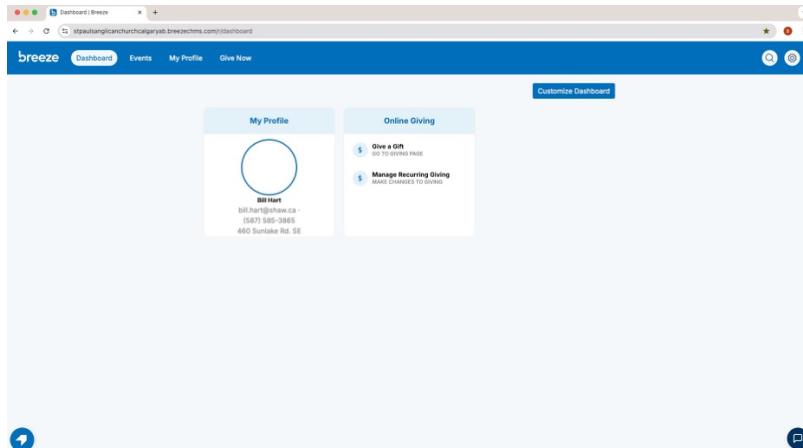


Breeze Procedures – Assigning Volunteers to a Specific One-time Event

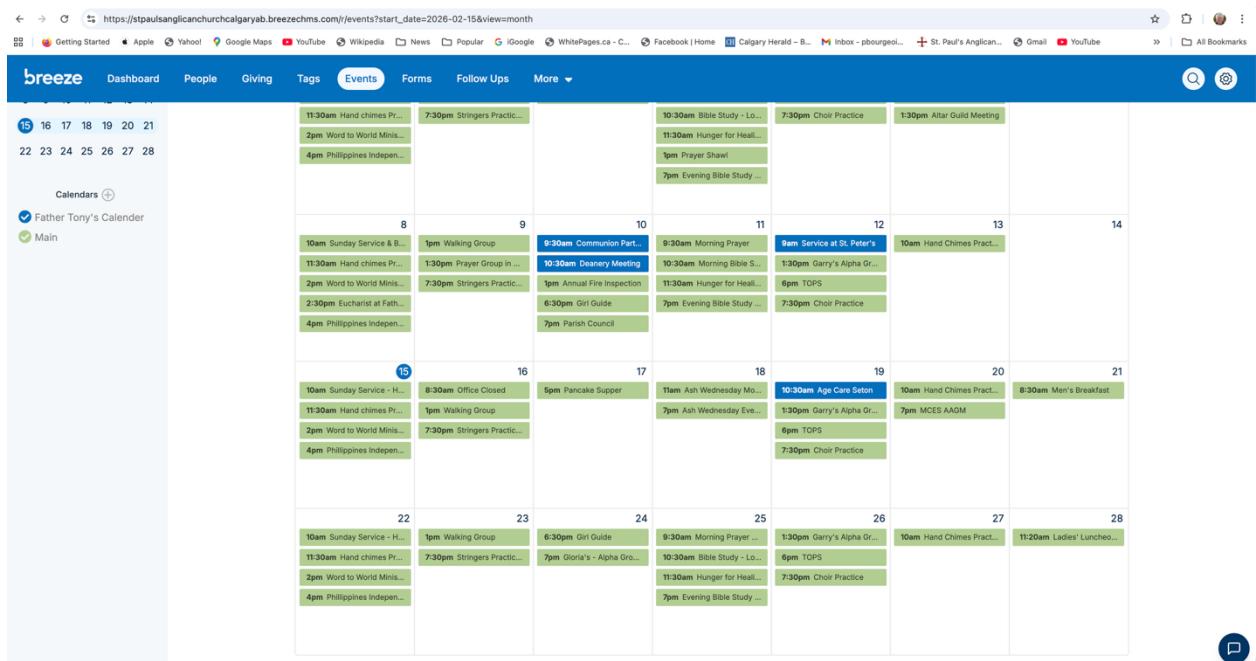
When you want to set up your volunteer schedule after you have created your login id and set your password go to Breeze in your browser using the following address:

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

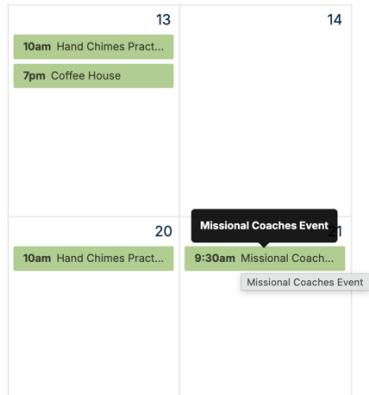
You should bookmark this in your browser for future reference. When you successfully login, you will see a screen similar to the following:



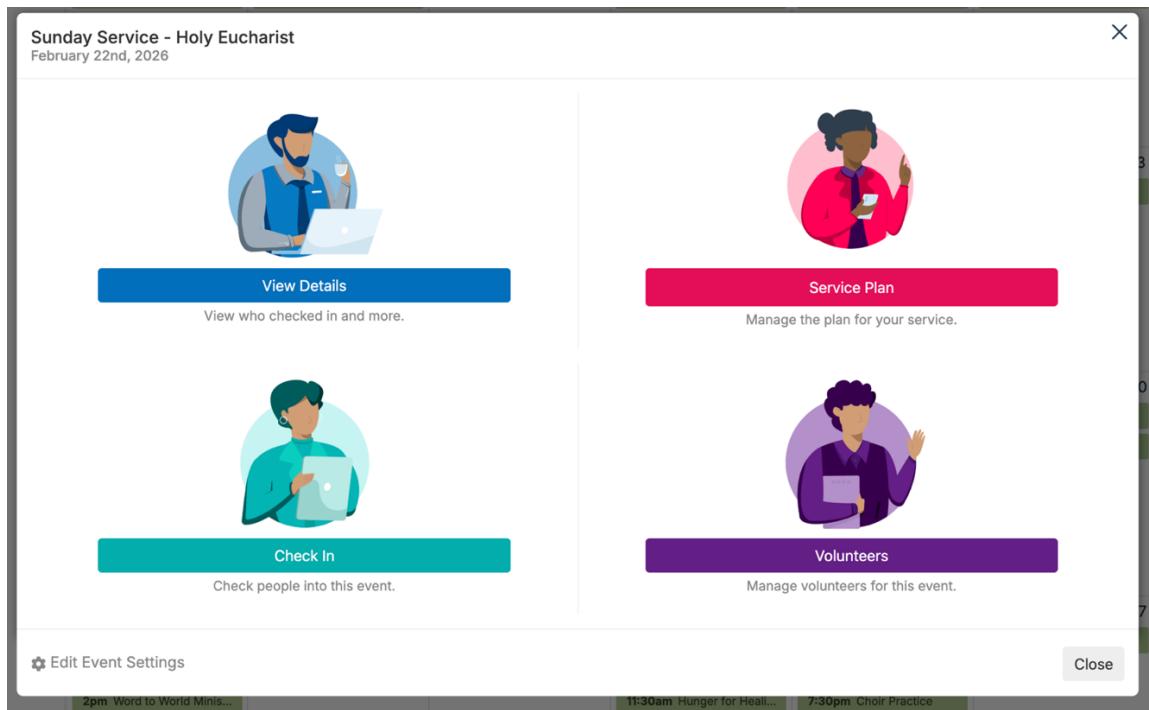
At the top of the blue bar, click on “Events” and you will see the Events calendar.



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	Volunteers Needed
	None	None Set
	None	None Set
	None	None Set

[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,

breeze Dashboard People Giving Tags **Events** Forms Follow Ups More

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

Missional Coaches Event
March 21, 2026

Setup PAUL BOURDEOIS

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

Serve PAUL BOURDEOIS

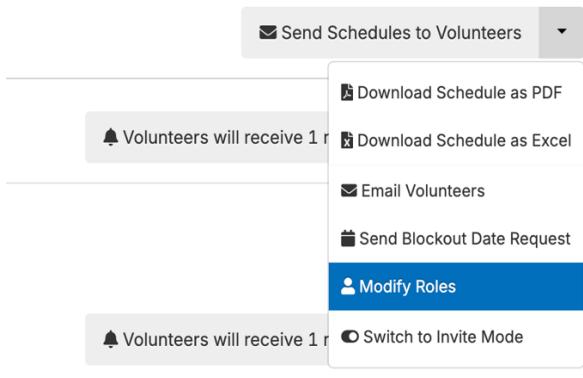
No volunteers are currently assigned to this role. Click here to add one.

[Send Schedules to Volunteers](#)

[Volunteers will receive 1 reminder](#)

[Add Volunteers](#)

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:

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

Add a new role

Group Roles by Teams

Save Changes

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:

Missionary 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”

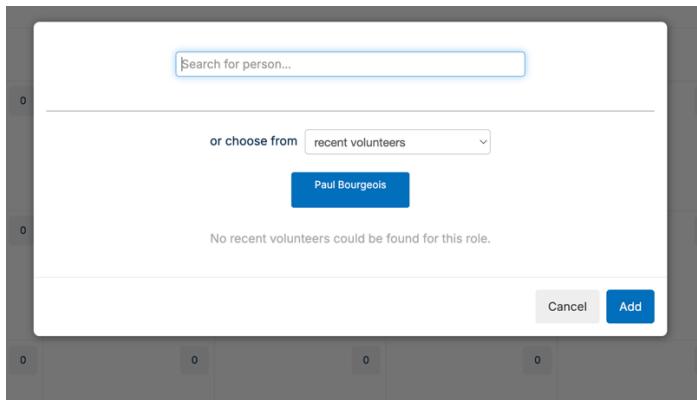
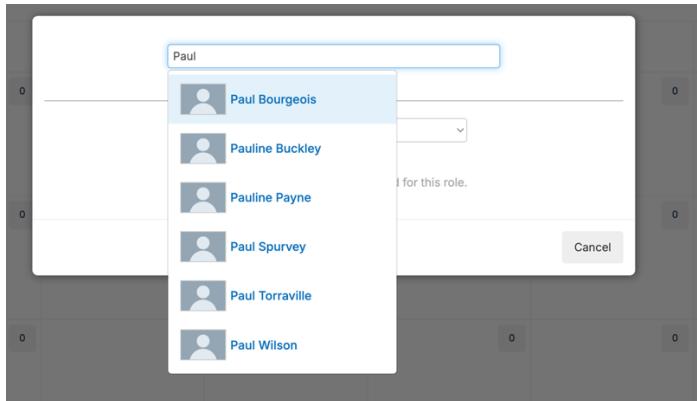
Then start typing the person’s name until a suitable list appears. Once someone has been entered once their name will appear on the dropdown list.

Search for person...

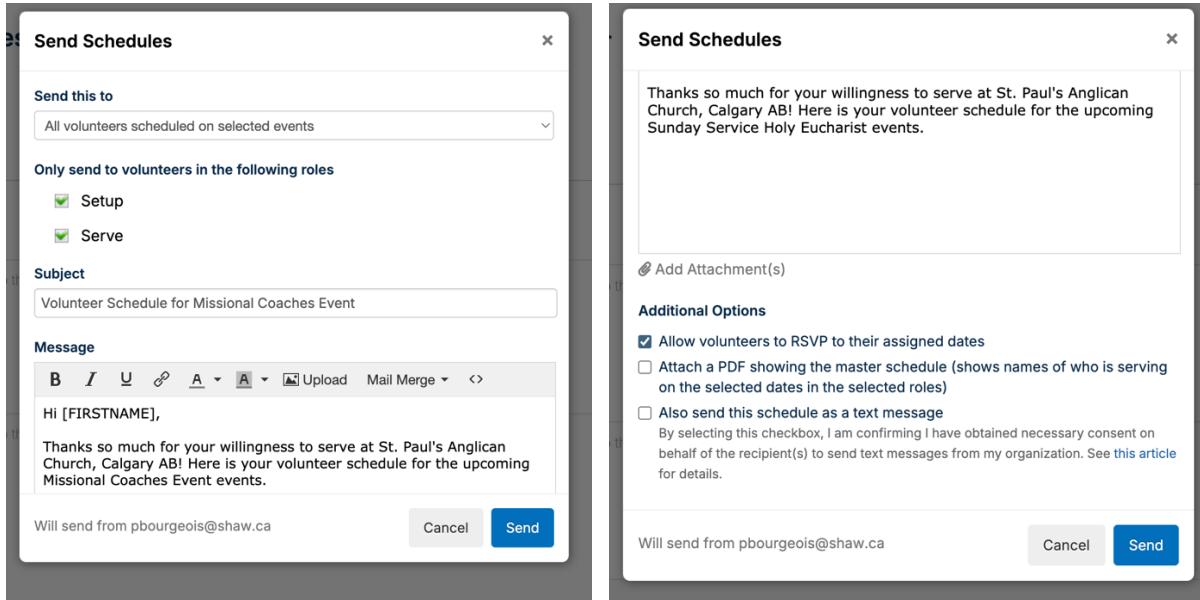
or choose from recent volunteers

No recent volunteers could be found for this role.

Cancel



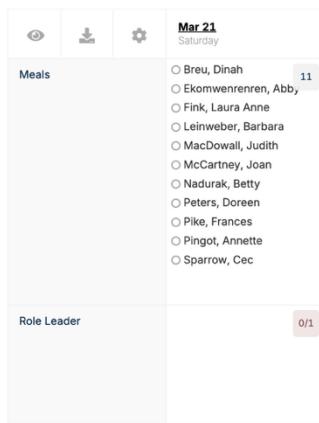
Select the person from the list that you want for that event and continue adding volunteer names for the event. After you have completed your assignments, click on “Send Schedule to Volunteers” (top right-hand grey box). If you wish, you can modify the subject line and content of the email before you “Send”.



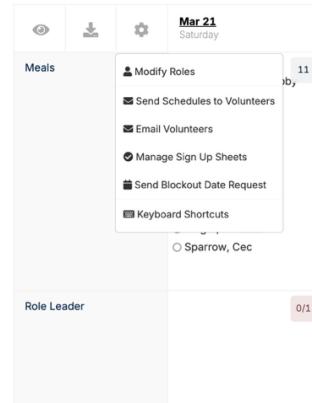
Make sure that the box to allow volunteers to RSVP is checked off.

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.

