Trinity Presbyterian Church
Breeze Church Management System
Online Access Guide

What is Breeze?

Breeze is an online church database system for those who are a part of Trinity Presbyterian Church and allows you to…

- View an online church directory
- Update your family's contact information
- Manage your online giving
- Access the church calendar

Why use Breeze?

Breeze is a system that our entire staff, finance, and communications committees are using to help us stay organized; and you benefit from that as well! When you update your contact details, you help staff have accurate information. When you give online, you are able to track and adjust your regular giving. You also have access to our church directory and calendar right from your smartphone.

Who can see my info?

You have full access to see and edit your own family's information. However, not everyone can see your full profile like you can. Other people can only access basic information just like a church pictorial directory (such as name, contact info, and address). Only people who are a part of our church community will be allowed to have access to a Breeze profile.

How can I get an account?

You must be a part of our church community in order to get access to Breeze. If you are interested in creating your own account, click here. Then fill out the online form! If approved, you'll receive an email to begin the process. We also encourage you to check out our "Breeze Instructions" document below for more details on using Breeze.

FIRST TIME LOGGING IN:
1. If we have your email address, you will receive an email inviting you to make an account on Breeze.
    a. *If you do not see an email, fill out [this form](#) and we will manually add you to the system so that you can create an account. Note: Please allow 2-3 business days for us to get back to you after using the form.*
2. Click on the blue "Create Your Login" button in the email and create a username and password to access your account.
3. If your account was successfully created, the *Account Created* screen will appear with a button that says "Log In" and you will also receive a confirmation email.
4. Click the "Log In" button and the Breeze dashboard screen should open.
    a. We recommend that you add this dashboard page as a bookmark on your browser for easy access.

If it's helpful, below is a space for you to store your login information.

USERNAME: _____

PASSWORD: _____

ALL OTHER TIMES LOGGING IN:
Go to https://trinitypresbyterianchurch.breezechms.com and log in using your username and password. The log in link can also be found on our website under ["Access Breeze."](#)

TO MANAGE ONLINE GIVING OR MAKE A ONE-TIME DONATION:
1. Click on the "More" link at the top menu bar and then "Give Now."
2. Fill in the dollar amount.
3. Choose to pay by credit/debit card or ACH Bank Transfer and fill out your information.
    o NOTE: As with any online giving service, there are bank fees. The church covers these fees by default, but you have the option to pay the transaction fee as an additional donation as well.
4. Select the fund to which you want your donation to go. The default is our church general budget.
5. Select the frequency of donation.
6. Click "Donate Now."
    o Payment methods are saved in your account for future use. You can remove them by accessing the "Payment Methods" tab and click the "x."
    o Any payments you made that are recurring can be edited in the "Recurring Gifts" tab.

TO ACCESS GIVING HISTORY:
1. Click the "My Profile" link in the top menu bar.
2. On the left navigation menu, click "Giving."

TO SEARCH FOR PEOPLE IN OUR CONGREGATION:
1. Quick Search: Click on the search icon bar at the top right and begin typing the name of the person for whom you are looking. If they are in our system, a dropdown list will appear. Click on the name of the person to view their contact information.
2. People Database: Click on the "People" link in the top menu bar and a list of people will open. Start typing part of the person's name. The search will operate on first or last names. Matches will be displayed on the right.

TO EDIT YOUR PROFILE:
1. Click "More" in the top menu bar and then the "My Profile" link in the top menu bar.
2. Click on the section header (i.e. Main, Family, etc.) of the item you want to edit.
3. After you have updated your information, click "Save" in that section header.

TO VIEW THE CHURCH CALENDAR:
1. Click on "Events" link in the top menu bar to view the calendar.
2. For more details on a specific event, click on the event name.
3. This calendar is also public on our church website at http://www.trinitypresstarkville.org/calendar.

NEED HELP?
Fill out this form and a member of the Technology and Communications Committee will be in touch to troubleshoot.