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:
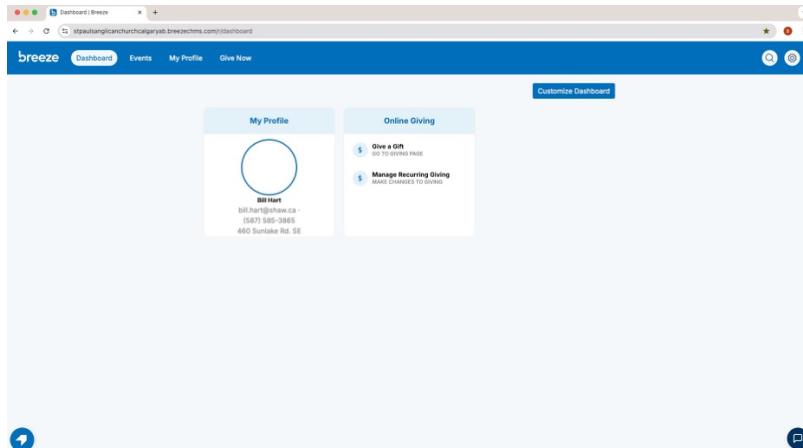
At the top of the blue bar, click on "Events" and you will see the Events calendar.
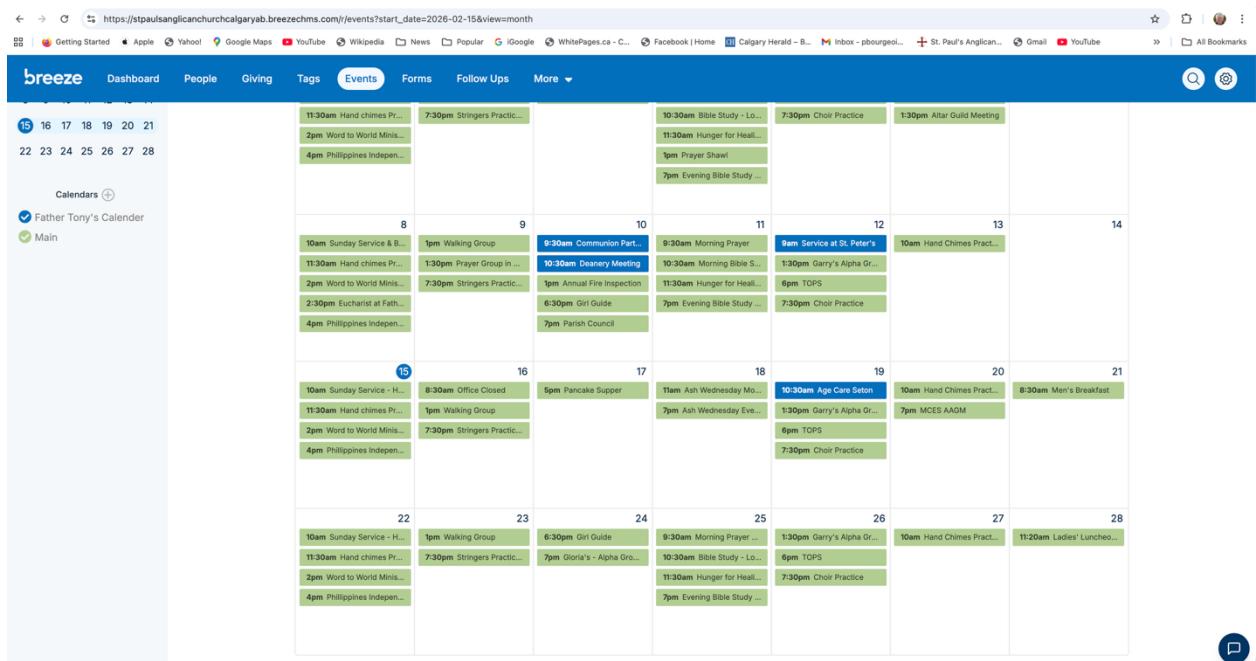
Navigate to the event where you want to start entering your volunteers and click on that event.
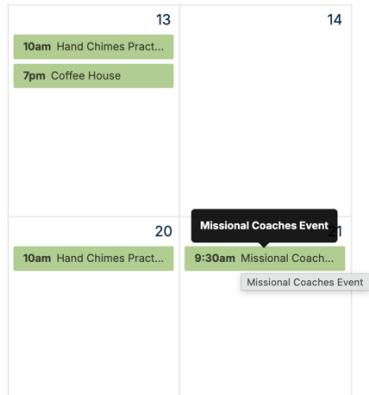
You will then see a screen with two of the following items including Volunteers:
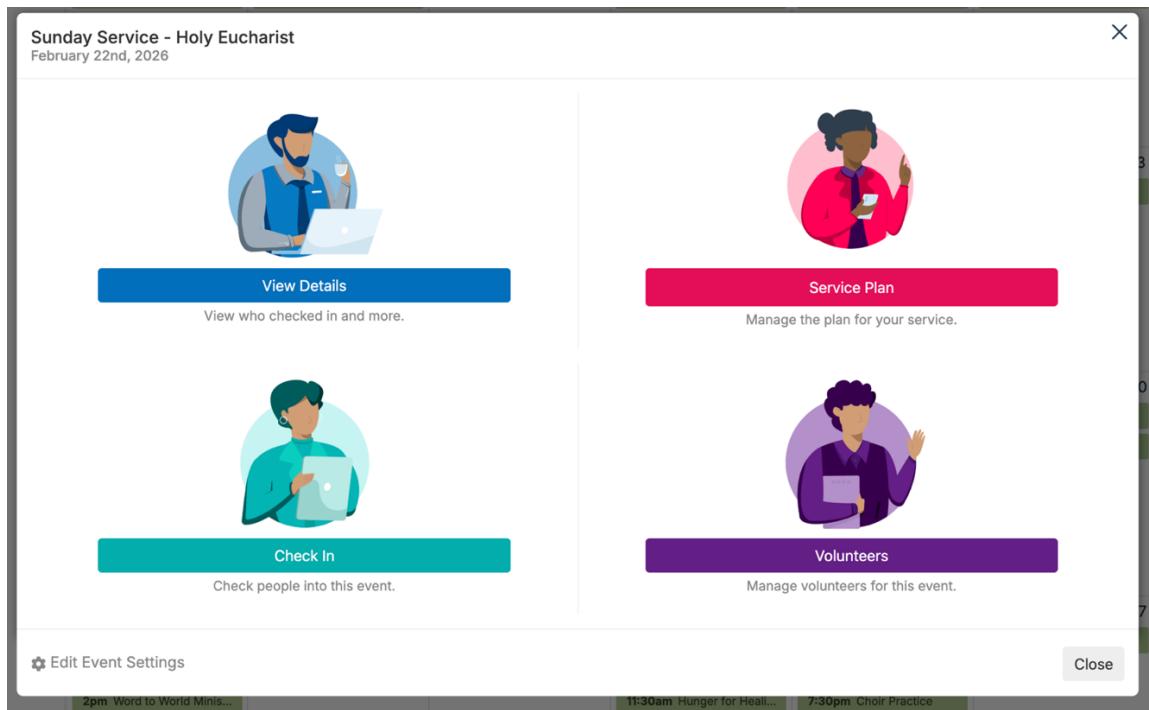
After clicking on "Volunteers, you will see:

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,

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"
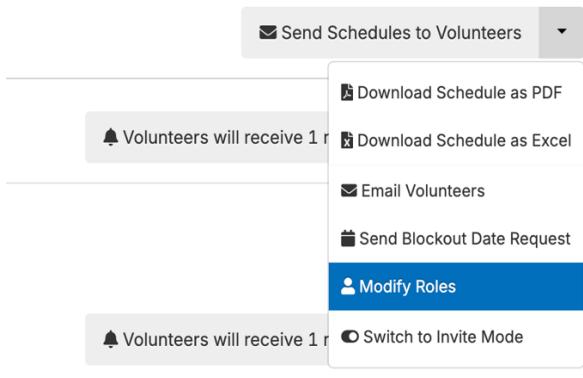
Then click on "Modify Roles" to get to the following screen:

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:

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.
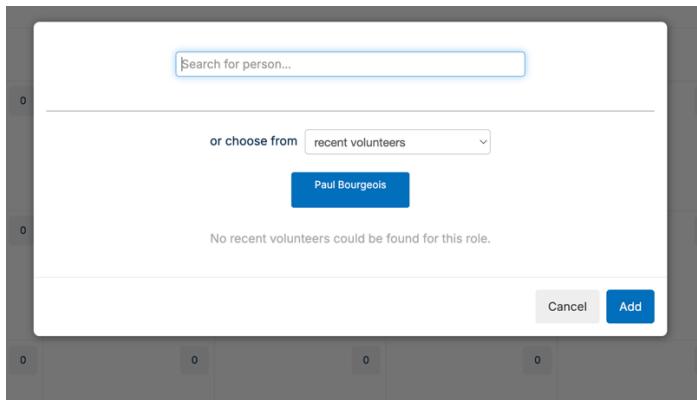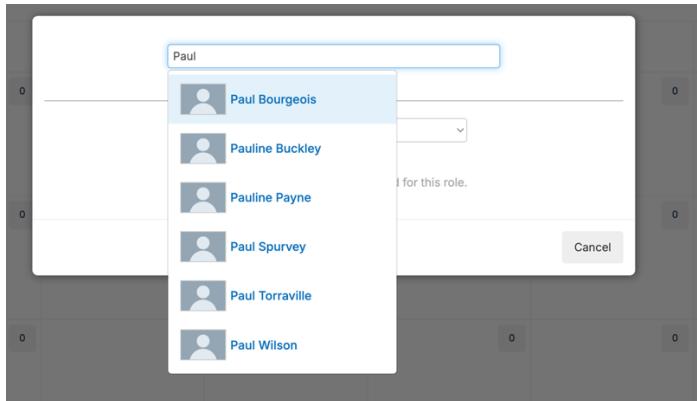
Select the person from the list that you want for that event and continue adding volunteer names for the event. After you have competed your assignments, click on "Send Schedule to Volunteers" (top right-hand grey box). If you wish, you can modify the subject line and content of the email before you "Send".
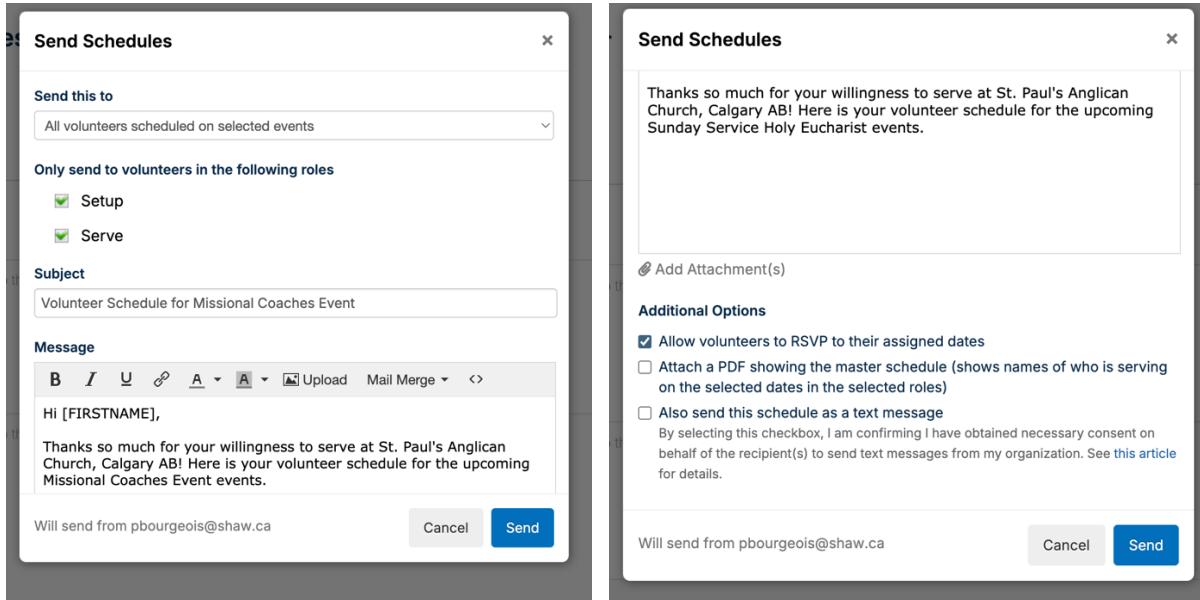
Make sure that the box to allow volunteers to RSVP is checked off.

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:
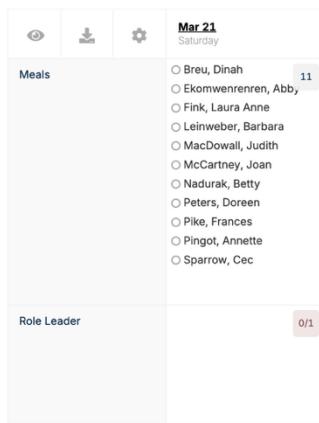
Then if you click on the little gear button, the drop-down menu lets you "Send the schedule to volunteers." You will then see the same email screen as you did previously and you can send it again.
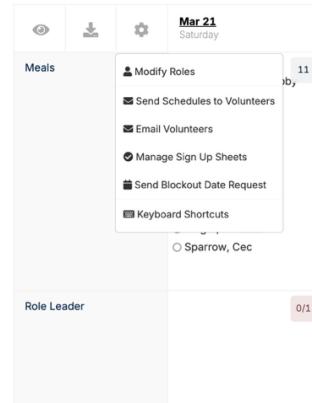
To Log Out of Breeze, click on the gear icon at the top right of the blue bar, and click on Log out.