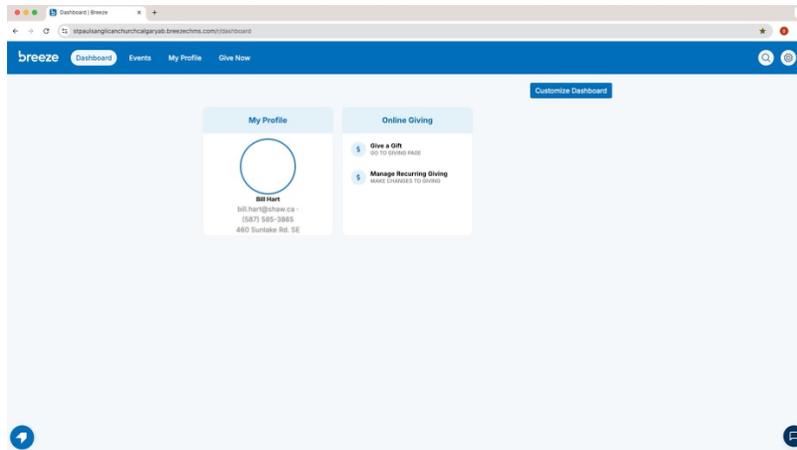


## Breeze Procedures – Assigning Volunteers to a Specific One-time Event

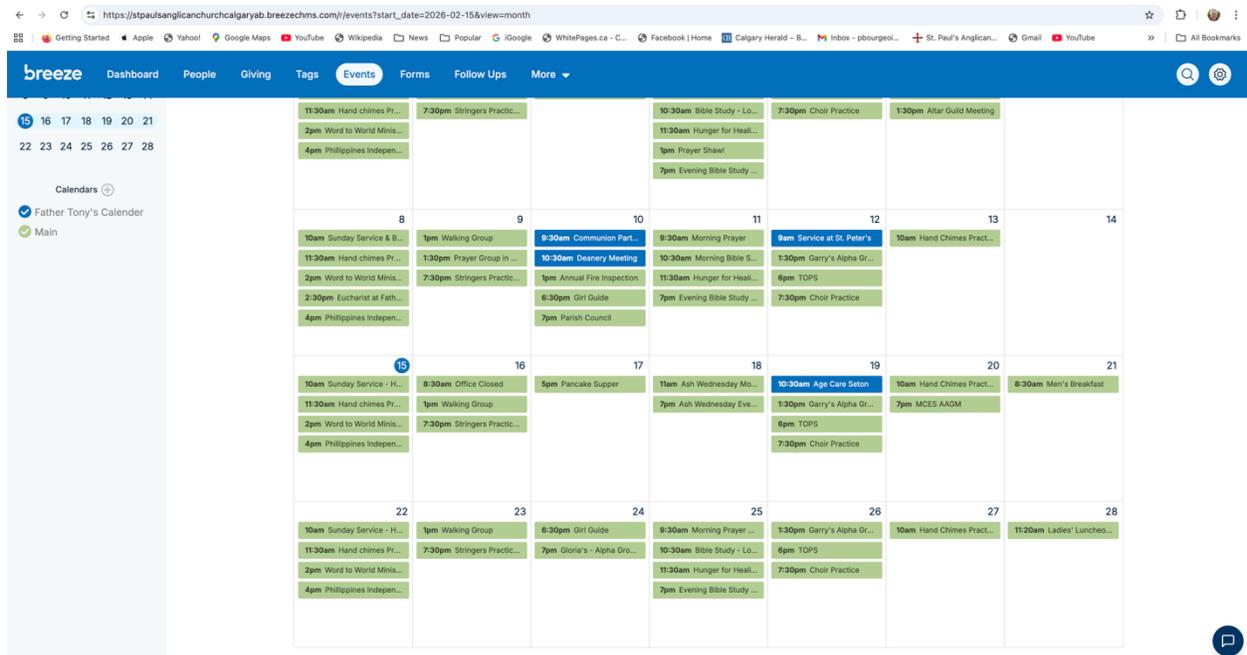
When you want to set up your volunteer schedule after you have created your login id and set your password go to Breeze in your browser using the following address:

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

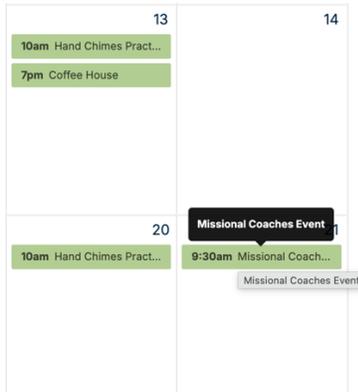
You should bookmark this in your browser for future reference. When you successfully login, you will see a screen similar to the following:



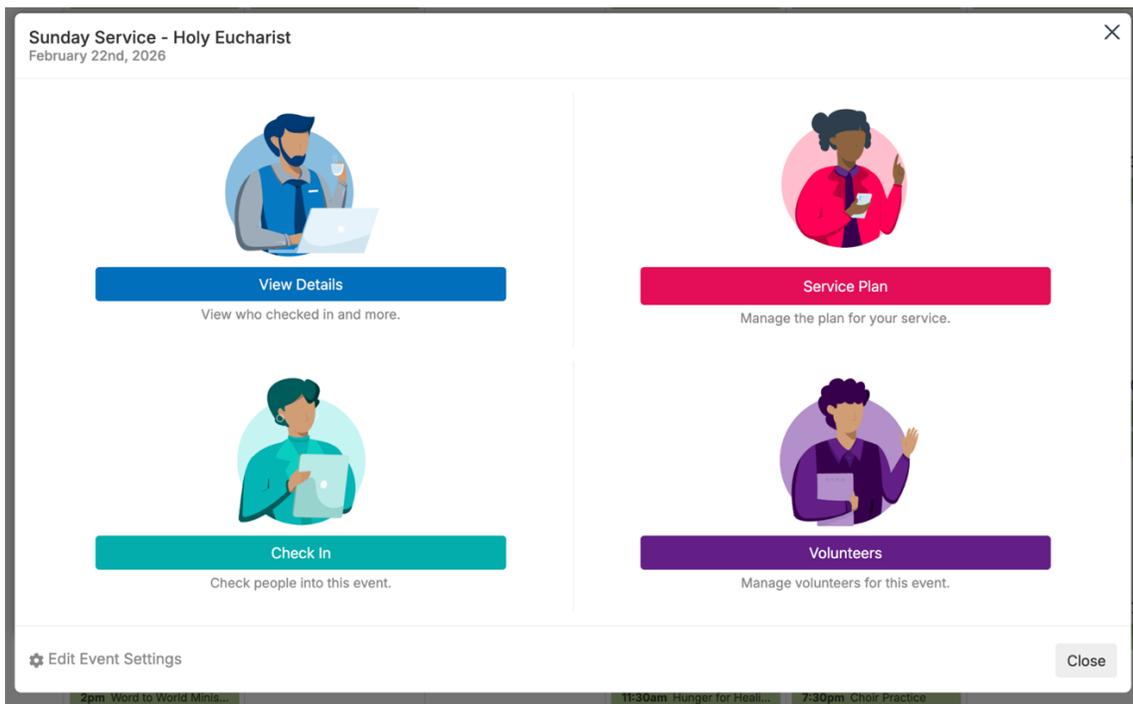
At the top of the blue bar, click on “Events” and you will see the Events calendar.



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:



After clicking on “Volunteers, you will see:

### Volunteer Roles

Define the volunteer roles needed for this event. Add optional details like role leaders or number of volunteers needed for each role. [Learn More](#)

(Role examples: Greeters, Worship team, Ushers)

Role Name	Role Leader <sup>?</sup>	Volunteers Needed
<input type="text"/>	None <input type="text"/>	None Set <input type="text"/>
<input type="text"/>	None <input type="text"/>	None Set <input type="text"/>
<input type="text"/>	None <input type="text"/>	None Set <input type="text"/>

[Add a new role](#)

Group Roles by Teams

[Cancel](#) [Continue to Add Volunteers](#)

Enter the Role Names, Role Leader (usually yourself) and the number of volunteers needed for that role. After you have all the info entered, click on “Continue to Add Volunteers”.

If you don't get the above screen and happen to get the following screen when you click on the event,

The screenshot shows the Breeze interface for an event titled "Missional Coaches Event" on March 21, 2026. The left sidebar includes navigation options like Overview, Attendees, Plan, Reports, Check In, Volunteers, and Settings. The main content area shows a "Grid View" of roles. Two roles are listed: "Setup" and "Serve", both assigned to "PAUL BOURGEOIS". Each role has a notification bell icon and the text "Volunteers will receive 1 reminder" followed by an "Add Volunteers" button. At the top right, there is a "Send Schedules to Volunteers" button with a dropdown arrow.

then you may need to modify the roles for your event. To do this, click on the drop-down arrow by “Send Schedules to Volunteers”

This image is a close-up of the dropdown menu for the "Send Schedules to Volunteers" button. The menu is open, showing several options: "Download Schedule as PDF", "Download Schedule as Excel", "Email Volunteers", "Send Blockout Date Request", "Modify Roles" (which is highlighted in blue), and "Switch to Invite Mode".

Then click on “Modify Roles” to get to the following screen:

Role Name	Role Leader	Volunteers Needed
Setup	Paul Bourgeois (pt)	1
Serve	Paul Bourgeois (pt)	2

Modify the Role Names, Role Leader (usually yourself) and the number of volunteers needed for that role. After you have all the information entered, click on “Save Changes”.

You are now back to:

Missional Coaches Event  
March 21, 2026

Setup  
PAUL BOURGEOIS  
No volunteers are currently assigned to this role. Click here to add one.

Serve  
PAUL BOURGEOIS  
No volunteers are currently assigned to this role. Click here to add one.

Click on “Add Volunteers”

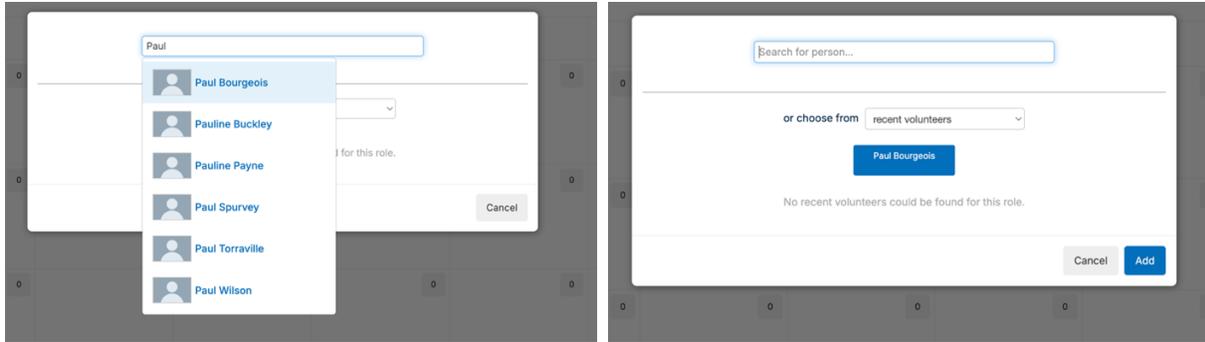
Then start typing the person’s name until a suitable list appears. Once someone has been entered once their name will appear on the dropdown list.

Search for person...

or choose from recent volunteers

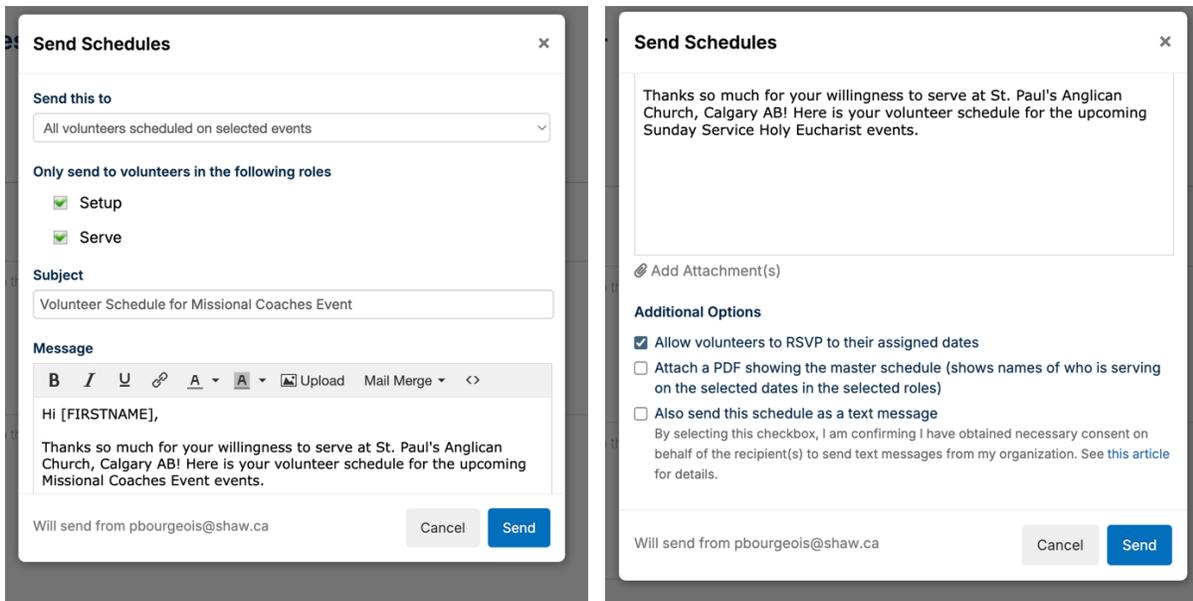
No recent volunteers could be found for this role.

Cancel



Select the person from the list that you want for that event and continue adding volunteer names for the event. After you have completed your assignments, click on “Send Schedule to Volunteers” (top right-hand grey box). If you see a blue bar “Manage Signup Sheets” then click on the down arrow on the right, scroll to the bottom and click on “Switch to Assign Mode”. Now you will see the grey bar “Send Schedules to Volunteers”.

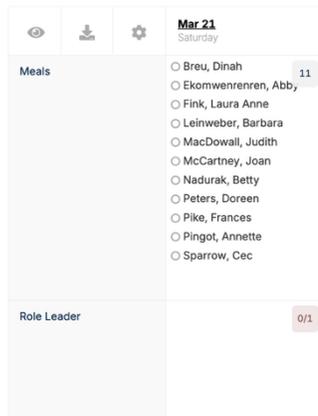
If you wish, you can modify the subject line and content of the email before you “Send”. You can also add an attachment such as your volunteer schedule, volunteer contact information, etc. by clicking on the paperclip Add Attachment(s).



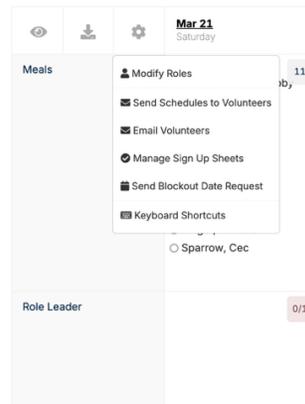
Make sure that the box to allow volunteers to RSVP is checked off.

Now click on “Send” and you are done.

If you need to resend your schedule, go to your event, click on it and then click on volunteers. Then select Grid View (on the left at the top) and you will see something like the screen below:



Then if you click on the little gear button, the drop-down menu lets you “Send the schedule to volunteers.” You will then see the same email screen as you did previously and you can send it again.



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

