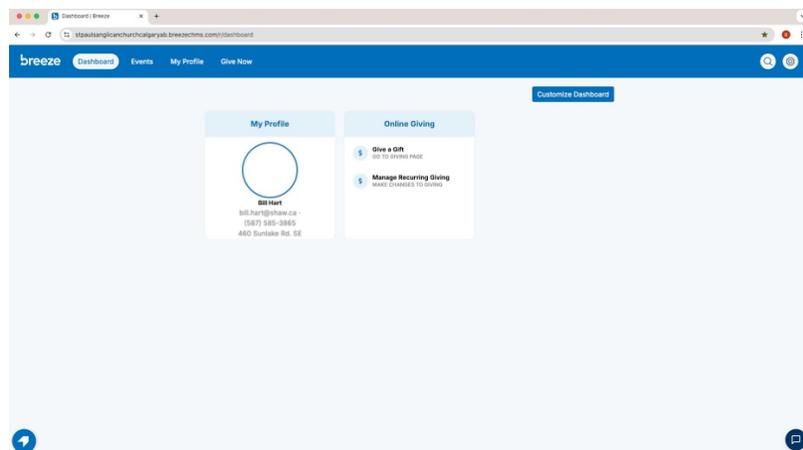


Breeze Procedures – Creating Volunteer Schedules

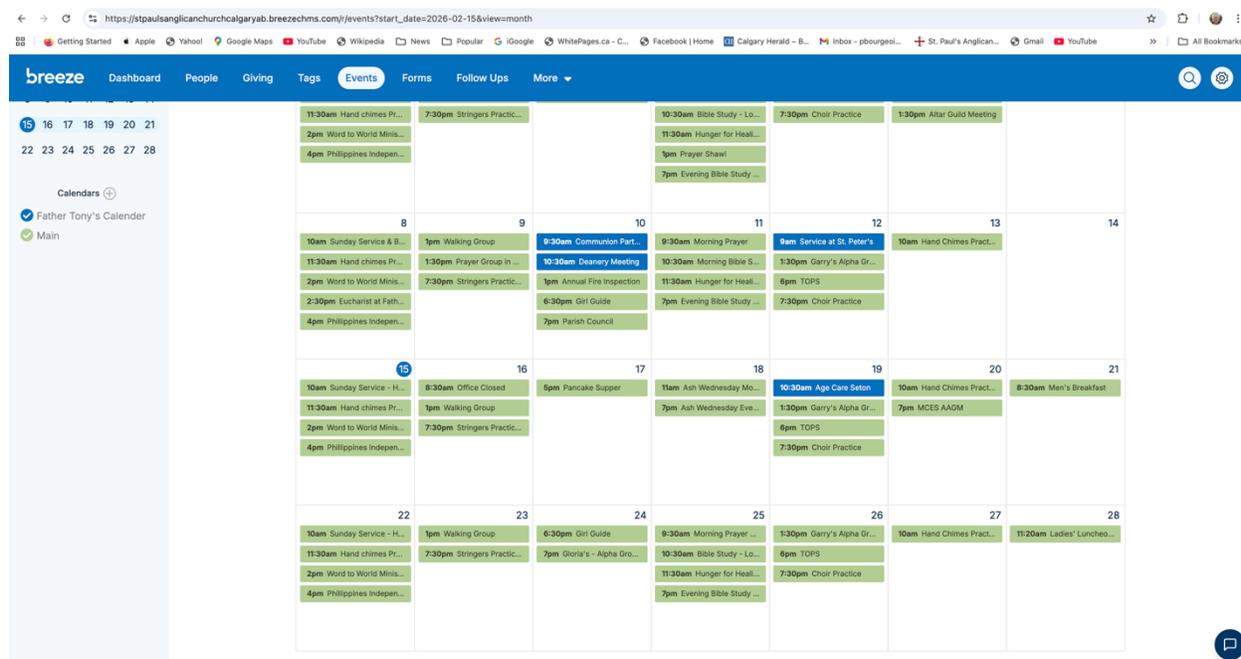
When you want to set up your volunteer schedule after you have created your login id and set your password go to Breeze in your browser using the following address:

<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:



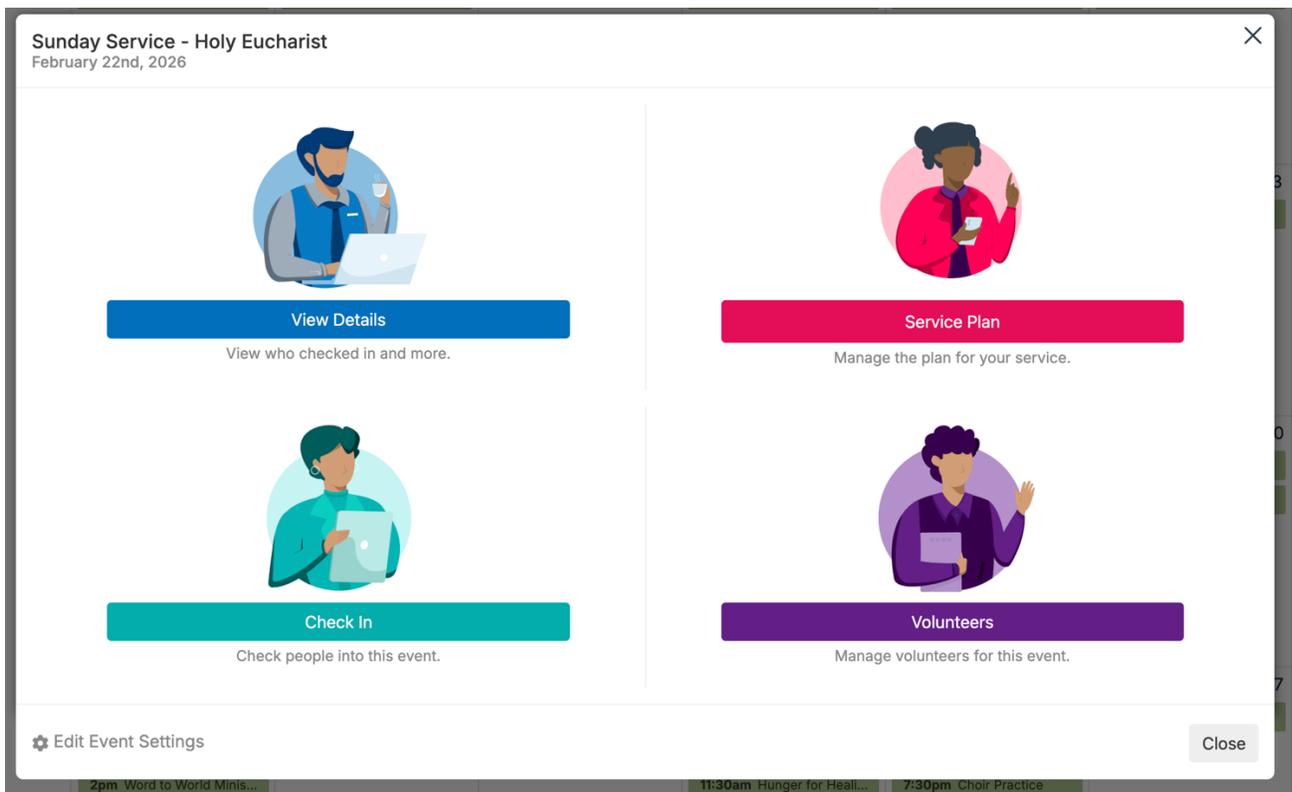
At the top of the blue bar, click on “Events” and you will see the Events calendar.



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:



Click on Volunteers and you will see the following:

Sunday Service - Holy Eucharist
February 22, 2020

Grid View | Send Schedules to Volunteers

Greeters 2 | Volunteers will receive 1 reminder | Add Volunteers
No volunteers are currently assigned to this role. Click here to add one.

Counters 3 | Volunteers will receive 1 reminder | Add Volunteers
No volunteers are currently assigned to this role. Click here to add one.

Sidesperson 5 | Volunteers will receive 1 reminder | Add Volunteers
No volunteers are currently assigned to this role. Click here to add one.

Soundboard Tech 1 | Volunteers will receive 1 reminder | Add Volunteers
Wray, Suzanne

Altar Guild Member 3 | Volunteers will receive 1 reminder | Add Volunteers

Now click on the grey “Grid View” button near the top under the Event name to get the following view:

	Feb 22 Sunday	Mar 1 Sunday	Mar 8 Sunday	Mar 15 Sunday	Mar 22 Sunday	Mar 29 Sunday	Apr 5 Sunday	Apr 12 Sunday	Apr 19 Sunday
Greeters	0	0	0	0	0	0	0	0	0
Counters	0	0	0	0	0	0	0	0	0
Sidesperson	0	0	0	0	0	0	0	0	0
Soundboard Tech	● Wray, Suzanne 1	● Sykes, Murray 1	○ Omagoro, Prosper 1	● Peters, Doreen 1/1	● Wray, Suzanne 1	● Peters, Doreen 1	● Sykes, Murray 1	○ Omagoro, Prosper 1	● Sykes, Murray 1
Altar Guild Member	0	0	0	0	0	0	0	0	0
Sacramental Assistant	0	0	0	0	0	0	0	0	0

Now navigate to your Ministry and click in the square for the date you want for the assignment.

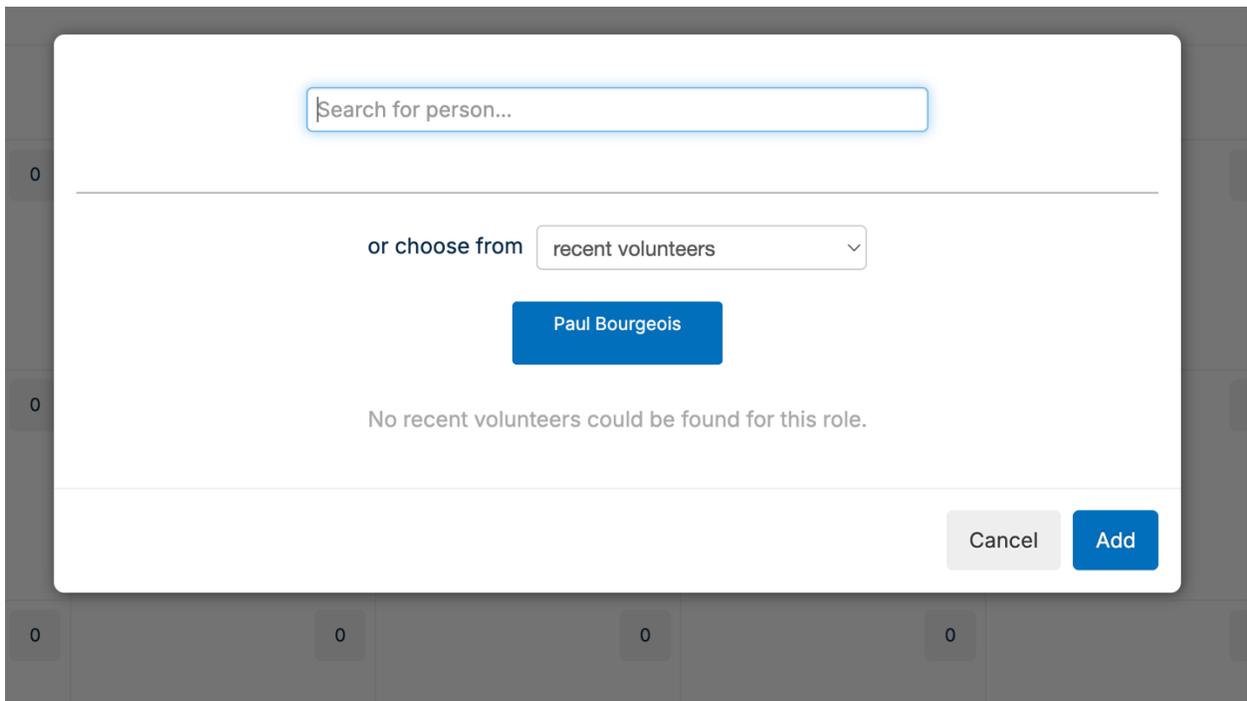
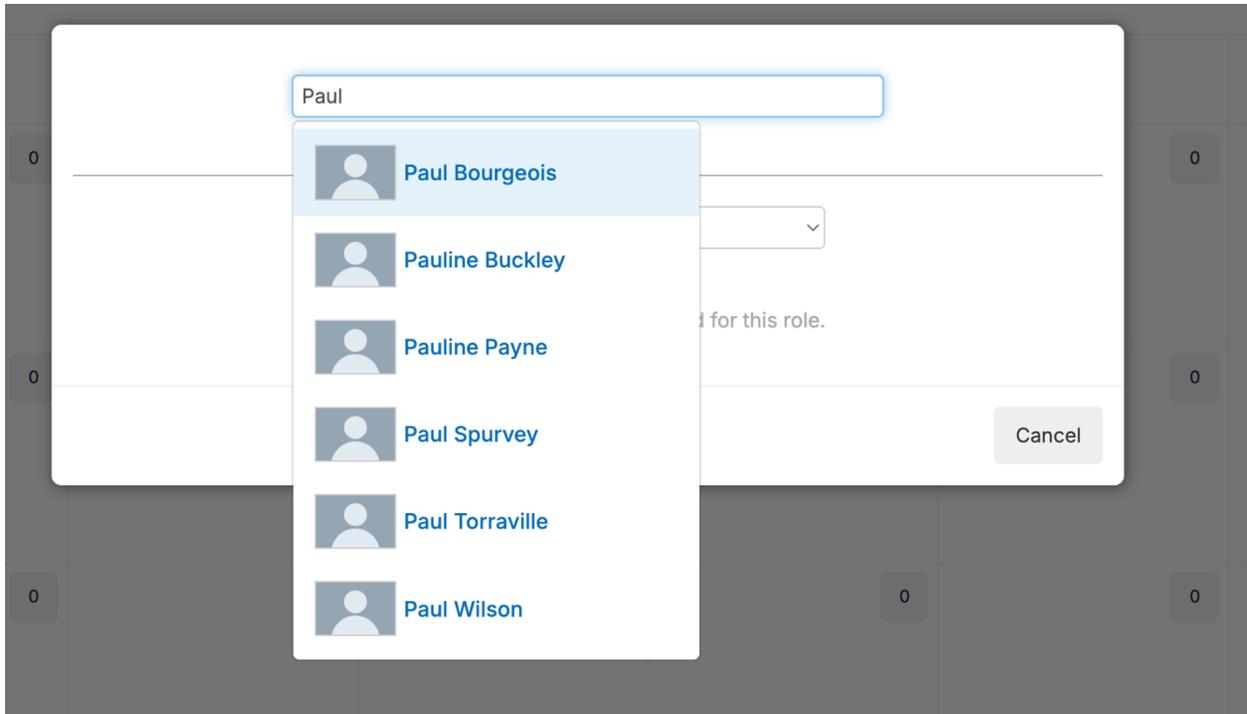
Sidesperson	0	🔔	0		
	+ Click to Add Volunteers				
Soundboard Tech	● Wray, Suzanne	1	● Sykes, Murray	1	○ Omag

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.

or choose from

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 each event that you have a schedule for. After you have completed your assignments, select one of the dates (usually the first one) and click on it to go to the date.

	Feb 22 Sunday	Mar 1 Sunday
Greeters	Sunday, February 22, 2026 (Click to go to date)	0
Counters		0

You will see the following screen and you should click on the grey bar “Send Schedules to Volunteers” at the top of the right-hand column.

The screenshot shows the Breeze software interface for an event titled "Sunday Service - Holy Eucharist" on February 22, 2026. The interface includes a navigation sidebar on the left with options like Overview, Attendees, Plan, Reports, Check In, Alerts, and Volunteers. The main content area lists roles with their current volunteer counts and actions:

- Greeters:** 0 volunteers assigned. Action: "Volunteers will receive 1 reminder" and "Add Volunteers".
- Counters:** 0 volunteers assigned. Action: "Volunteers will receive 1 reminder" and "Add Volunteers".
- Sidesperson:** 0 volunteers assigned. Action: "Volunteers will receive 1 reminder" and "Add Volunteers".
- Soundboard Tech:** 1 volunteer assigned (Wray, Suzanne). Action: "Volunteers will receive 1 reminder" and "Add Volunteers".
- Altar Guild Member:** 0 volunteers assigned. Action: "Volunteers will receive 1 reminder" and "Add Volunteers".

At the top of the right-hand column, there is a grey bar labeled "Send Schedules to Volunteers".

You will see the following:

Send Schedules [X]

Send this to
All volunteers scheduled on selected events

Show the following dates on the schedule

<input checked="" type="checkbox"/> February 22	<input type="checkbox"/> March 22	<input type="checkbox"/> April 19
<input type="checkbox"/> March 1	<input type="checkbox"/> March 29	<input type="checkbox"/> April 26
<input type="checkbox"/> March 8	<input type="checkbox"/> April 5	<input type="checkbox"/> May 3
<input type="checkbox"/> March 15	<input type="checkbox"/> April 12	<input type="checkbox"/> May 10

Show More Dates...

Only send to volunteers in the following roles

- Greeters
- Counters
- Sidesperson
- Soundboard Tech

Will send from pbourgeois@shaw.ca

Cancel Send

Now select the dates you have scheduled and make sure that only your group has been selected by clicking on the green checkmarks (by default all are selected).

Send Schedules [X]

Send this to
All volunteers scheduled on selected events

Show the following dates on the schedule

<input checked="" type="checkbox"/> February 22	<input type="checkbox"/> March 22	<input type="checkbox"/> April 19
<input checked="" type="checkbox"/> March 1	<input type="checkbox"/> March 29	<input type="checkbox"/> April 26
<input checked="" type="checkbox"/> March 8	<input type="checkbox"/> April 5	<input type="checkbox"/> May 3
<input checked="" type="checkbox"/> March 15	<input type="checkbox"/> April 12	<input type="checkbox"/> May 10

Show More Dates...

Only send to volunteers in the following roles

- Greeters
- Counters
- Sidesperson
- Soundboard Tech

Will send from pbourgeois@shaw.ca

Cancel Send

You can scroll down and optionally edit the subject line and text of the email that will be sent. You can also add an attachment such as your volunteer schedule, volunteer contact information, etc. by clicking on the paperclip Add Attachment(s).

Send Schedules ✕

- Prayer Team Member
- Newcomer Contact

Subject

Volunteer Schedule for Sunday Service Holy Eucharist

Message

B *I* U **A** **A** Upload Mail Merge <>

Hi [FIRSTNAME],

Thanks so much for your willingness to serve at St. Paul's Anglican Church, Calgary AB! Here is your volunteer schedule for the upcoming Sunday Service Holy Eucharist events.

Add Attachment(s)

Will send from pbourgeois@shaw.ca

Cancel **Send**

Send Schedules ✕

Thanks so much for your willingness to serve at St. Paul's Anglican Church, Calgary AB! Here is your volunteer schedule for the upcoming Sunday Service Holy Eucharist events.

Add Attachment(s)

Additional Options

- Allow volunteers to RSVP to their assigned dates
- Attach a PDF showing the master schedule (shows names of who is serving on the selected dates in the selected roles)
- Also send this schedule as a text message
By selecting this checkbox, I am confirming I have obtained necessary consent on behalf of the recipient(s) to send text messages from my organization. See [this article](#) for details.

Will send from pbourgeois@shaw.ca

Cancel **Send**

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

Now click on “Send” and you are done.

To Log Out of Breeze, click on the gear icon at the top right of the blue bar, and click on Log out.

Manage your organization
St. Paul's Anglican Church, Calgary AB

- Bulk Tasks**
Manage Breeze data by bulk importing and deleting.
- Users & Roles**
Manage what users can see when they log into Breeze.
- Automations**
Create smart tags, schedule birthday emails, & more!
- Profile Fields**
Customize information stored on People profiles.
- Manage Account**
Keep account and payment settings up to date.
- Song Library** Upgrade
Add and store songs here for your setlists. [Click here to upgrade](#)

Manage your user account
Paul Bourgeois

- User Settings**
Update your name and email credentials.
- Change Password**
Update the password for your Breeze login.
- Notifications**
Set email alerts for activity within your church.
- History**
View past activity in People, Tags, and Events.
- [Get Help](#) [Log Out](#)