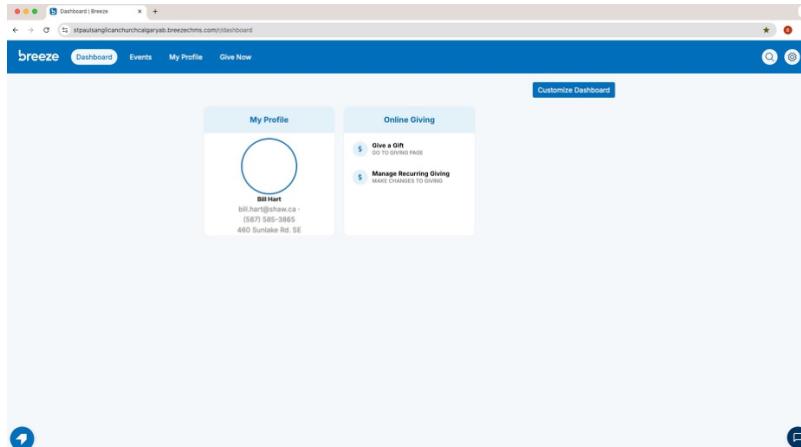


Breeze Procedures – Creating Volunteer Schedules

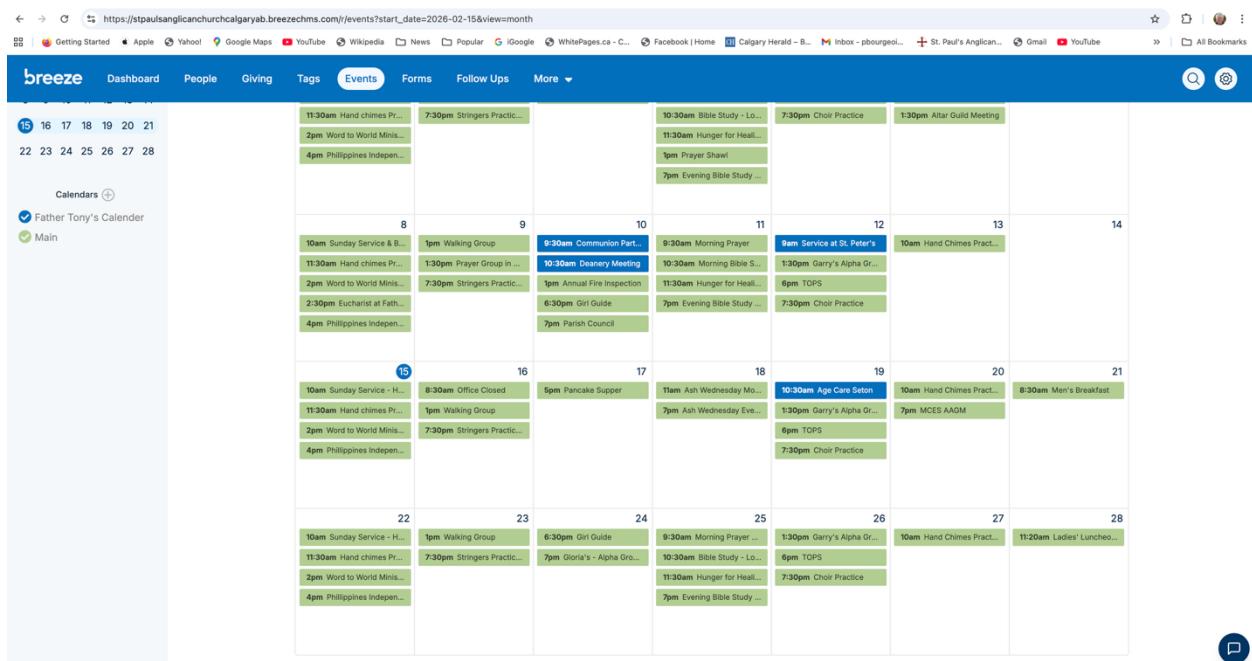
When you want to set up your volunteer schedule after you have created your login id and set your password go to Breeze in your browser using the following address:

<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.

15	
10am Sunday Service - H...	8:30am Office Clo...
11:30am Hand chimes Pr...	1pm Walking Grou...
2pm Word to World Minis...	7:30pm Stringers...
4pm Philippines Indepen...	

Sunday Service - Holy Eucharist	
1 Volunteers	22
10am Sunday Service - H...	1pm Walking Grou...
11:30am Hand Sunday Service - Holy Eucharist	7:30pm Stringers...
2pm Word to World Minis...	
4pm Philippines Indepen...	

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

Sunday Service - Holy Eucharist

February 22nd, 2026



View Details

View who checked in and more.



Service Plan

Manage the plan for your service.



Check In

Check people into this event.



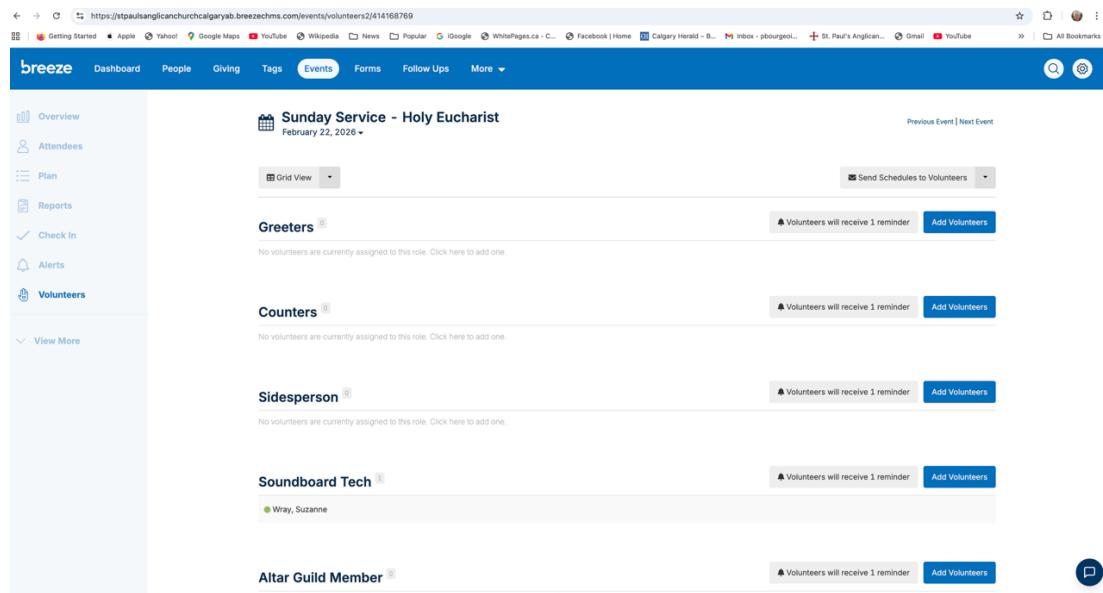
Volunteers

Manage volunteers for this event.

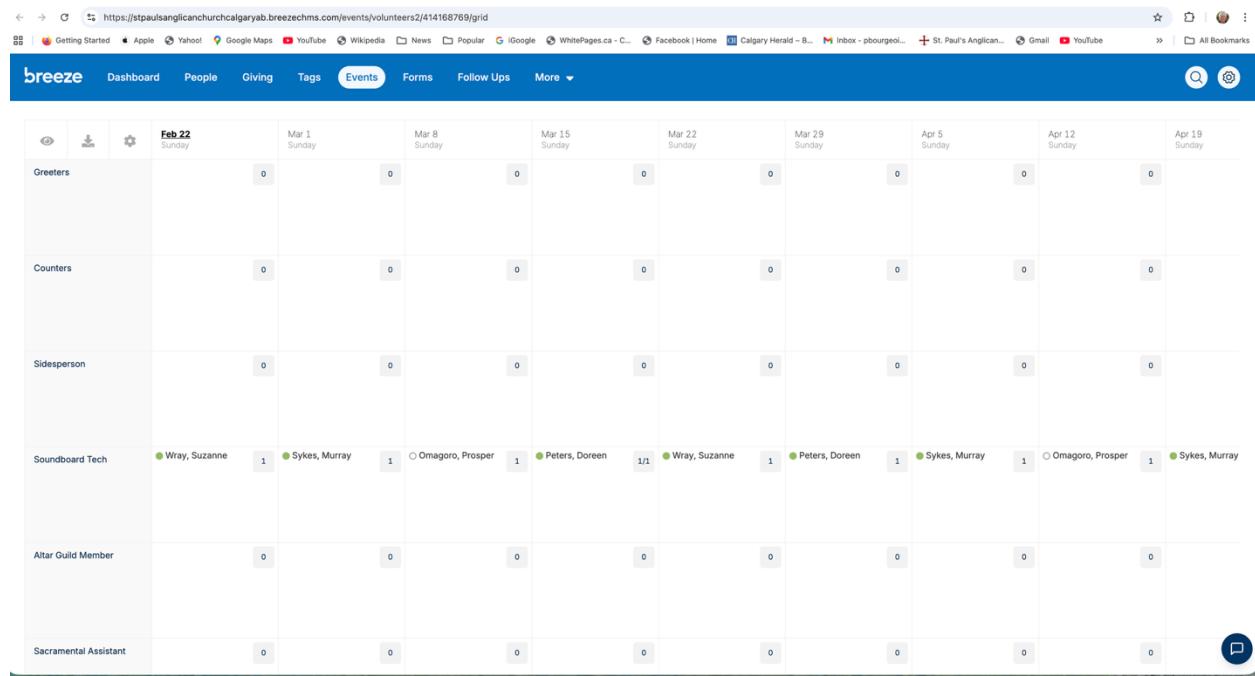
Edit Event Settings

2pm Word to World Minis...
11:30am Hunger for Heal...
7:30pm Choir Practice

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:



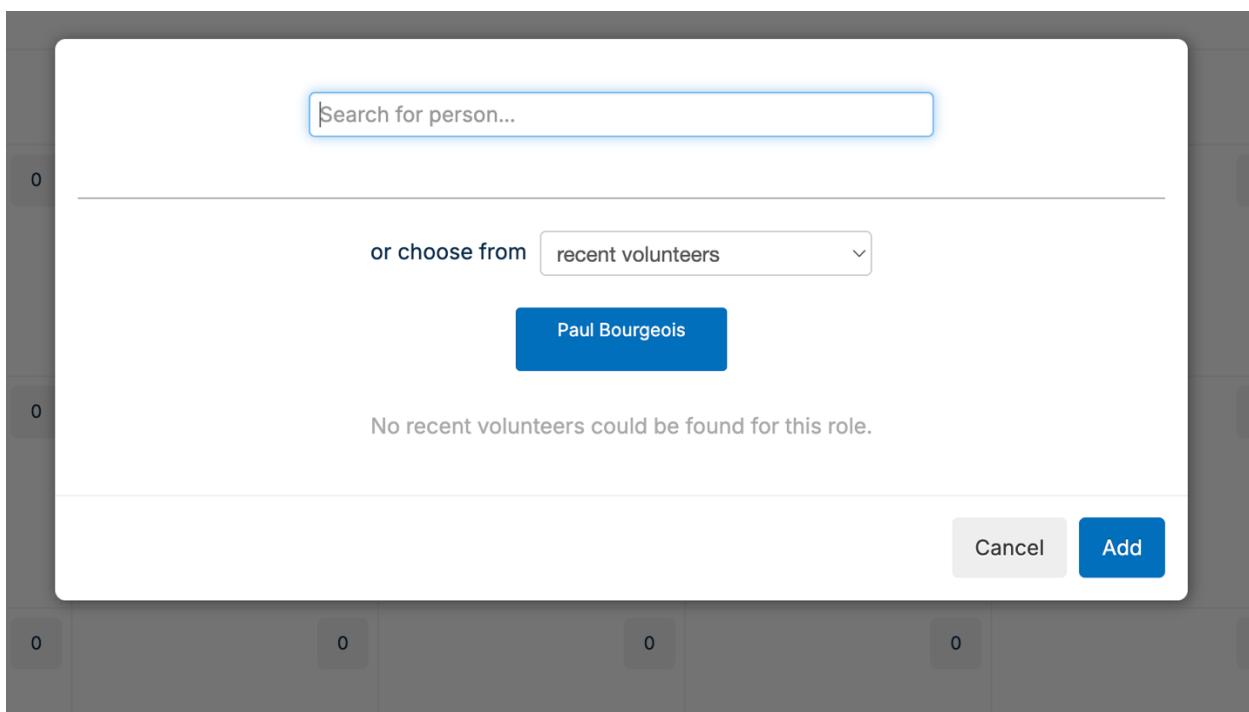
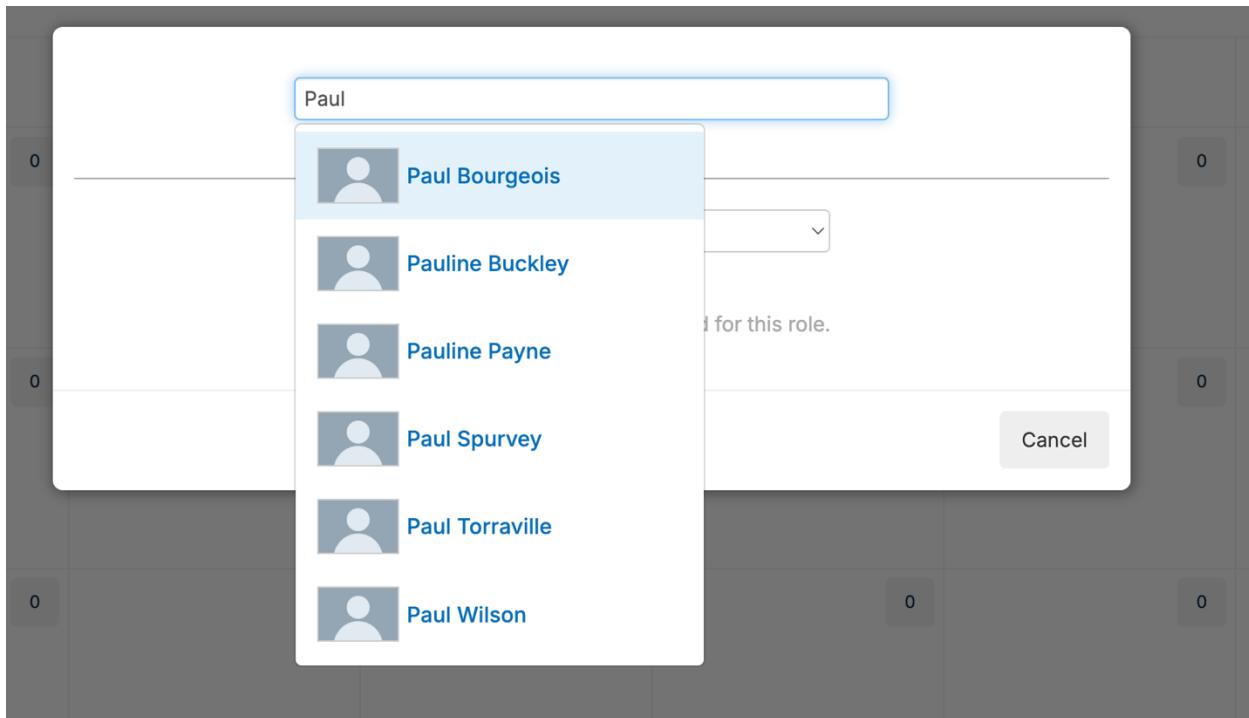
Now navigate to your Ministry and click in the square for the date you want for the assignment.

Sidesperson	0 		0
		Click to Add Volunteers	

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.

or choose from

No recent volunteers could be found for this role.



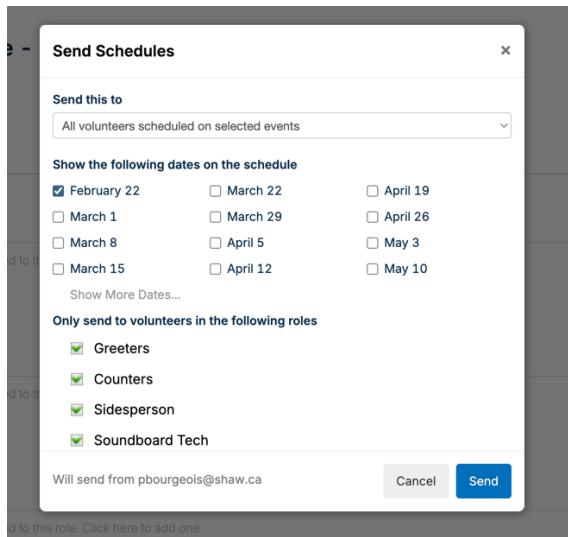
Select the person from the list that you want for that event and continue adding volunteer names for each event that you have a schedule for. After you have completed your assignments, select one of the dates (usually the first one) and click on it to go to the date.

			Feb 22 Sunday	Mar 1 Sunday
Greeters	Sunday, February 22, 2026 (Click to go to date)	0		
Counters		0		

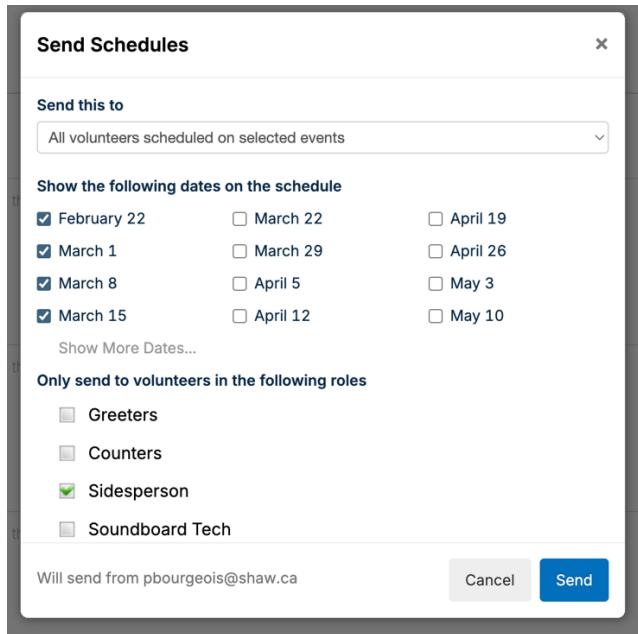
You will see the following screen and you should click on the grey bar “Send Schedules to Volunteers” at the top of the right-hand column.

The screenshot shows the Breeze software interface for managing volunteers. The top navigation bar includes links for Getting Started, Apple, Yahoo!, Google Maps, YouTube, Wikipedia, News, Popular, iGoogle, WhitePages.ca, Facebook, Calgary Herald, Inbox, Gmail, and YouTube. The main menu has tabs for breeze, Dashboard, People, Giving, Tags, **Events**, Forms, Follow Ups, and More. The left sidebar has links for Overview, Attendees, Plan, Reports, Check In, Alerts, and **Volunteers**. The main content area shows the event details for "Sunday Service - Holy Eucharist" on February 22, 2026. It lists five volunteer roles: Greeters, Counters, Sidesperson, Soundboard Tech, and Altar Guild Member. Each role has a "Send Schedules to Volunteers" button at the top right. The Greeters role has a note indicating 1 reminder will be sent. The Soundboard Tech role lists "Wray, Suzanne". The Altar Guild Member role has a "View More" button at the bottom right.

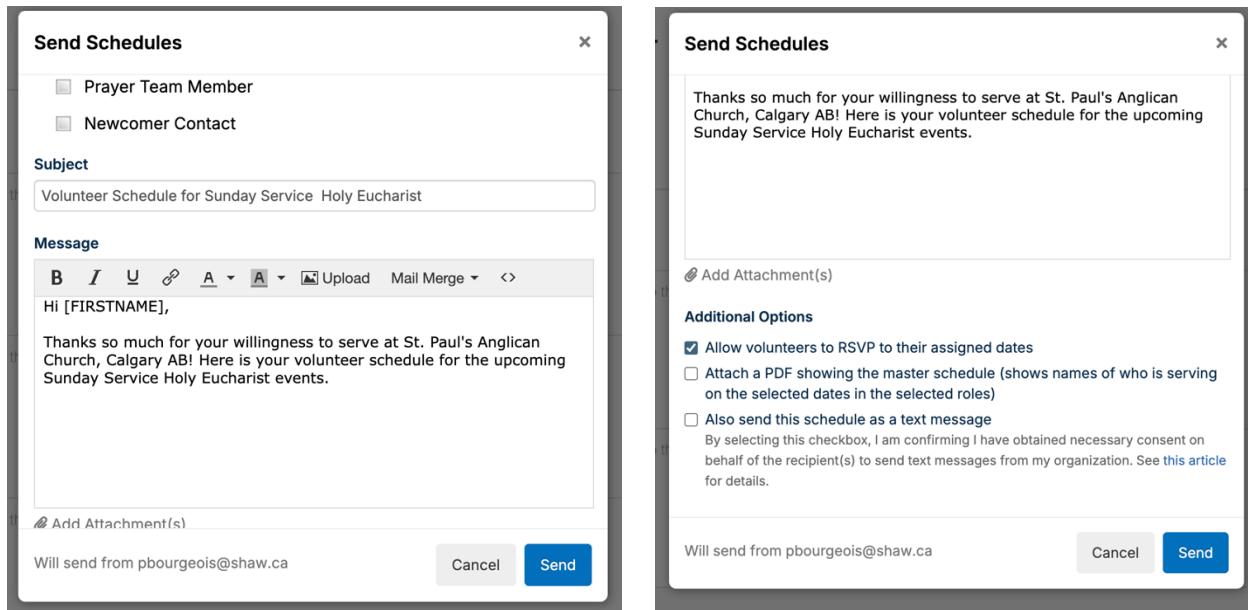
You will see the following:



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.

