



ST. PAUL'S USER MANUAL

BY PAUL BOURGEOIS



© St. Paul's Anglican Church Calgary

Friday, April 24, 2026

St. Paul's Anglican Church
7 Sunmills Green S.E.
Calgary, AB T2X 3P6

Contact:
(403) 256-1428
Office@stpaulscalgary.ca

Friday, April 24, 2026

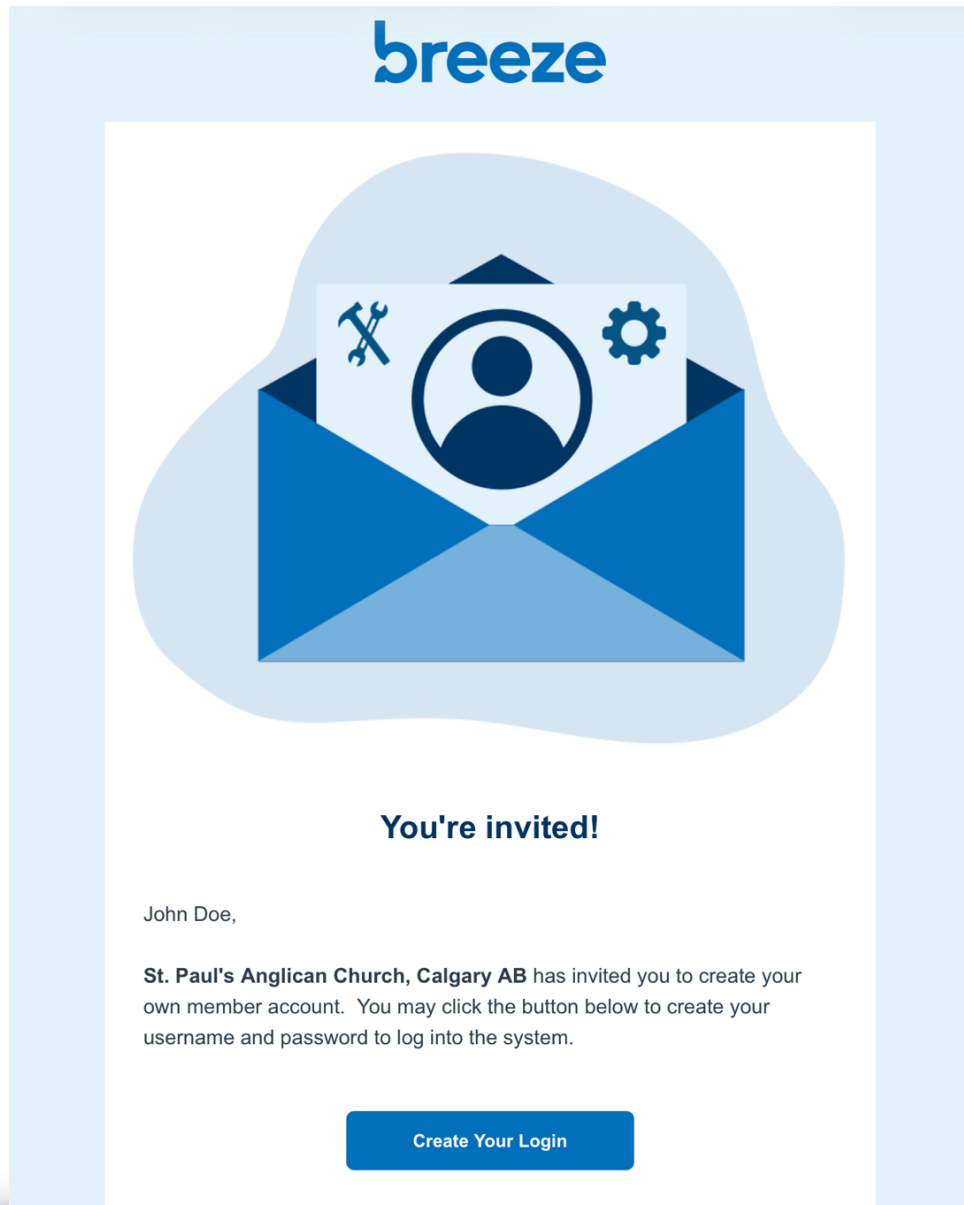
CONTENTS




CONTENTS	3
1. Member Sign Up	5
2. Volunteer Acceptance	11
3. Creating Volunteer Schedules	15
4. Specific One-time Event	23
Appendix - About Breeze	29

1. MEMBER SIGN UP

If you would like to sign up for a Breeze Member account, please contact the office and we will send you a link. The link will come in an email that looks like this:




Click on the box “Create Your Login” and you will be directed to the Breeze “Create Account” page.



Create Account

Create your user account:

- × Password must be at least 8 characters
- × Password must contain at least 1 upper and 1 lower case letter
- × Password must contain at least 1 number
- × Password must contain at least 1 symbol
- × Password must be safe (not compromised)




Create Account

Create your user account:


- ✓ Password must be at least 8 characters
- ✓ Password must contain at least 1 upper and 1 lower case letter
- ✓ Password must contain at least 1 number
- ✓ Password must contain at least 1 symbol
- ✓ Password must be safe (not compromised)

Create your Username and personal Password, making sure that you meet the criteria outlined for an acceptable password. When you have done so, all the criteria lines will be green, and you can click on the “Continue” button at the bottom of the box. When you have successfully created your account, you can Login.



Account Created!

Your account has been created successfully.
Click below to log in..



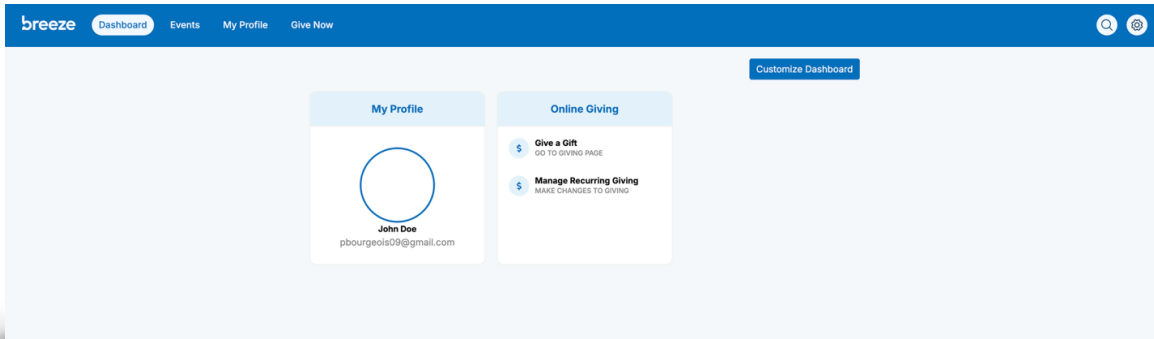
Sign In

[Forgot Password?](#)

By clicking "Sign In" I agree to the [Terms of Service](#) and [Privacy Policy](#).

After entering your new Username and Password, click on the “Sign in” button and the Dashboard page will open. For future reference the address of our Breeze Login page is: <https://stpaulsanglicanchurchcalgaryab.breezechms.com/login>

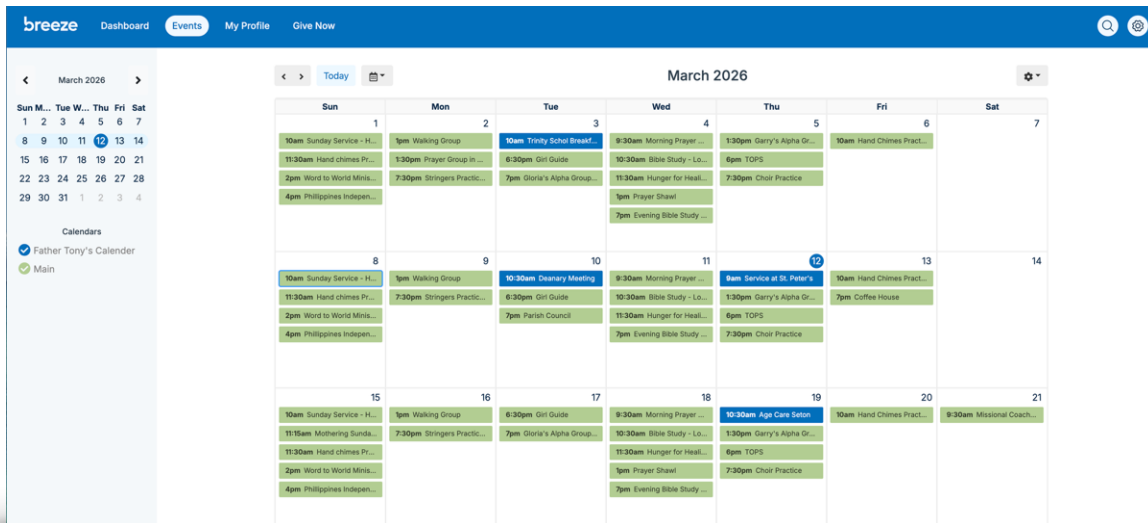
You should bookmark this in your browser for future reference. After you successfully login, you will see a screen like the following:



From this Dashboard, you can navigate to view the Parish “Events” page, enter and edit your family information using “My Profile”, or make an online donation with “Give Now”.

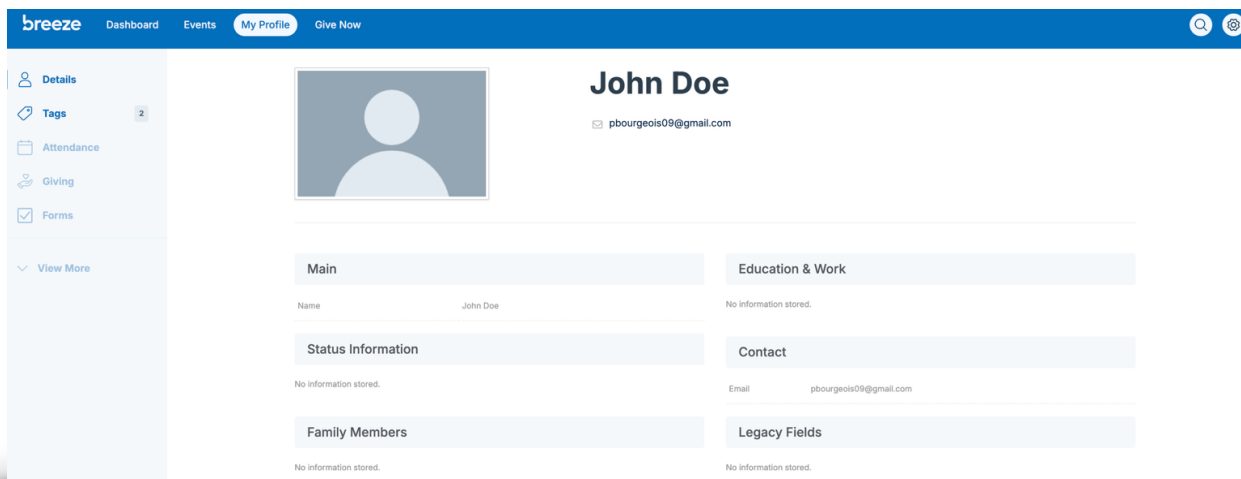
The three screens will look like the following:

“Events” screen:



You can easily scroll through the calendar with your trackpad or mouse and the navigation arrows.

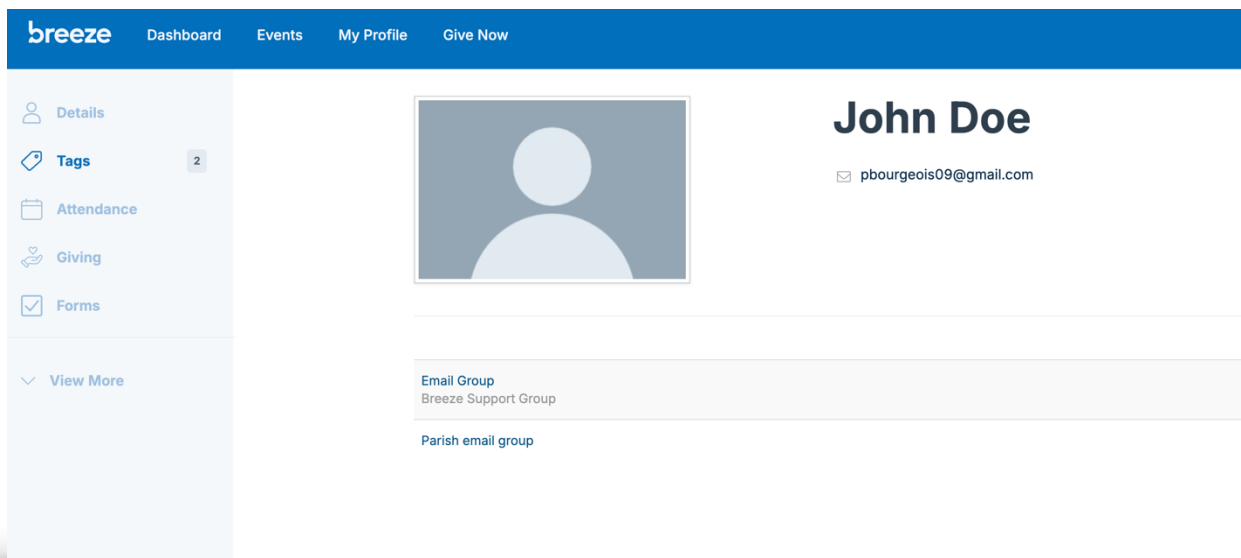
“My Profile” screen:



Click on any light blue bar to add and edit information to your profile and that of your family members.

From this screen you are also able to see what Parish email groups you are included in by clicking on “Tags” on the left, or you can see your volunteer schedule by clicking on “View More” on the left and then clicking on “Volunteering”.

“Tags” screen:



“Volunteering” screen:

The screenshot shows the 'Volunteering' screen for a user named Suzanne Wray. The top navigation bar includes 'breeze', 'Dashboard', 'Events', 'My Profile', and 'Give Now'. A left sidebar contains menu items: 'Details', 'Tags', 'Attendance', 'Giving', 'Forms', and 'Volunteering' (which is highlighted). The main content area features a profile picture placeholder and the name 'Suzanne Wray'. Below this is a section titled 'Upcoming Events' with a 'Manage Blockout Dates' button. A table lists three events:

Date	Event	Role
Mar 22, 2026	Sunday Service - Holy Eucharist	Soundboard Tech
Apr 04, 2026	The Great Easter Vigil	Soundboard Tech
Apr 19, 2026	Sunday Service - Holy Eucharist	Sidesperson


“Give Now” screen:

The screenshot shows the 'Give Now' screen. The top navigation bar includes 'breeze', 'Dashboard', 'Events', 'My Profile', and 'Give Now' (which is highlighted). A left sidebar contains menu items: 'Give', 'Recurring Gifts', and 'Payment Methods'. The main content area displays 'Give to St. Paul's Anglican Church, Calgary AB' and a large '\$ 0.00' amount. Below the amount is a dropdown menu set to 'Give this One Time' and a blue 'Continue' button.

If you would like to make an online one-time or recurring donation to St. Paul's, click on “Give Now” in the bar on the top.




If you would like a summary of your personal donations, click on “Giving” in the bar on the left of your screen.


When you are finished your session, click on the gear in the upper right of the blue bar and then click on “Log Out” at the bottom of the box.

Search 

Manage your user account

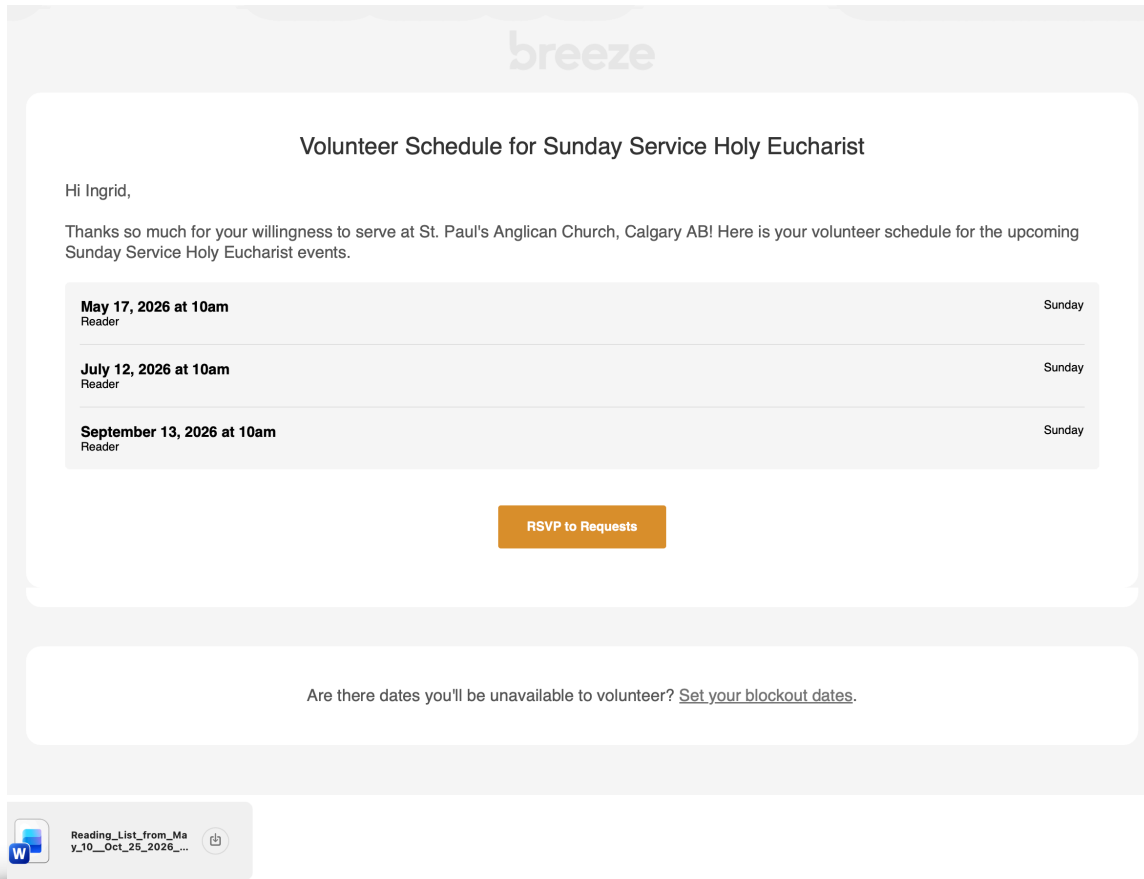
John Doe

-  **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.

 [Get Help](#) [Log Out](#)

2. VOLUNTEER ACCEPTANCE

When a leader at the church, your Ministry Leader or an event co-ordinator asks you to volunteer, you will get an email from that person, generated by our Church Management System (Breeze) that looks like this:



Make sure you scroll to the bottom of the email in case your leader has attached a document for you. If there is a document there, then you can open it and print it for your future reference. When you click on RSVP, a screen like the following pops up:

Volunteer Schedule for Stringers Practice Paul Bourgeois

March 16, 2026 Monday

Stringers Practice Paul Bourgeois

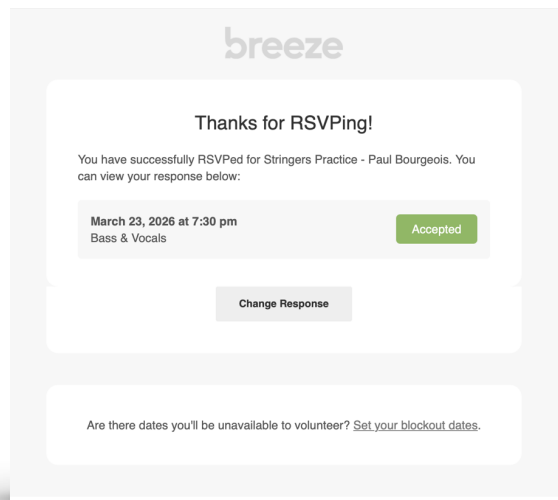
Base & Vocals [Decline](#) [Accept](#)

Comments (optional)

Once you've responded, click the button to the right to submit [Submit RSVP](#)

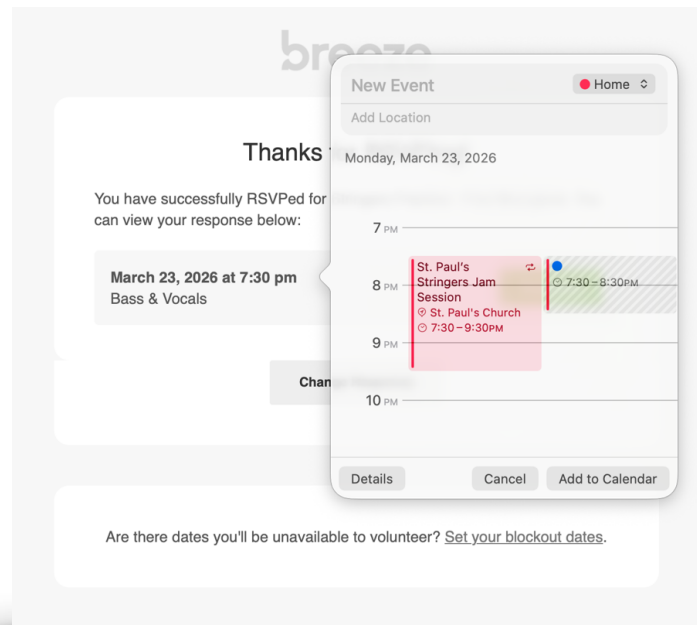
Please click on Accept or Decline for each volunteer invitation, enter any comments on the optional comment box and click on “Submit RSVP” in bottom right-hand corner.

You will then receive an email like the following with your dates:

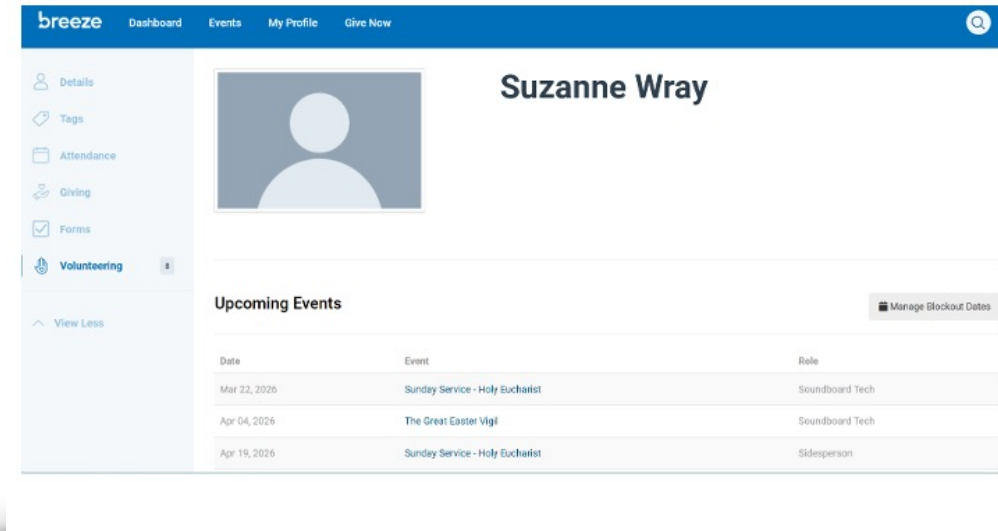


If you are unavailable for a particular date, click on ‘Decline’ and notify your Ministry leader indicating so and whether you have found an alternate for that date.

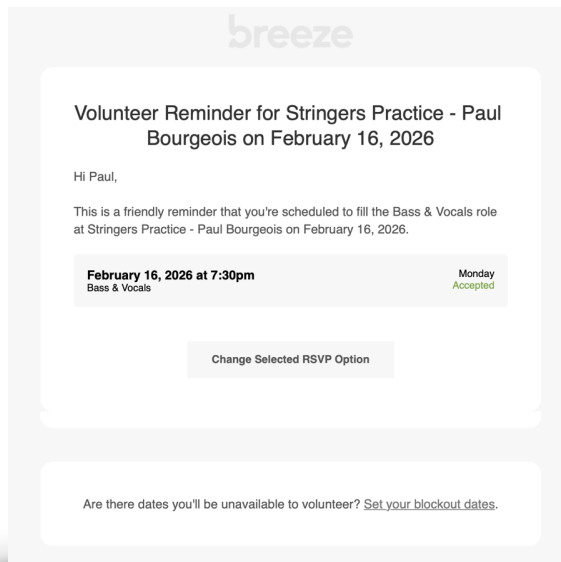
You can save your volunteer commitment to your personal calendar (iCalendar, Google Calendar, etc. by clicking on the date and time:



After you have sent your RSVP, you can view your volunteer schedule(s) from your Profile on Breeze. After logging into your Breeze account, click on My Profile and then, on the side bar on the left, click on “View More” and then click on “Volunteering” to see your schedule that will look like the following:



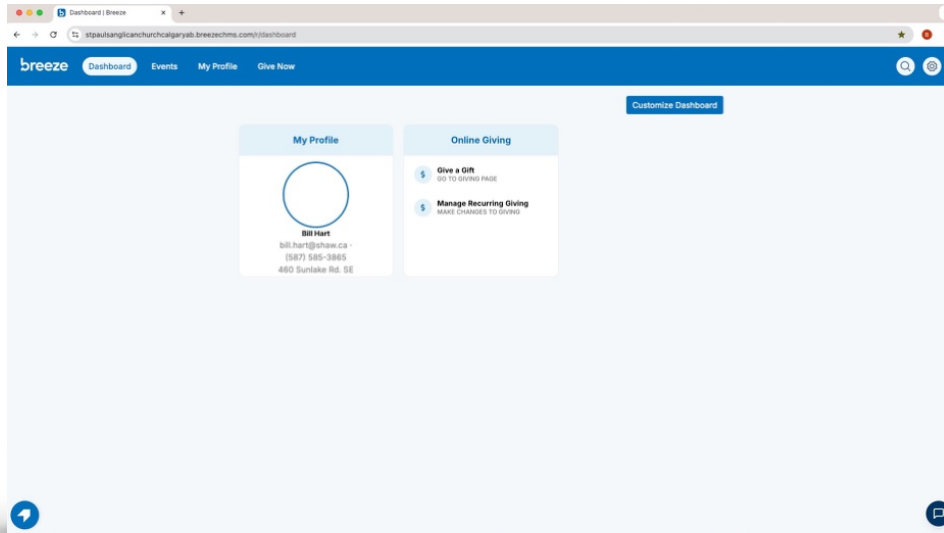
A few days before the event, you will receive an email reminder:



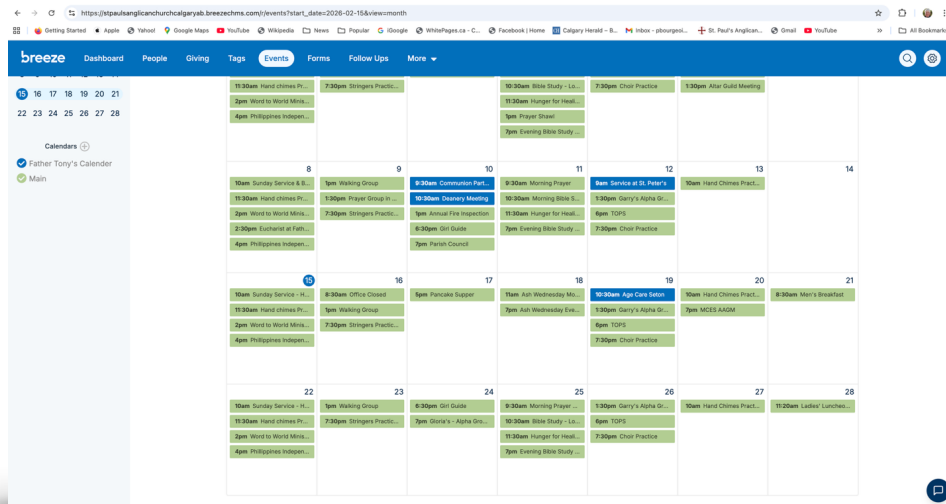
3. CREATING VOLUNTEER SCHEDULES

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>

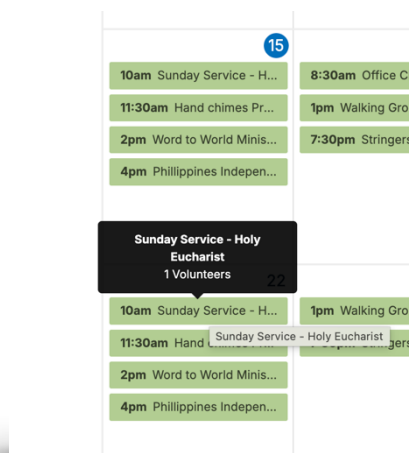
You should bookmark this in your browser for future reference. When you successfully login, you will see a screen similar to this:



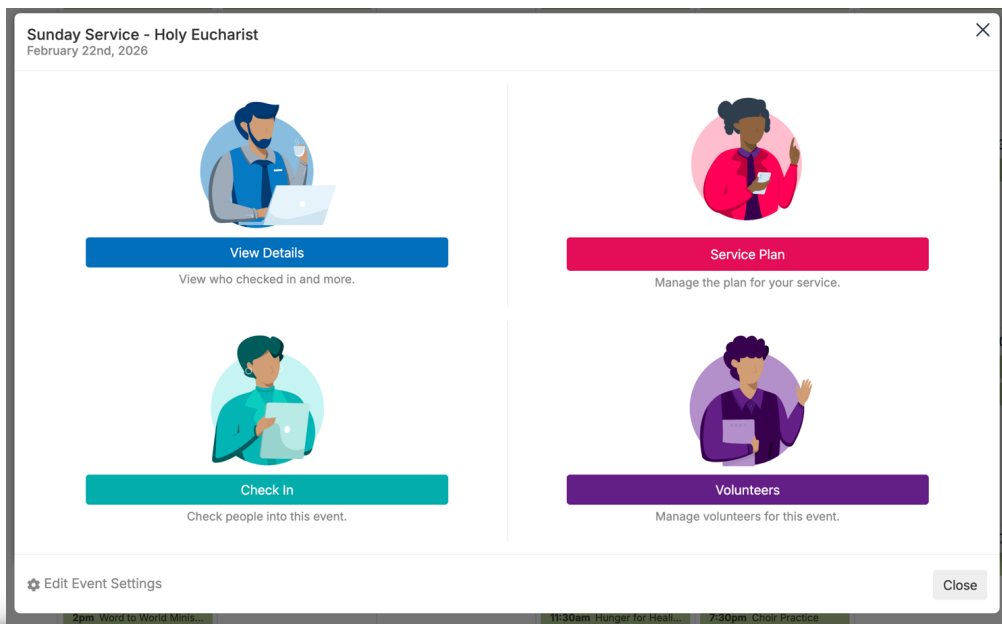
At the top of the blue bar, click on “Events” and you will see the Events calendar.



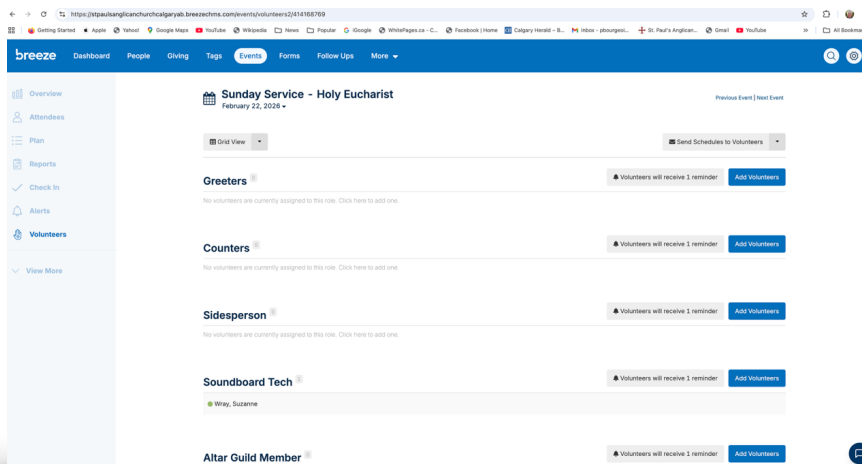
Navigate to the event where you want to start entering your volunteers and click on that event.



You will then see a screen with two of the following items, one of which will be Volunteers:

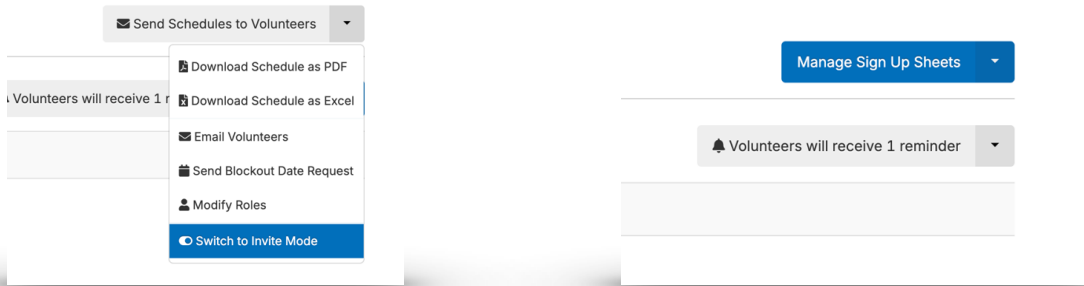


Click on “Volunteers” and you will see:

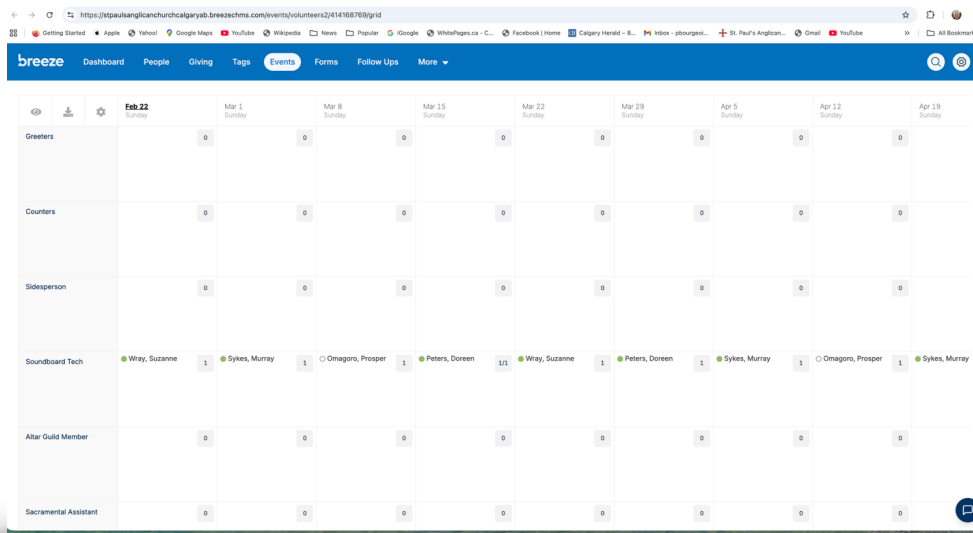


You must first make sure you are in “Invite” mode rather than “Assign” mode. Why? In Breeze, you cannot re-send your schedule to a specific person unless they were “invited” rather than “assigned”.

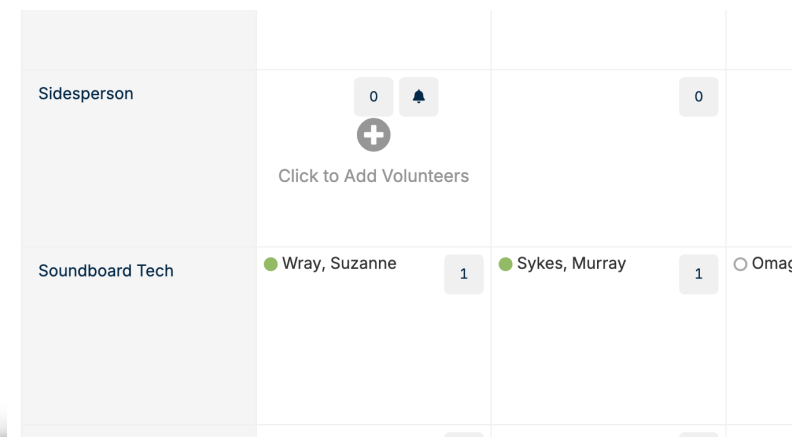
On the right-hand side click on the down arrow and navigate down to “Switch to Invite Mode”. The right top of the screen should look like the image on the right.



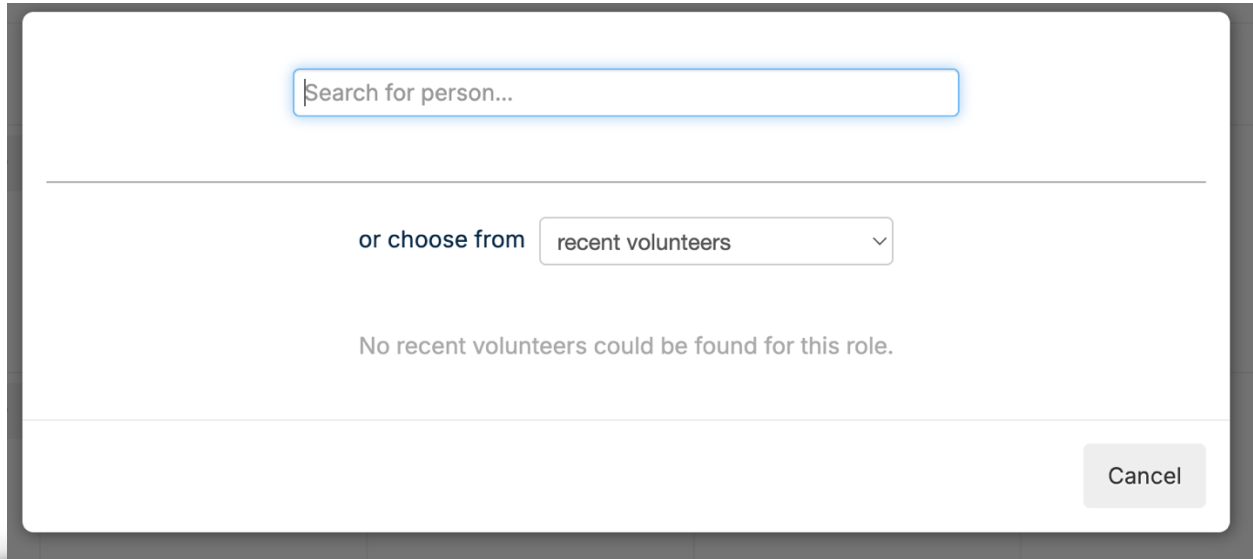
Now click on the grey “Grid View” button near the top under the Event name to get the following view:



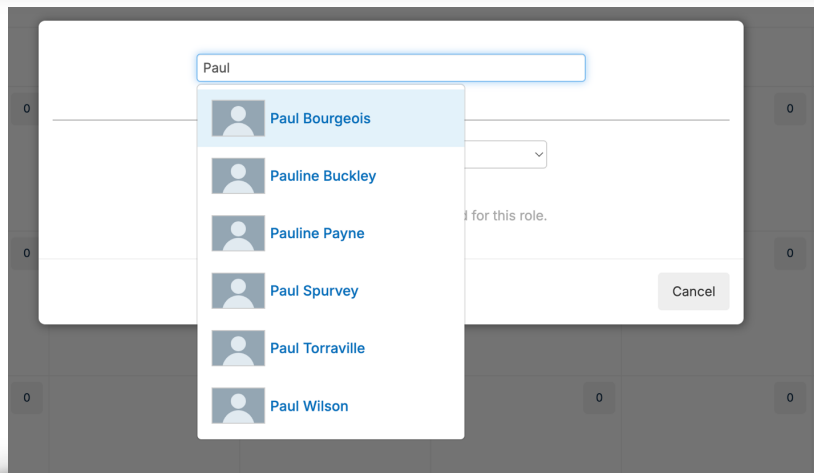
Now navigate to your Ministry and click in the square for the date you want for the assignment. Click on the ‘+’ sign.



Then start typing the person's name until a suitable list of names appears.

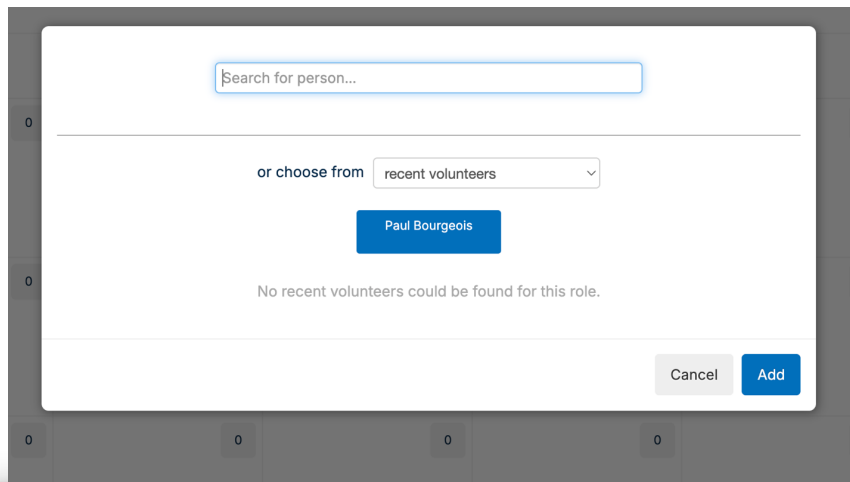


A search interface with a text input field containing the placeholder text "Search for person...". Below the input field is a horizontal line. Underneath the line, the text "or choose from" is followed by a dropdown menu currently displaying "recent volunteers". Below the dropdown menu, the text "No recent volunteers could be found for this role." is displayed. In the bottom right corner, there is a "Cancel" button.



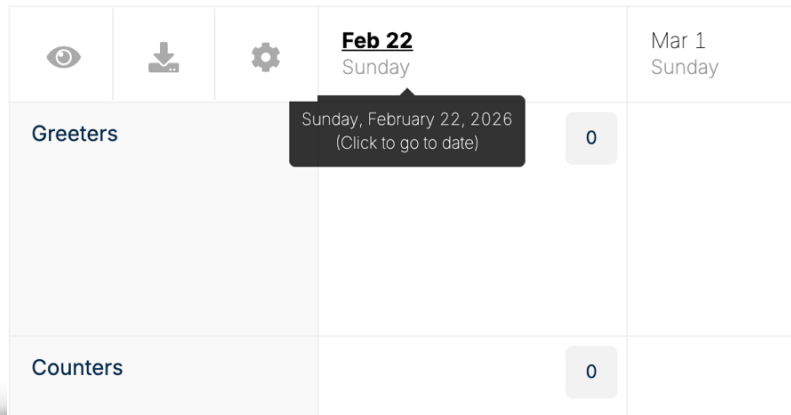
The search interface is shown with the text "Paul" entered into the search bar. A dropdown list is open, showing a list of names: Paul Bourgeois, Pauline Buckley, Pauline Payne, Paul Spurvey, Paul Torraville, and Paul Wilson. Each name is preceded by a small person icon. The "Cancel" button is visible in the bottom right corner.

After someone has been entered once, their name will appear on the dropdown list of 'recent volunteers'.

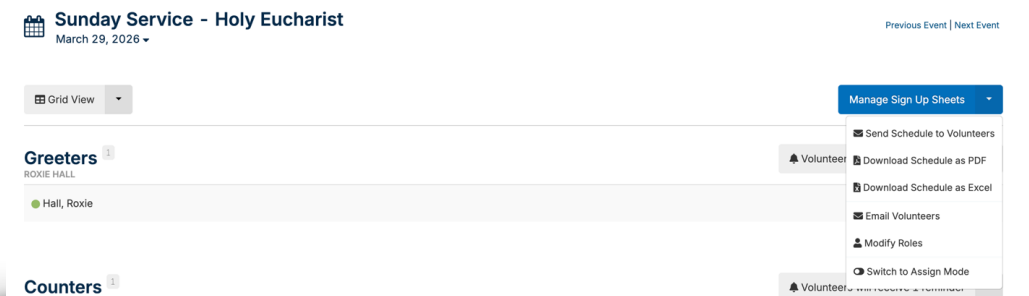


The search interface is shown with the text "Search for person..." in the search bar. Below the search bar is a horizontal line. Underneath the line, the text "or choose from" is followed by a dropdown menu currently displaying "recent volunteers". Below the dropdown menu, a blue button labeled "Paul Bourgeois" is visible. Below the button, the text "No recent volunteers could be found for this role." is displayed. In the bottom right corner, there are "Cancel" and "Add" buttons.

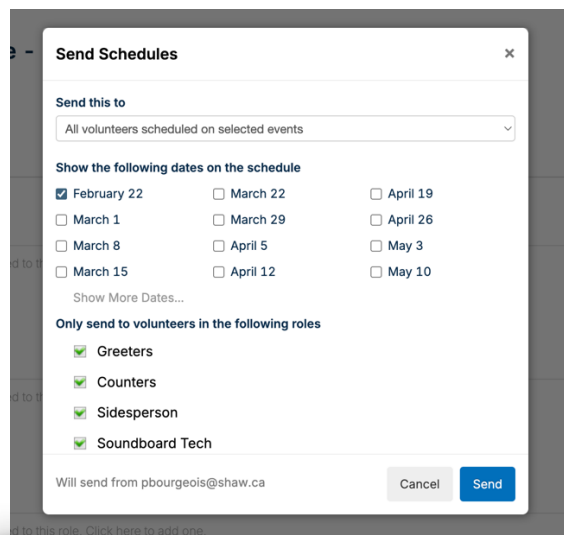
Select the person from the list who you want for that event and continue adding volunteer names for each event that you are scheduling. After you have completed your assignments, select one of the dates (usually the first one) and click on it to go to the date.



On the next screen, if you see a grey bar “Send Schedules to Volunteers” at the top of the right-hand column, then click on it. If you see a blue bar “Manage Signup Sheets” then click on the down arrow on the right and scroll to “Send Schedules to Volunteers”.



You will then see:



Now select all of 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).

The 'Send Schedules' dialog box features a close button (X) in the top right corner. Under 'Send this to', a dropdown menu is set to 'All volunteers scheduled on selected events'. The 'Show the following dates on the schedule' section contains a grid of date checkboxes: February 22, March 1, March 8, and March 15 are checked; March 22, March 29, April 5, and April 12 are unchecked; April 19, April 26, May 3, and May 10 are also unchecked. A 'Show More Dates...' link is present below the grid. The 'Only send to volunteers in the following roles' section has checkboxes for Greeters, Counters, Sidesperson (checked), and Soundboard Tech. At the bottom, it states 'Will send from pbourgeois@shaw.ca' and includes 'Cancel' and 'Send' buttons.

You can scroll down and optionally edit the subject line and text of the email that will be sent. You can also add an attachment such as your volunteer schedule, volunteer contact information, etc. by clicking on the paperclip Add Attachment(s).

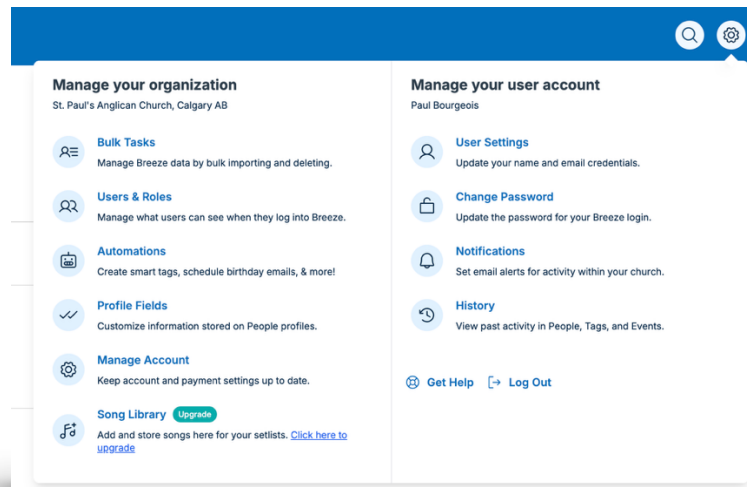
This view of the 'Send Schedules' dialog shows the 'Subject' field filled with 'Volunteer Schedule for Missional Coaches Event'. The 'Message' field contains a rich text editor with bold, italic, underline, link, and color options, along with 'Upload' and 'Mail Merge' buttons. The message body reads: '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 Missional Coaches Event events.' The 'Send' button is highlighted in blue.

This view shows the email body content: '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 body is an 'Add Attachment(s)' button with a paperclip icon. The 'Additional Options' section includes: 'Allow volunteers to RSVP to their assigned dates' (checked), 'Attach a PDF showing the master schedule (shows names of who is serving on the selected dates in the selected roles)' (unchecked), and 'Also send this schedule as a text message' (unchecked). A note below states: '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.' The 'Send' button is highlighted in blue.

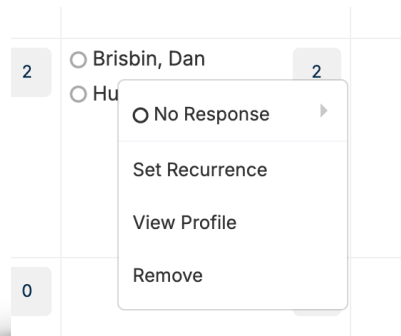
Make sure that the box to allow volunteers to RSVP is checked off.

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.



If you need to remove and change a volunteer in the schedule because someone has declined and let you know by email they are unavailable, and you have a replacement, go to the date in the schedule and navigate to their name under that date. Click on their name and then click on 'Remove'. You can then add a new volunteer as described earlier.

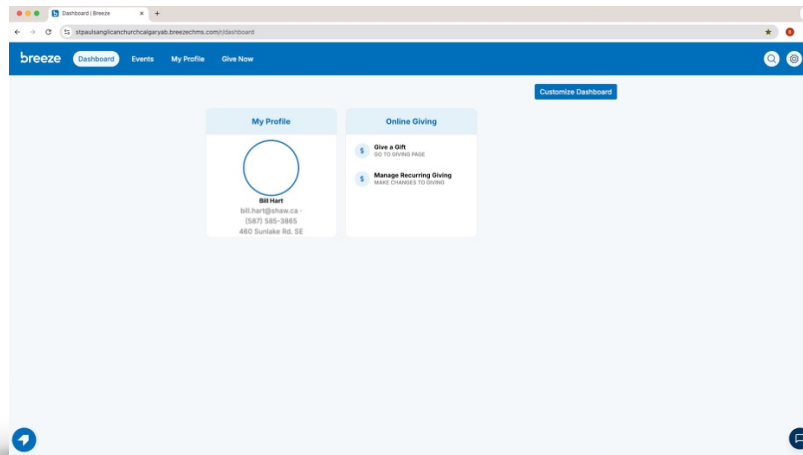


4. SPECIFIC ONE-TIME EVENT

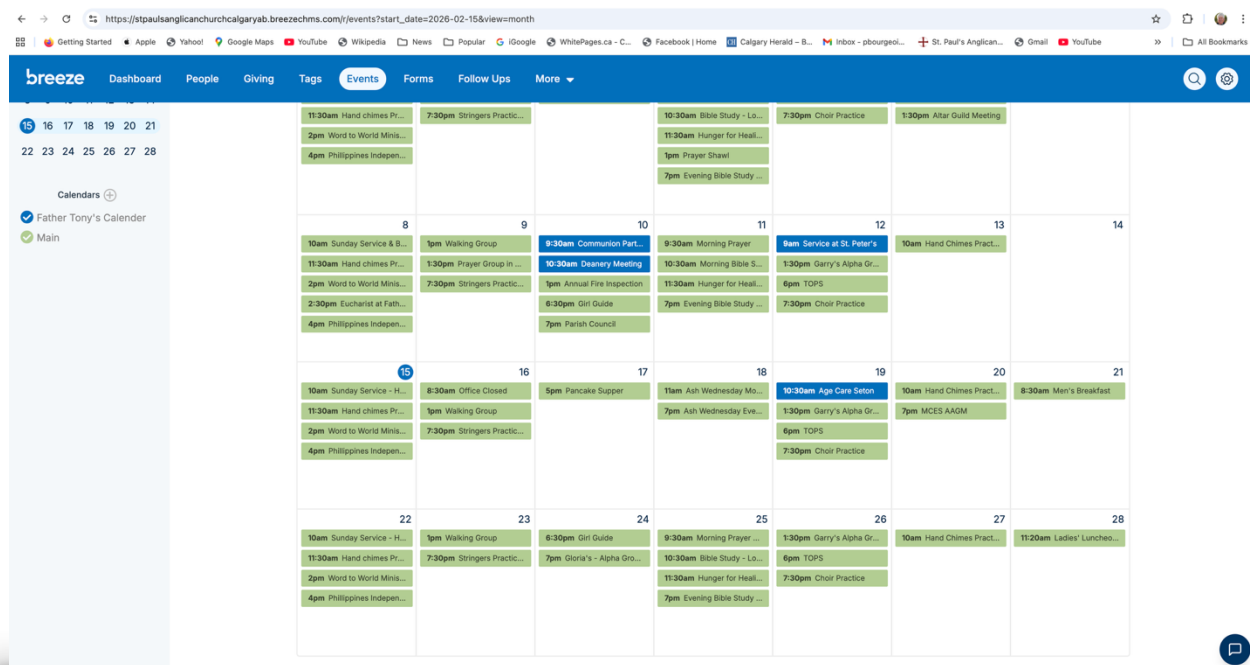
When you have a specific scheduled event that you want to add your volunteers to, login to your Breeze account at the following address:

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

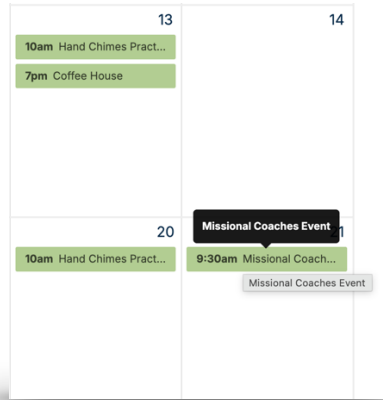
When you successfully login, you will see a screen similar to the following:



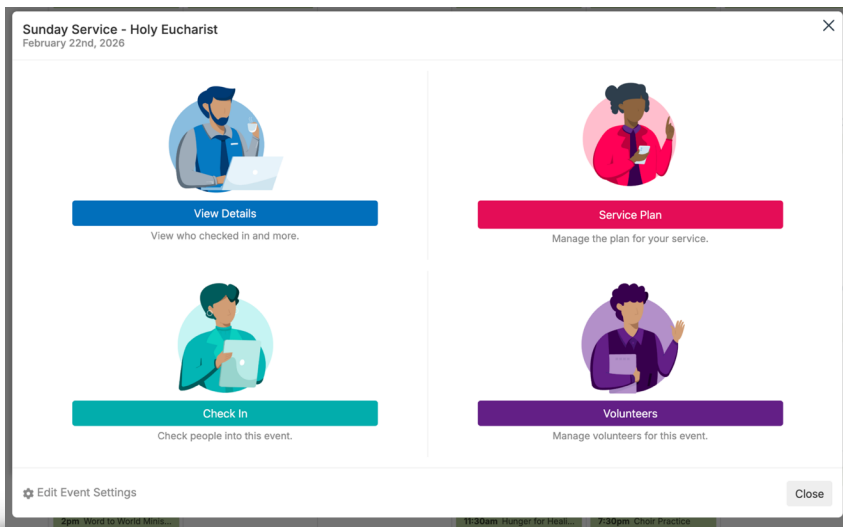
At the top of the blue bar, click on “Events” and you will see the Events calendar.



Navigate to the event where you want to start entering your volunteers and click on that event. Events are added to the calendar by the church administrator.



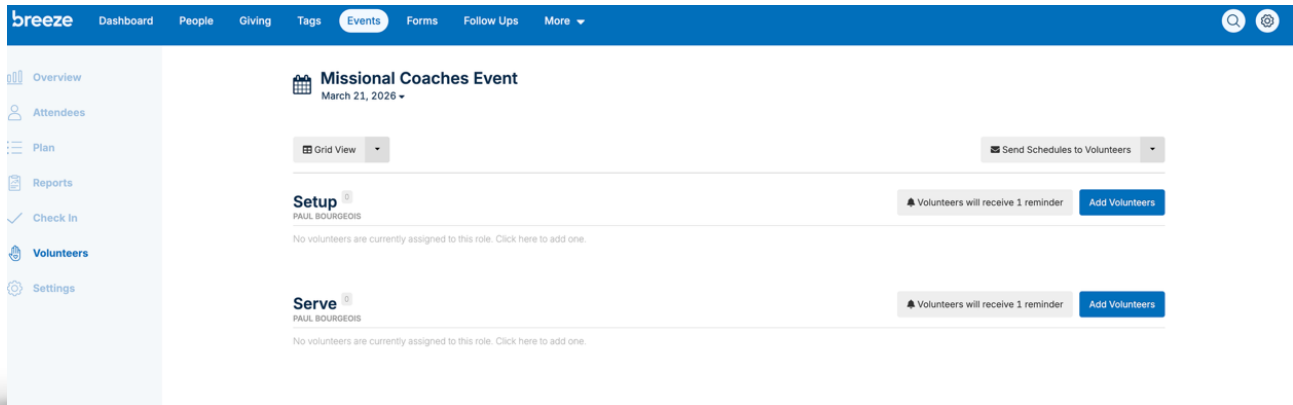
You will then see a screen with two of the following items including Volunteers:



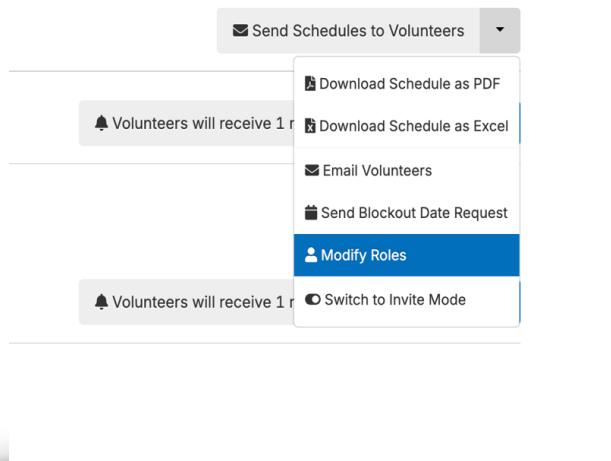
After clicking on “Volunteers, you will see:

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

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



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:

Dashboard: People, Giving, Tags, Events, Forms, Follow Ups, More

Overview, Attendees, Plan, Reports, Check In, **Volunteers**, Settings

Missional Coaches Event
March 21, 2026

Grid View | Send Schedules to Volunteers

Setup
PAUL BOURGEOIS
No volunteers are currently assigned to this role. Click here to add one. | Volunteers will receive 1 reminder | Add Volunteers

Serve
PAUL BOURGEOIS
No volunteers are currently assigned to this role. Click here to add one. | Volunteers will receive 1 reminder | Add Volunteers

Click on “Add Volunteers”

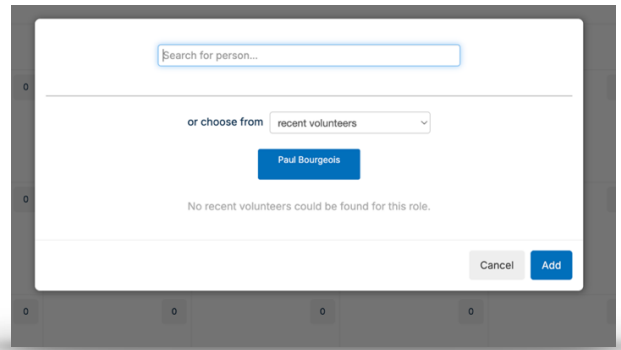
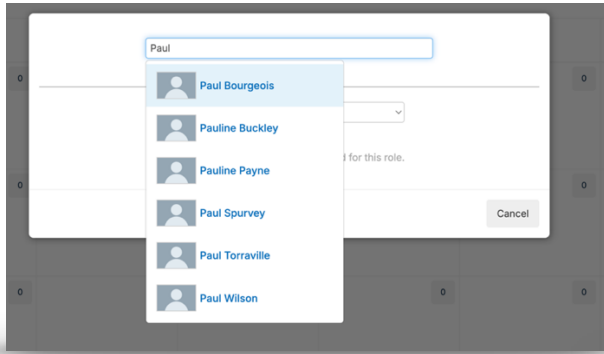
Then start typing the person’s name until a suitable list appears. Once someone has been entered once, their name will appear on the dropdown list.

Search for person...

or choose from recent volunteers

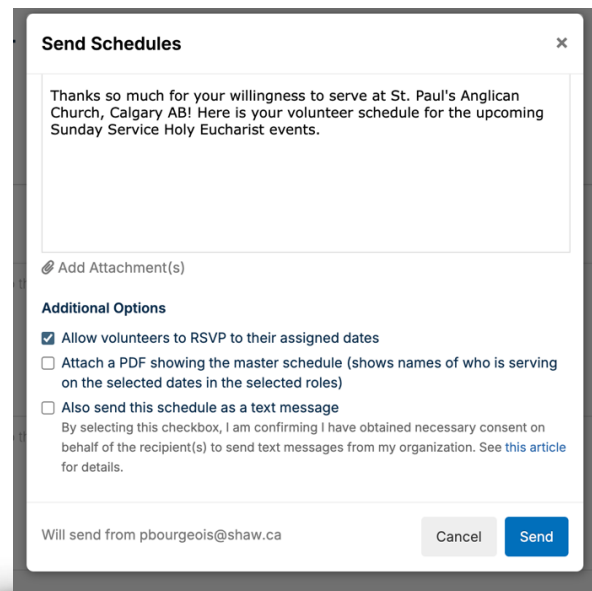
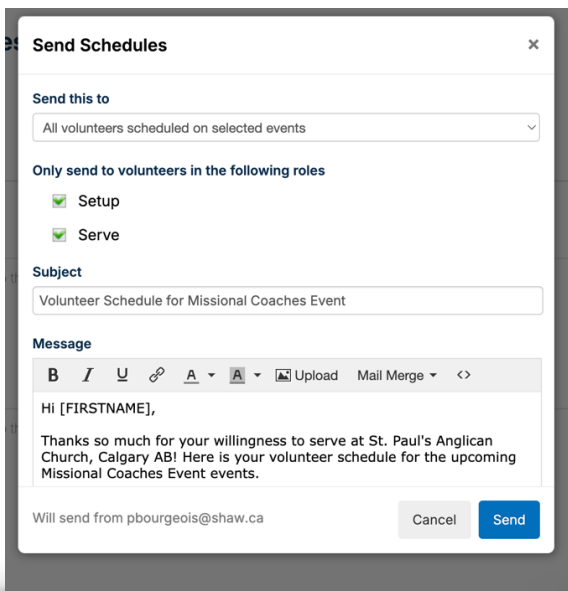
No recent volunteers could be found for this role.

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 “Send Schedules to Volunteers”.

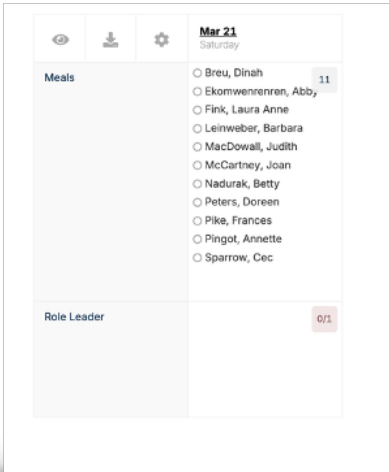
If you wish, you can modify the subject line and content of the email before you “Send”. You can also add an attachment such as your volunteer schedule, volunteer contact information, etc. by clicking on the paperclip Add Attachment(s).



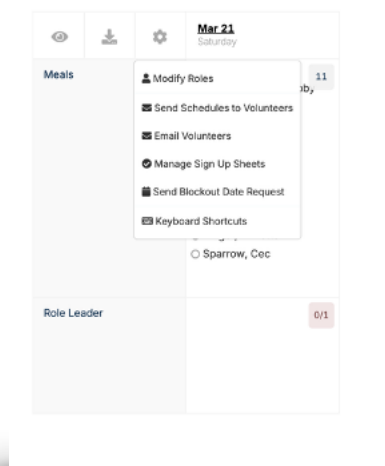
Make sure that the box to allow volunteers to RSVP is checked off.

Now click on ‘Send’ and you are do

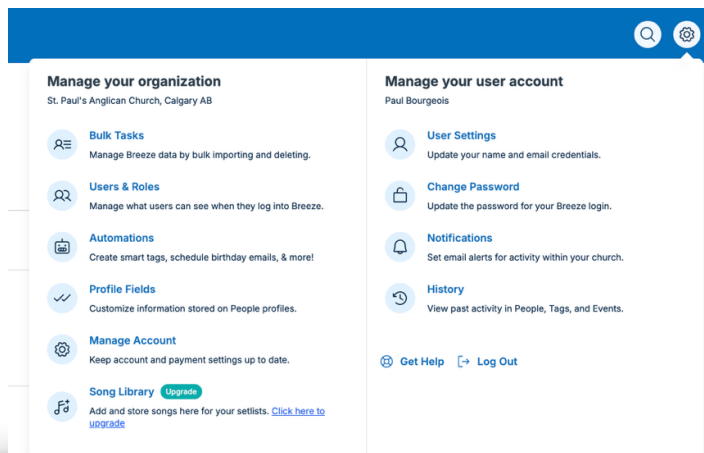
If you need to resend your schedule, go to your event, click on it and then click on volunteers. Then select Grid View (on the left at the top) and you will see something like the screen below:



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.



APPENDIX - ABOUT BREEZE

Breeze is the Church Management System that we use at St. Paul's and it is an integral component of our Tithely platform. Breeze CHMS is among the most popular church management software out there.

Breeze CHMS is a web-based church management software known for its simplicity and efficiency. It enables our church administrator and leaders to manage our congregation, supporting our day-to-day operations effectively. It helps with organizing church activities, managing member information, and enhancing community engagement.

Breeze Church Management addresses common church challenges such as membership management, event scheduling and donation tracking. Its best features are its intuitive interface, customizable reporting, and seamless integration with other tools, making it a practical solution for our needs.

We are using Breeze to manage our events, manage our Giving, and manage our people. We have developed a number of procedures to help support our Group Leaders, Event Co-ordinators and Volunteers for both regularly scheduled events, such as Sunday services, and special events such as Pancake Suppers and Christmas Dinners, among others. Documents for these procedures are available on the Breeze platform.

Ministry Leaders at St. Paul's can invite members on their ministry team(s) to perform tasks at services or events and the leader may also include a schedule as an attachment to that invitation. Team members do not need a user ID to receive and accept their assignments. When they receive their schedule of duties, they should RSVP so their response is recorded and so they can receive an email reminder from the system a few days prior to their assignment.

Any member of St. Paul's can ask to create their own user ID and password to access some of Breeze's features. Just email a request to the office, and we will invite you to sign up. With your user ID and password, you will be able to view the current calendar of events, edit your personal profile and those of your family members, view the donations you have made to date and donate online with Breeze Giving. You can also see a summary your future volunteer assignments and the church email groups you are part of.

Only Ministry leaders and Breeze Administration persons can view the volunteer schedules online. Team members should continue to save their own schedules just as they have in the past. With Breeze, they now have the added benefit of receiving that reminder closer to the event. If you wish to see your assignments online, please sign up for a user account.

Some people have asked if their personal data is secure in Breeze. The short answer is absolutely, but if you would like to know more, click on this link - [Breeze Security](#).