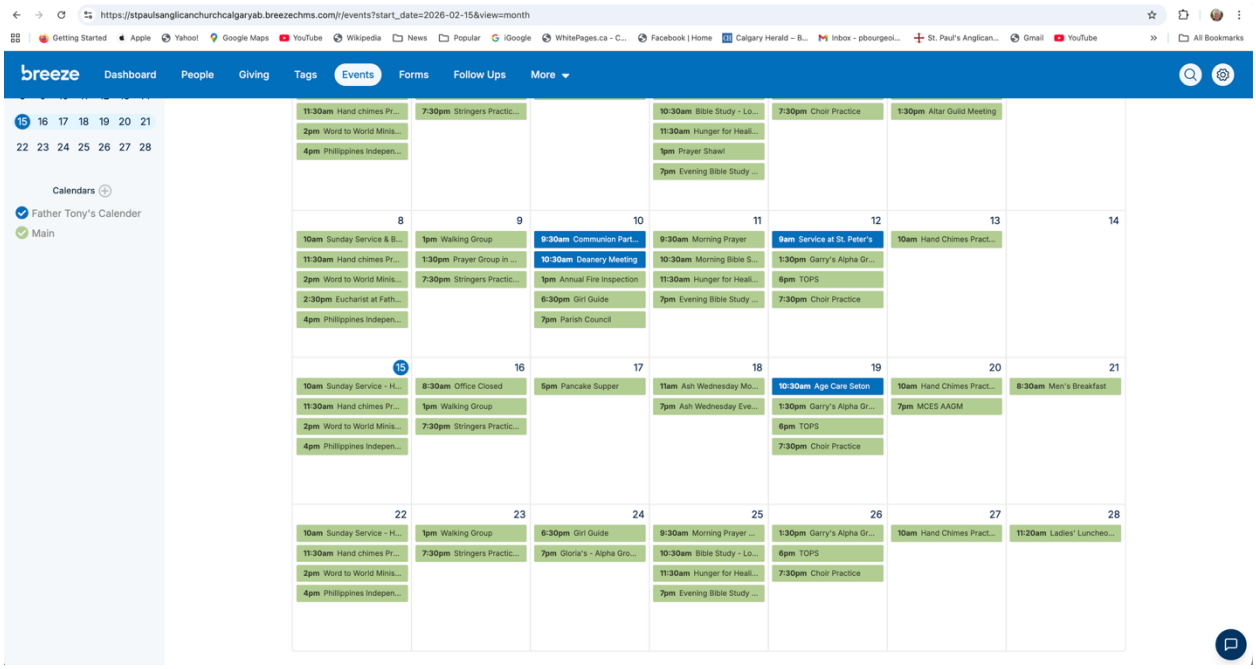
Breeze Procedures – Creating Volunteer Schedules

When you want to set up your volunteer schedule after you have created your login id and set your password go to Breeze in your browser using the following address: https://stpaulsanglicanchurchcalgaryab.breezechms.com/login

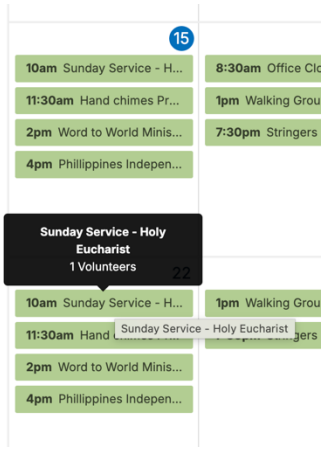
You should bookmark this in your browser for future reference. When you successfully login, you will see a screen similar to the following:



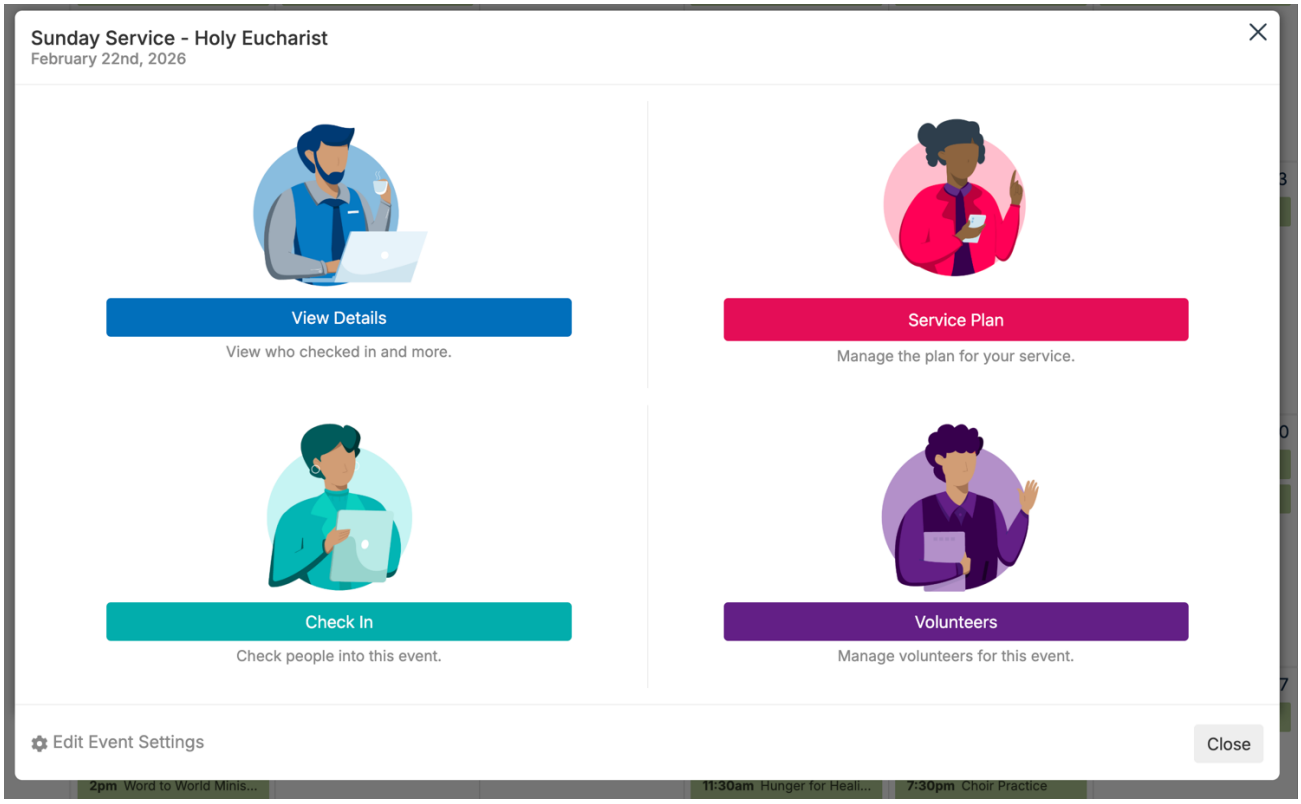
At the top of the blue bar, click on “Events” and you will see the Events calendar.



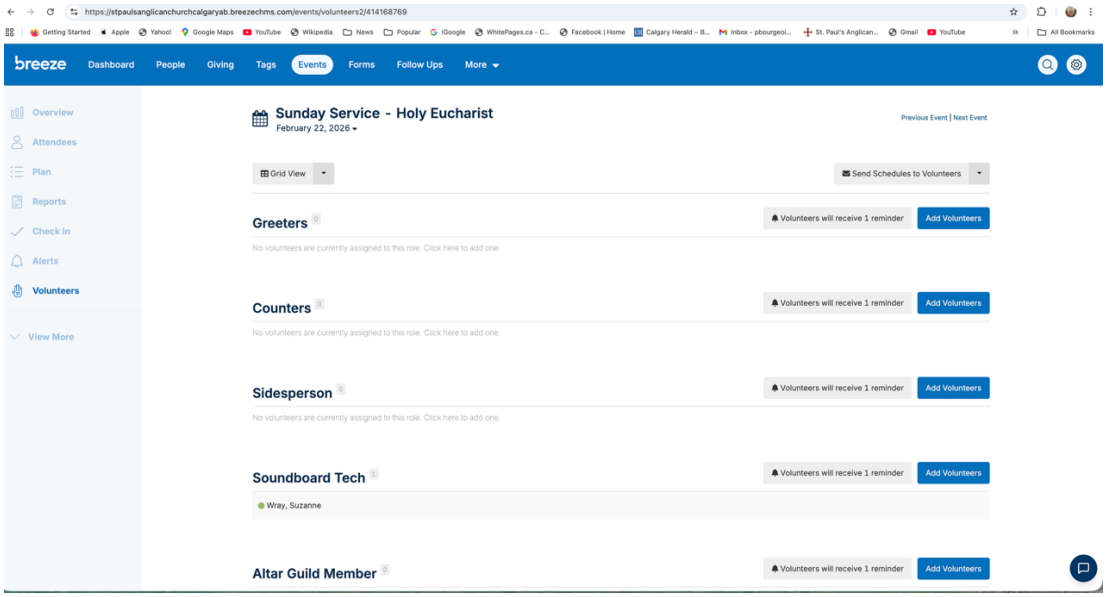
Navigate to the event where you want to start entering your volunteers and click on that event.



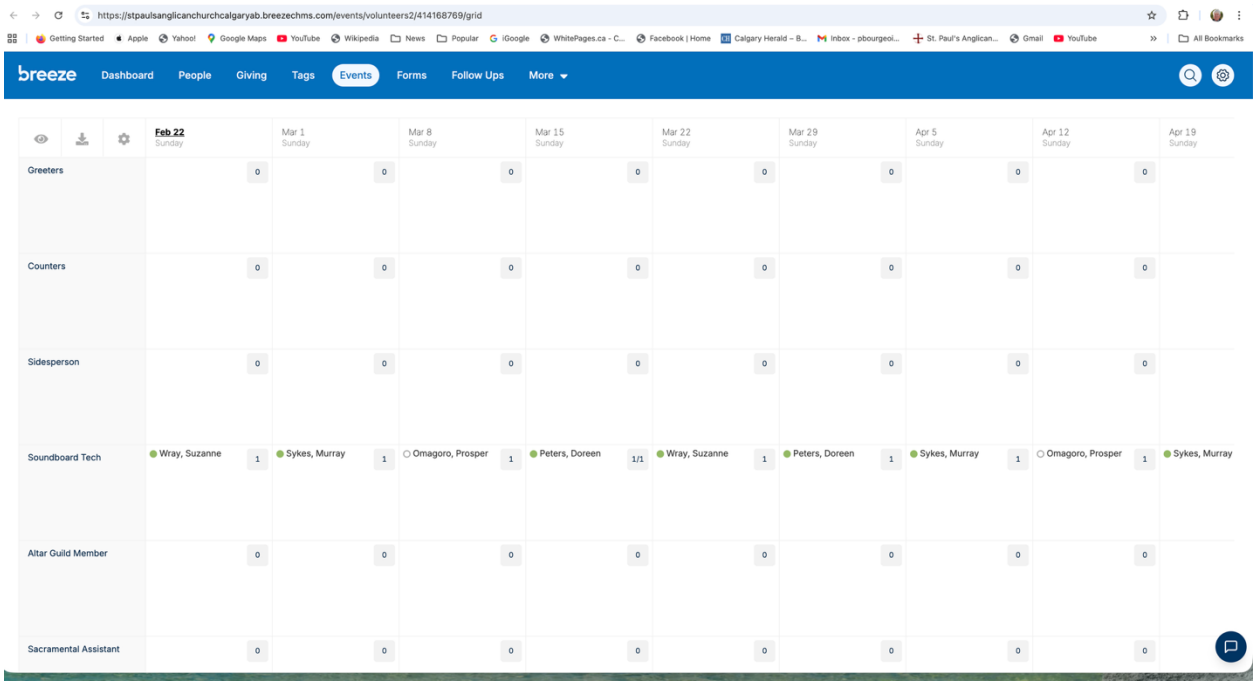
You will then see a screen with two of the following items including Volunteers:



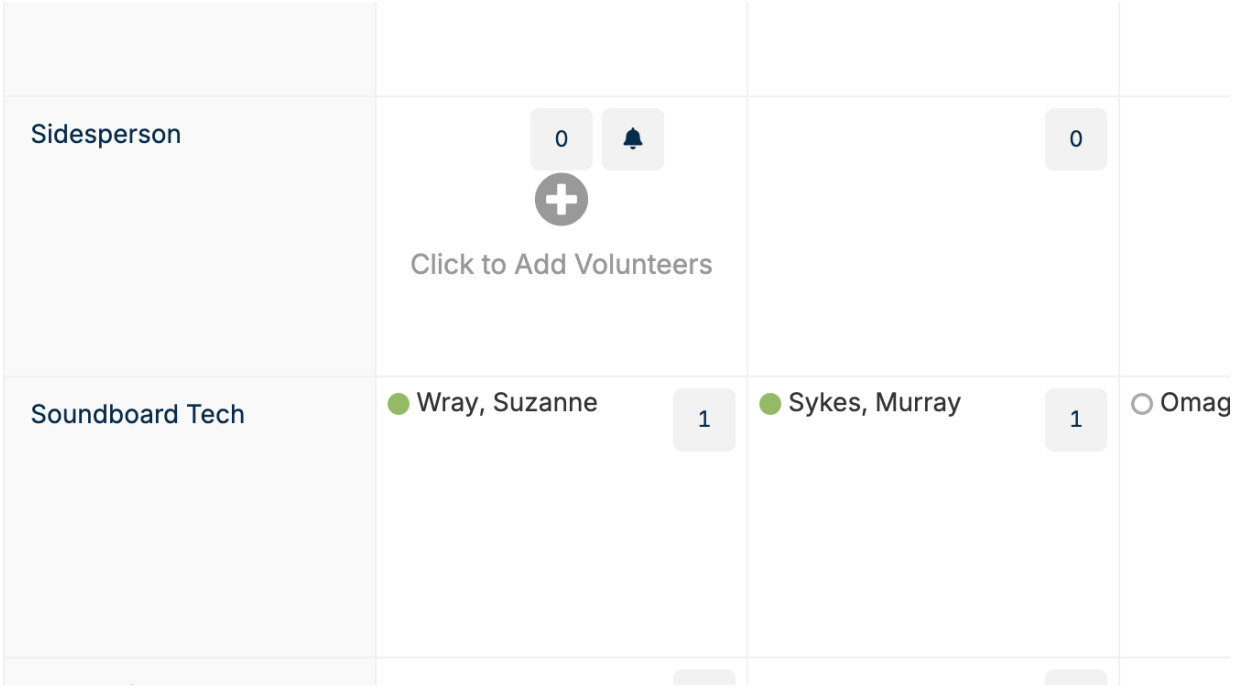
Click on Volunteers and you will see the following:



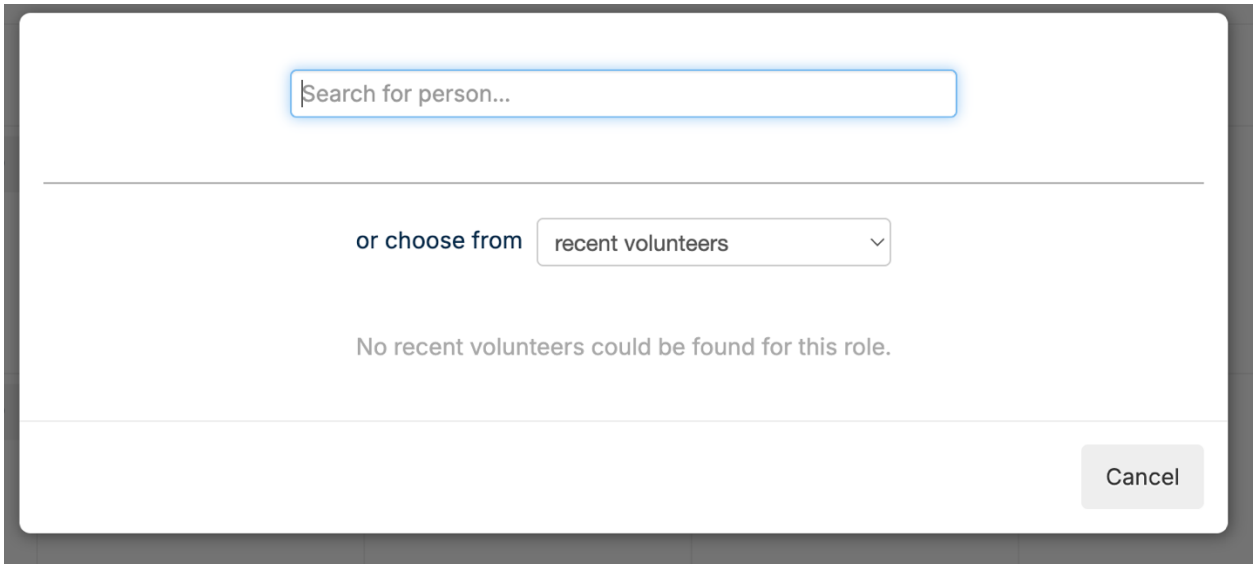
Now click on the grey “Grid View” button near the top under the Event name to get the following view:

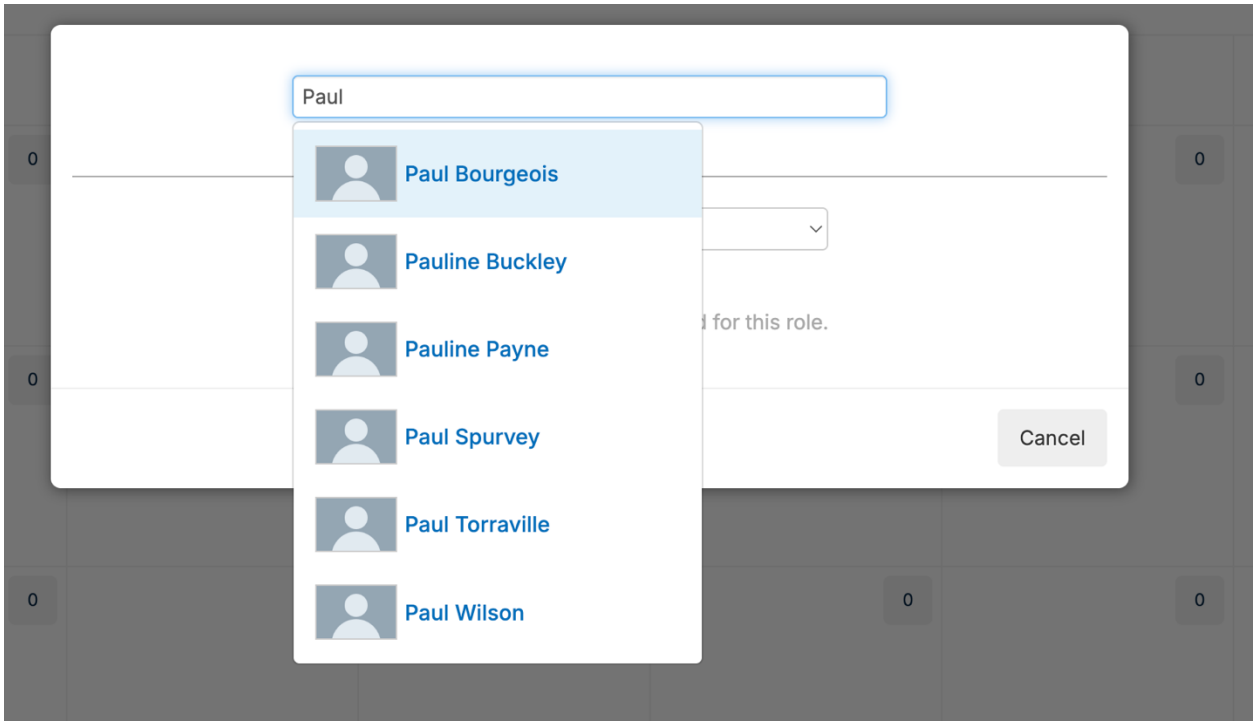


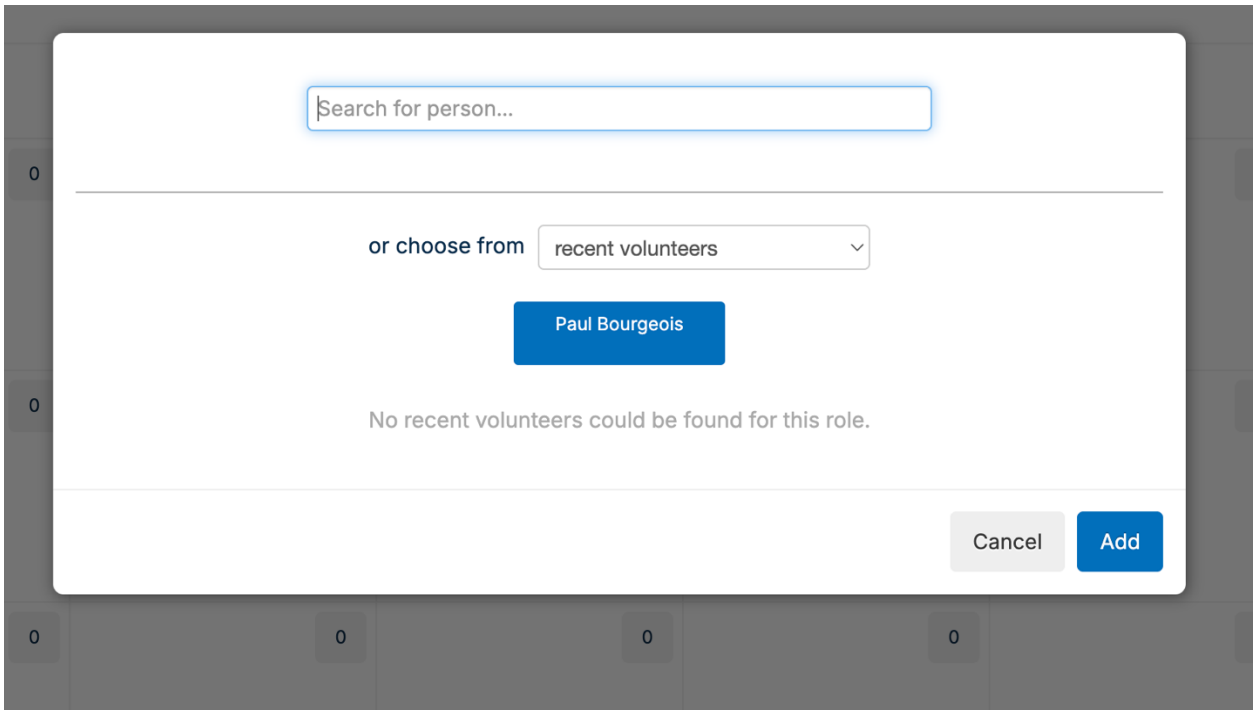
Now navigate to your Ministry and click in the square for the date you want for the assignment.



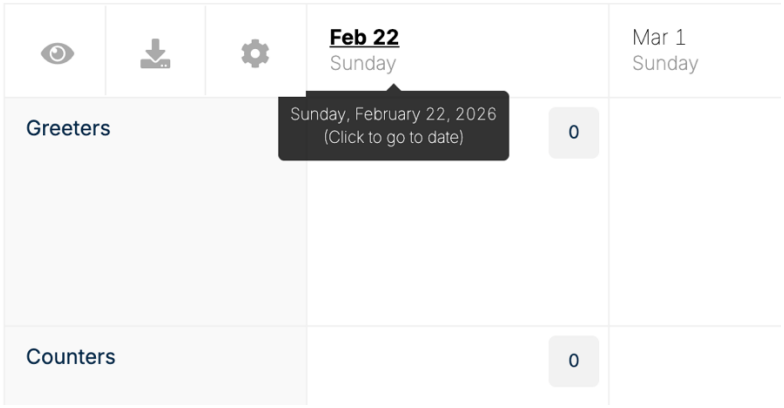
Then start typing the person's name until a suitable list appears. Once someone has been entered once their name will appear on the dropdown list.



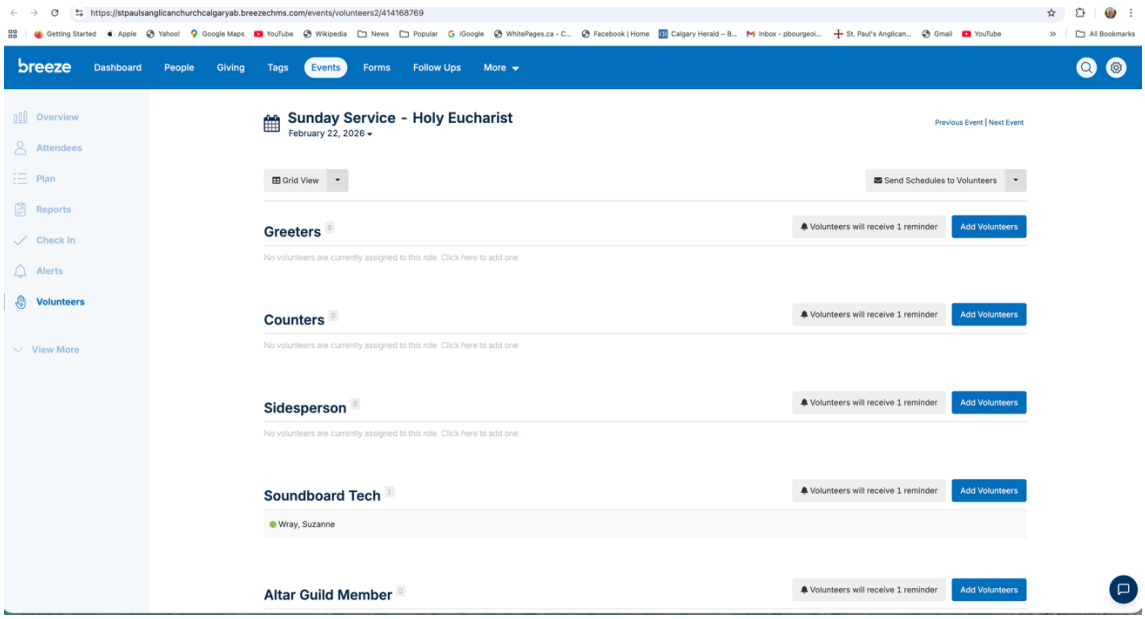

Paul
Paul Bourgeois
Pauline Buckley
Pauline Payne
Paul Spurvey
Paul Torraville
Paul Wilson
for this role.
Cancel


Search for person...
or choose from
recent volunteers
Paul Bourgeois
No recent volunteers could be found for this role.
Cancel
Add

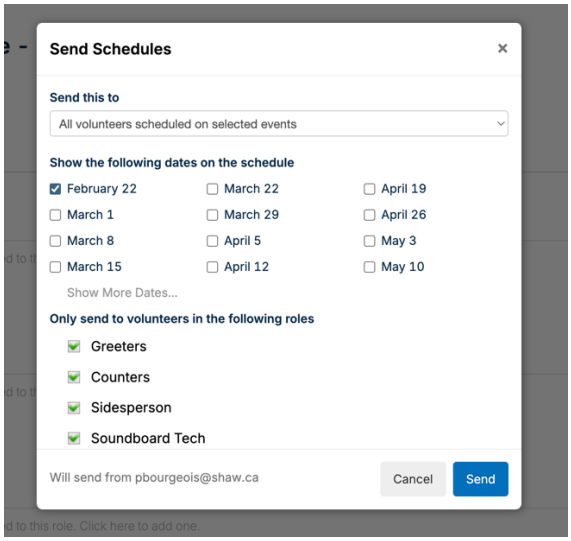
Select the person from the list that you want for that event and continue adding volunteer names for each event that you have a schedule for. After you have competed your assignments, select one of the dates (usually the first one) and click on it to go to the date.



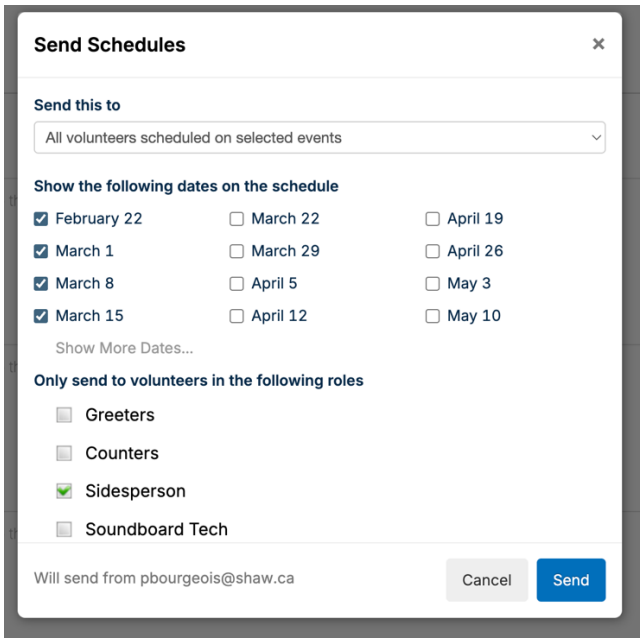
You will see the following screen and you should click on the grey bar “Send Schedules to Volunteers” at the top of the right-hand column.



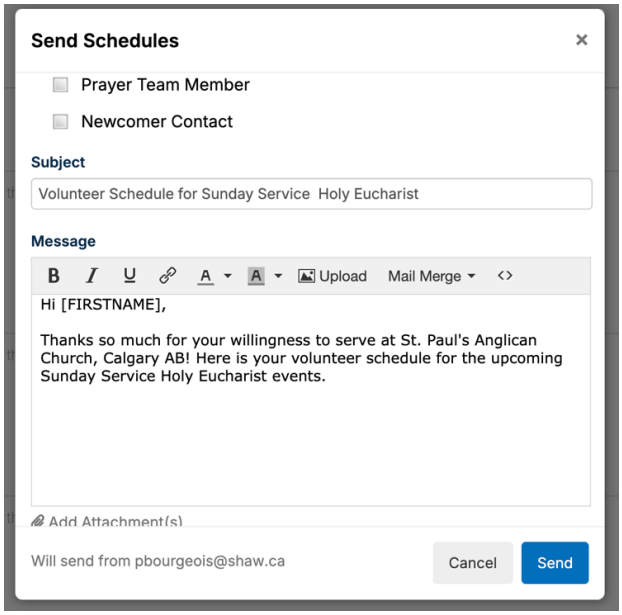
You will see the following:

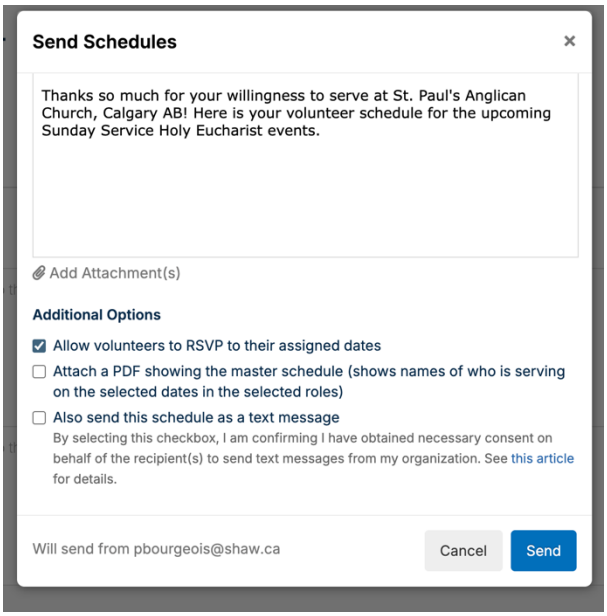


Now select the dates you have scheduled and make sure that only your group has been selected by clicking on the green checkmarks (by default all are selected).

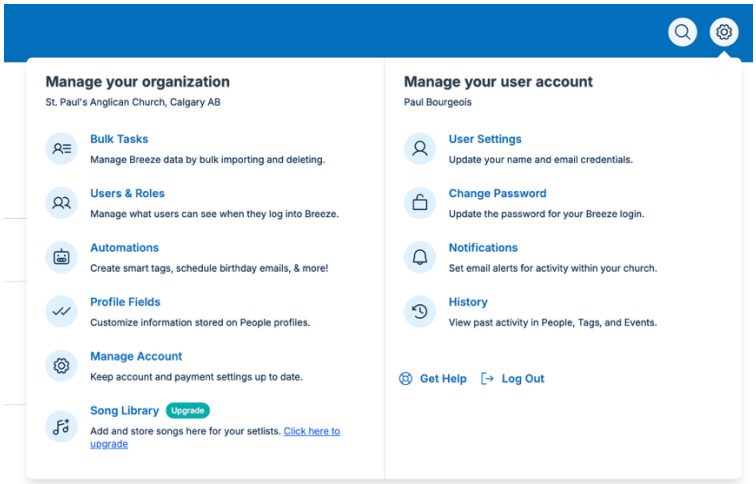


You can scroll down and optionally edit the subject line and text of the email that will be sent.





Make sure that the box to allow volunteers to RSVP is checked off.

Now click on “Send” and you are done.

To Log Out of Breeze, click on the gear icon at the top right of the blue bar, and click on Log out.