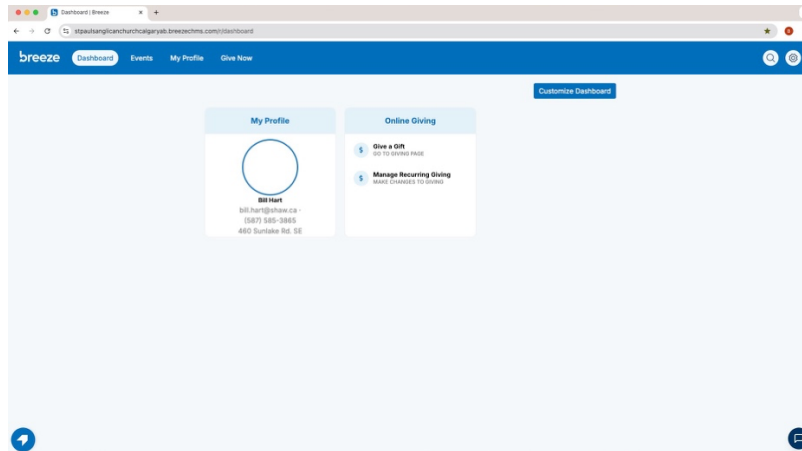


Breeze Procedures – Creating Volunteer Schedules

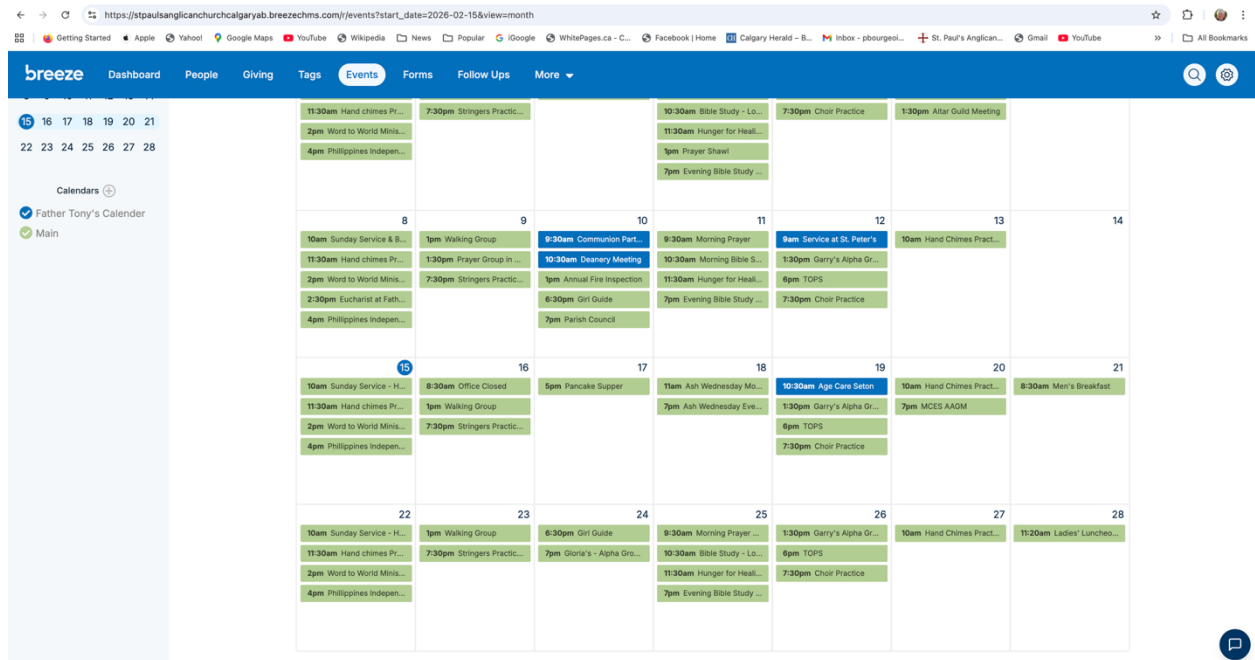
When you want to set up your volunteer schedule after you have created your login id and set your password go to Breeze in your browser using the following address:

<https://stpaulsanglicanchurchcalgaryab.breezechms.com/login>

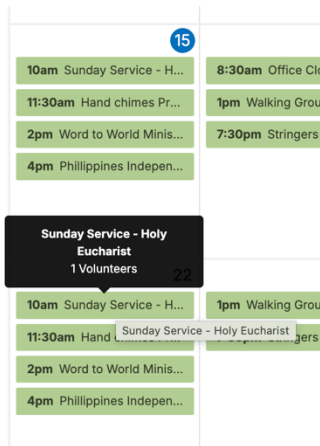
You should bookmark this in your browser for future reference. When you successfully login, you will see a screen similar to the following:



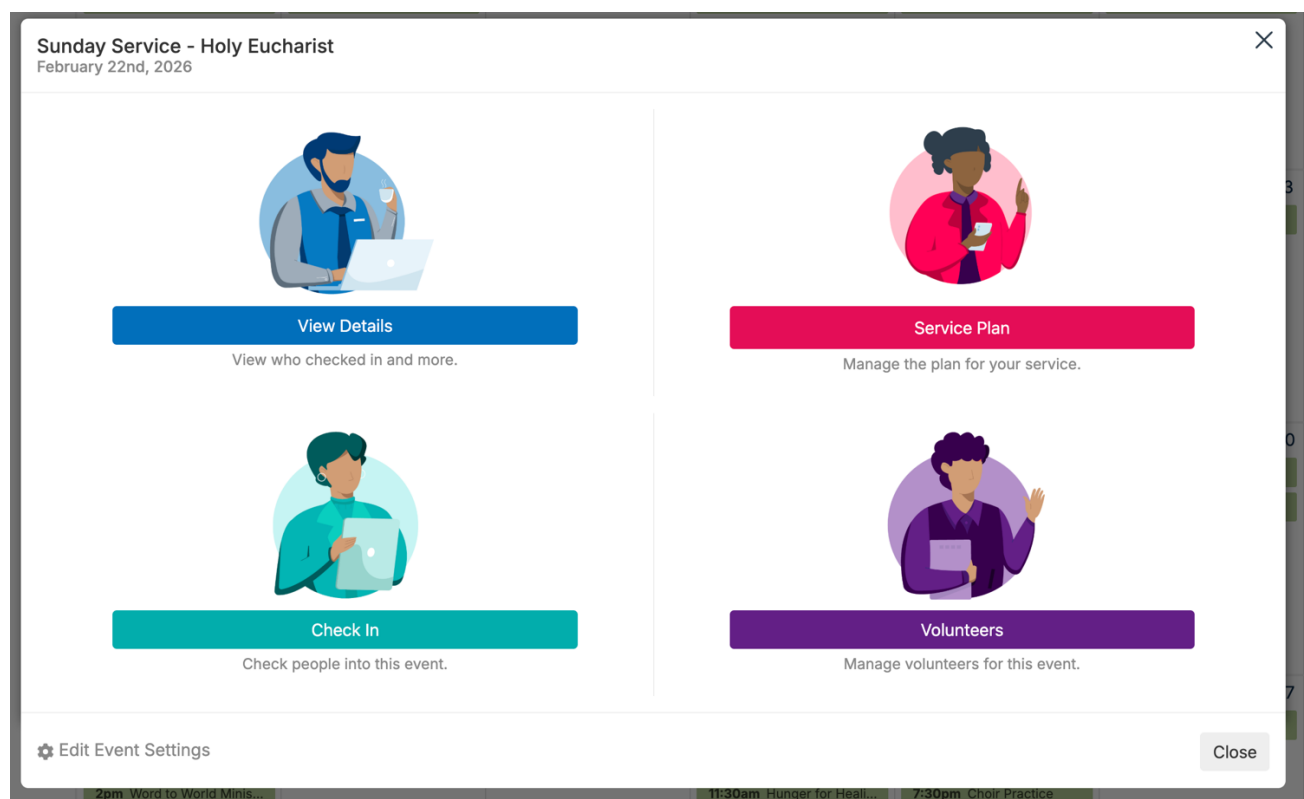
At the top of the blue bar, click on “Events” and you will see the Events calendar.



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:

The screenshot shows the Breeze web application interface. The top navigation bar includes links for Dashboard, People, Giving, Tags, Events (selected), Forms, Follow Ups, and More. The left sidebar lists Overview, Attendees, Plan, Reports, Check In, Alerts, and Volunteers. The main content area displays the 'Sunday Service - Holy Eucharist' event for February 22, 2026. Below the event name, there are buttons for 'Grid View' and 'Send Schedules to Volunteers'. The roles and their volunteer status are listed as follows:

- Greeters:** No volunteers currently assigned to this role. Click here to add one.
- Counters:** No volunteers currently assigned to this role. Click here to add one.
- Sidesperson:** No volunteers currently assigned to this role. Click here to add one.
- Soundboard Tech:** Wray, Suzanne (1 volunteer). Volunteers will receive 1 reminder.
- Altar Guild Member:** No volunteers currently assigned to this role. Click here to add one.

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

The screenshot shows the 'Grid View' of the 'Sunday Service - Holy Eucharist' event. The grid displays volunteer assignments for various roles across a series of dates from February 22 to April 19. The roles and their volunteer status are listed as follows:

Role	Feb 22 Sunday	Mar 1 Sunday	Mar 8 Sunday	Mar 15 Sunday	Mar 22 Sunday	Mar 29 Sunday	Apr 5 Sunday	Apr 12 Sunday	Apr 19 Sunday
Greeters	0	0	0	0	0	0	0	0	0
Counters	0	0	0	0	0	0	0	0	0
Sidesperson	0	0	0	0	0	0	0	0	0
Soundboard Tech	Wray, Suzanne (1)	Sykes, Murray (1)	Omagoro, Prosper (1)	Peters, Doreen (1/1)	Wray, Suzanne (1)	Peters, Doreen (1)	Sykes, Murray (1)	Omagoro, Prosper (1)	Sykes, Murray (1)
Altar Guild Member	0	0	0	0	0	0	0	0	0
Sacramental Assistant	0	0	0	0	0	0	0	0	0

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

Sidesperson	<div>0</div> <div></div> <div><div>+</div></div> <div>Click to Add Volunteers</div>		<div>0</div>
Soundboard Tech	<div> Wray, Suzanne</div> <div>1</div>	<div> Sykes, Murray</div> <div>1</div>	<div> Omag</div>

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







recent volunteers

▼

No recent volunteers could be found for this role.

Cancel

Paul

-  Paul Bourgeois
-  Pauline Buckley
-  Pauline Payne
-  Paul Spurvey
-  Paul Torraville
-  Paul Wilson

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 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		<div>Sunday, February 22, 2026 (Click to go to date)</div>		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 an event titled "Sunday Service - Holy Eucharist" on February 22, 2026. The interface includes a sidebar with navigation options like Overview, Attendees, Plan, Reports, Check In, Alerts, and Volunteers. The main content area displays a list of roles and their assigned volunteers. The roles listed are Greeters, Counters, Sidesperson, Soundboard Tech, and Altar Guild Member. Each role has a status bar indicating "Volunteers will receive 1 reminder" and an "Add Volunteers" button. A "Send Schedules to Volunteers" button is visible at the top right of the role list.

You will see the following:

Send Schedules [X]

Send this to
All volunteers scheduled on selected events [v]

Show the following dates on the schedule

<input checked="" type="checkbox"/> February 22	<input type="checkbox"/> March 22	<input type="checkbox"/> April 19
<input type="checkbox"/> March 1	<input type="checkbox"/> March 29	<input type="checkbox"/> April 26
<input type="checkbox"/> March 8	<input type="checkbox"/> April 5	<input type="checkbox"/> May 3
<input type="checkbox"/> March 15	<input type="checkbox"/> April 12	<input type="checkbox"/> May 10

[Show More Dates...](#)

Only send to volunteers in the following roles

<input checked="" type="checkbox"/> Greeters
<input checked="" type="checkbox"/> Counters
<input checked="" type="checkbox"/> Sidesperson
<input checked="" type="checkbox"/> Soundboard Tech

Will send from pbourgeois@shaw.ca

[Cancel](#) [Send](#)

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).

Send Schedules [X]

Send this to
All volunteers scheduled on selected events [v]

Show the following dates on the schedule

<input checked="" type="checkbox"/> February 22	<input type="checkbox"/> March 22	<input type="checkbox"/> April 19
<input checked="" type="checkbox"/> March 1	<input type="checkbox"/> March 29	<input type="checkbox"/> April 26
<input checked="" type="checkbox"/> March 8	<input type="checkbox"/> April 5	<input type="checkbox"/> May 3
<input checked="" type="checkbox"/> March 15	<input type="checkbox"/> April 12	<input type="checkbox"/> May 10

[Show More Dates...](#)

Only send to volunteers in the following roles

<input type="checkbox"/> Greeters
<input type="checkbox"/> Counters
<input checked="" type="checkbox"/> Sidesperson
<input type="checkbox"/> Soundboard Tech

Will send from pbourgeois@shaw.ca

[Cancel](#) [Send](#)

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

The image shows two screenshots of the 'Send Schedules' dialog box in a software application. The left screenshot displays the 'Subject' and 'Message' fields. The 'Subject' field contains 'Volunteer Schedule for Sunday Service Holy Eucharist'. The 'Message' field contains a pre-filled email template: 'Hi [FIRSTNAME], Thanks so much for your willingness to serve at St. Paul's Anglican Church, Calgary AB! Here is your volunteer schedule for the upcoming Sunday Service Holy Eucharist events.' Below the message field is an 'Add Attachment(s)' button. The right screenshot shows the 'Additional Options' section. It includes a checked checkbox for 'Allow volunteers to RSVP to their assigned dates' and two unchecked checkboxes: 'Attach a PDF showing the master schedule (shows names of who is serving on the selected dates in the selected roles)' and 'Also send this schedule as a text message'. Below these options is a note: 'By selecting this checkbox, I am confirming I have obtained necessary consent on behalf of the recipient(s) to send text messages from my organization. See this article for details.' At the bottom of both screenshots, it says 'Will send from pbourgeois@shaw.ca' with 'Cancel' and 'Send' buttons.

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.

The image shows a screenshot of the Breeze user interface. The top navigation bar is blue with a search icon and a gear icon. Below the navigation bar, there are two main sections: 'Manage your organization' and 'Manage your user account'. The 'Manage your organization' section lists several options: 'Bulk Tasks' (Manage Breeze data by bulk importing and deleting), 'Users & Roles' (Manage what users can see when they log into Breeze), 'Automations' (Create smart tags, schedule birthday emails, & more!), 'Profile Fields' (Customize information stored on People profiles), 'Manage Account' (Keep account and payment settings up to date), and 'Song Library' (Add and store songs here for your setlists. Click here to upgrade). The 'Manage your user account' section lists several options: 'User Settings' (Update your name and email credentials), 'Change Password' (Update the password for your Breeze login), 'Notifications' (Set email alerts for activity within your church), and 'History' (View past activity in People, Tags, and Events). At the bottom of the 'Manage your user account' section, there are links for 'Get Help' and 'Log Out'.