

Accessing the Good Shepherd Directory Online

Breeze Church Management System (Breeze Chms)

INITIAL SET-UP:

- Good Shepherd will send you an email invitation to set up an account with Breeze.
- Click on the link in your email and follow the prompts to create an account. **You will create your own username and password, it can be whatever you want - only you see this information.**
- **To access your account once it is set-up:**
 - Go to <https://www.breezechms.com/>
 - Click “Login” in the top right corner.
 - Our “Church Domain” is: goodshepherddecorah
- **To download the app on your phone or tablet:**
 - In the app store search for “Breeze CHMS”. It will have this logo —
 - Download the app.
 - Follow the instructions for logging into your account, our “Church Domain” is goodshepherddecorah
- **You can access Breeze again by:** downloading the app, on the website under “Connect”, or by going to: <https://www.breezechms.com/>



INFORMATION & HELPFUL TIPS:

- When you login you see your “Dashboard”. Depending on your screen, click on the three horizontal lines to see the menu, or click “People” to access the directory.
- **“People” is our directory.** It is organized by last name.
 - To view someone, click on their photo or their name.
- **You can edit and change** any of YOUR information only.
 - In your profile, click on the header you wish to edit to change the information.
 - You can also upload your own photo (by clicking on the photo icon or current photo) or a family photo (by clicking on the “Family” section header).
- When searching for people, **only use the large search bar** function to search - not the top smaller magnifying glass search button (that one is less responsive and we don’t know why).
- In Breeze, the **small speech bubble icon** in the lower right of the page (shown here)— is the Breeze help center. To get help:
 - Click on the button to open a new question - to close the question, click the arrow that replaced the speech bubble icon.
 - Breeze has a LOT of helpful information, videos, and more!
- If it gives you an option, stay in “Beta” mode.



When the data was moved over to Breeze, some error or oddities occurred. We appreciate your patience and appreciate you letting the Church Office know when edits need to be made. **PLEASE** reach out to the office and ask Erica & Tristan for help if you are having troubles accessing the directory or using it.

office@goodshepherddecorah.org or erica@goodshepherddecorah.org

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