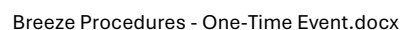
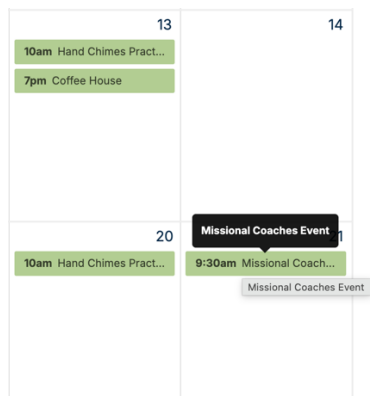


When you want to set up your volunteer schedule after you have created your login id and set your password go to Breeze in your browser using the following address:

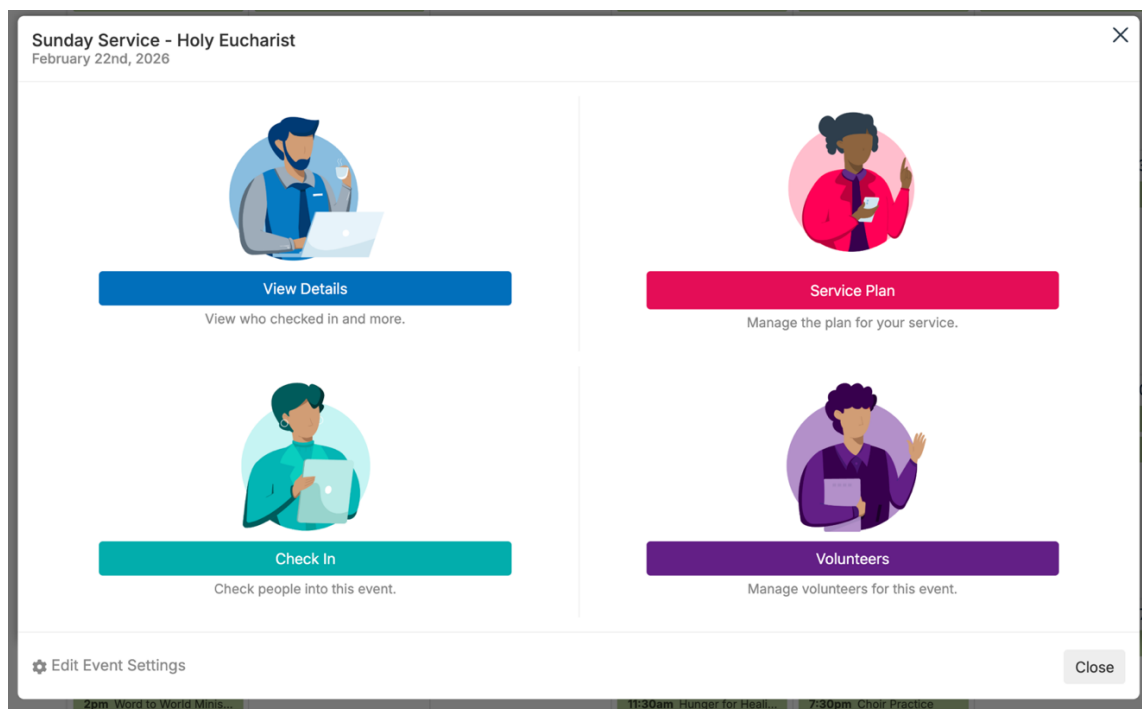
You should bookmark this in your browser for future reference. When you successfully login, you will see a screen similar to the following:



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
<input type="text"/>	None ▾	None Set ▾
<input type="text"/>	None ▾	None Set ▾
<input type="text"/>	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,

The screenshot shows the Breeze Events interface for the 'Missonal Coaches Event' on March 21, 2026. The 'Volunteers' tab is selected in the left sidebar. The main content area shows a 'Setup' section with a message: 'No volunteers are currently assigned to this role. Click here to add one.' Below this is a 'Serve' section with a similar message. There are buttons for 'Add Volunteers' and 'Send Schedules to 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”

The screenshot shows a dropdown menu for the 'Send Schedules to Volunteers' button. The menu options are: 'Download Schedule as PDF', 'Download Schedule as Excel', 'Email Volunteers', 'Send Blockout Date Request', 'Modify Roles' (highlighted in blue), and 'Switch to Invite Mode'.

Then click on “Modify Roles” to get to the following screen:

The screenshot shows the 'Volunteer Roles' form. At the top, it says 'Define the volunteer roles needed for this event. Add optional details like role leaders or number of volunteers needed for each role. [Learn More](#)'. Below this, it provides role examples: Greeters, Worship team, Ushers. The form has three columns: 'Role Name', 'Role Leader', and 'Volunteers Needed'. There are two rows of roles: 'Setup' and 'Serve'. The 'Role Leader' for both is 'Paul Bourgeois (pt)'. The 'Volunteers Needed' for 'Setup' is 1, and for 'Serve' is 2. At the bottom, there is a toggle for 'Group Roles by Teams', a 'Cancel' button, and a 'Save Changes' button.

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

[Add a new role](#)

☐ Group Roles by Teams Cancel 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:

The screenshot shows the Breeze dashboard for the 'Missional Coaches Event' on March 21, 2026. The left sidebar has links for Overview, Attendees, Plan, Reports, Check In, Volunteers, and Settings. The main content area shows the event details and a list of roles: 'Setup' and 'Serve'. Each role has a status 'No volunteers are currently assigned to this role. Click here to add one.' and an 'Add Volunteers' button. There is also a 'Send Schedules to Volunteers' button at the top right.

Missional Coaches Event
March 21, 2026

Setup
PAUL BOURGEOIS
No volunteers are currently assigned to this role. Click here to add one. Add Volunteers

Serve
PAUL BOURGEOIS
No volunteers are currently assigned to this role. Click here to add one. Add Volunteers

Send Schedules to 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.

The screenshot shows the 'Add Volunteers' modal form. It has a search bar with the placeholder text 'Search for person...'. Below the search bar, there is a dropdown menu labeled 'or choose from' with the option 'recent volunteers'. Below the dropdown, it says 'No recent volunteers could be found for this role.' At the bottom right, there is a 'Cancel' button.

or choose from recent volunteers

No recent volunteers could be found for this role.

Cancel

A screenshot of a web application showing a search bar with the text "Paul". Below the search bar, a dropdown menu is open, displaying a list of names with corresponding person icons: Paul Bourgeois, Pauline Buckley, Pauline Payne, Paul Spurvey, Paul Torraville, and Paul Wilson. The background shows a blurred view of a calendar or scheduling interface.

A screenshot of a web application showing a search bar with the placeholder text "Search for person...". Below the search bar, there is a section titled "or choose from" with a dropdown menu set to "recent volunteers". A blue button labeled "Paul Bourgeois" is visible. Below this, a message states "No recent volunteers could be found for this role." At the bottom right, there are "Cancel" and "Add" buttons.

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”.

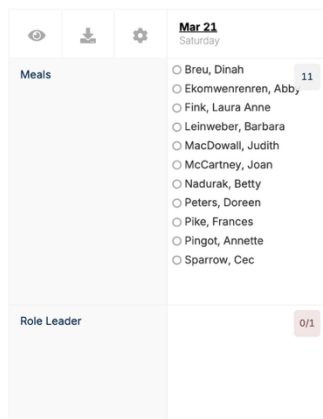
A screenshot of the "Send Schedules" dialog box. It includes a "Send this to" dropdown set to "All volunteers scheduled on selected events". Under "Only send to volunteers in the following roles", the "Setup" and "Serve" checkboxes are checked. The "Subject" field contains "Volunteer Schedule for Missional Coaches Event". The "Message" field contains a greeting "Hi [FIRSTNAME]," followed by a thank-you message. At the bottom, it says "Will send from pbourgeois@shaw.ca" and has "Cancel" and "Send" buttons.

A screenshot of the "Send Schedules" dialog box, showing the "Additional Options" section. It includes a text area with a thank-you message. Below it is an "Add Attachment(s)" button. The "Additional Options" section has three checkboxes: "Allow volunteers to RSVP to their assigned dates" (checked), "Attach a PDF showing the master schedule" (unchecked), and "Also send this schedule as a text message" (unchecked). A note explains the text message option. At the bottom, it says "Will send from pbourgeois@shaw.ca" and has "Cancel" and "Send" buttons.

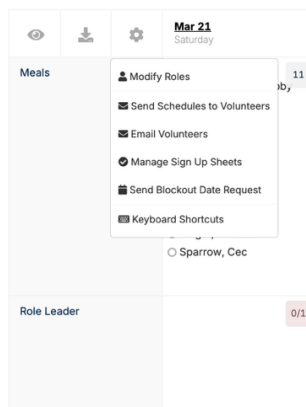
Make sure that the box to allow volunteers to RSVP is checked off.

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.

