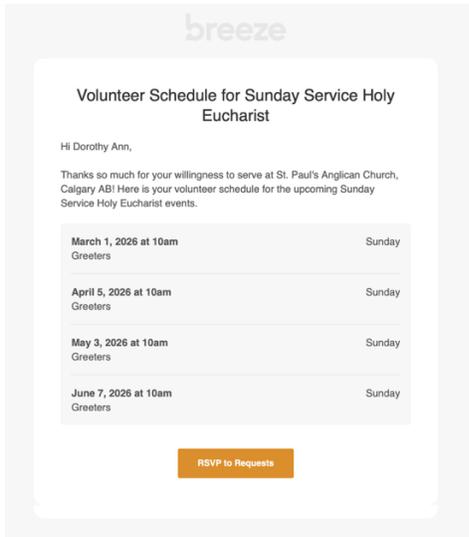


Breeze Procedures – Volunteer Acceptance

When a leader at the church, your Ministry Leader or an event coordinator, asks you to volunteer, you will get an email from that person, generated by our Church Management System (Breeze) that looks like the following:



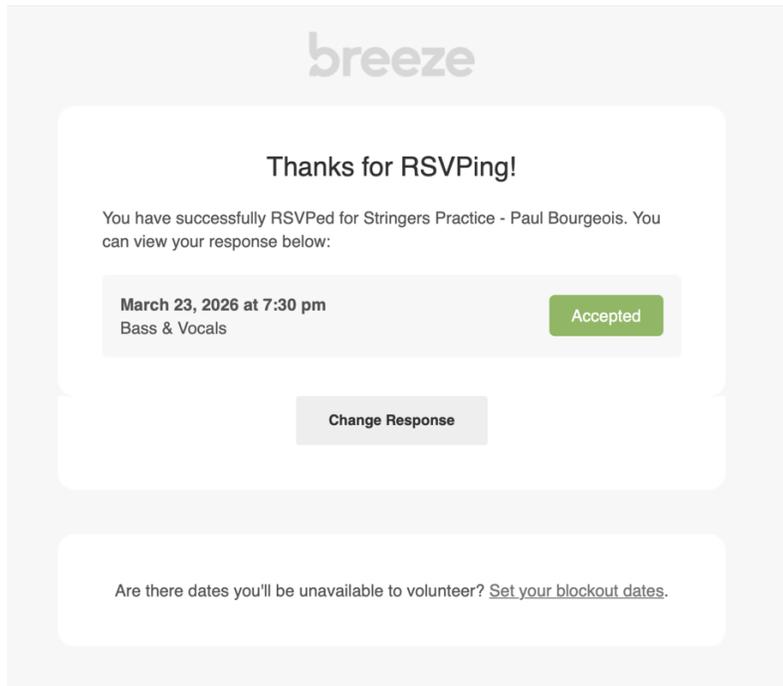
Make sure you scroll to the bottom of the email in case your leader has attached a document for you. When you click on RSVP, then a screen like the following pops up.

Volunteer Schedule for Stringers Practice Paul Bourgeois

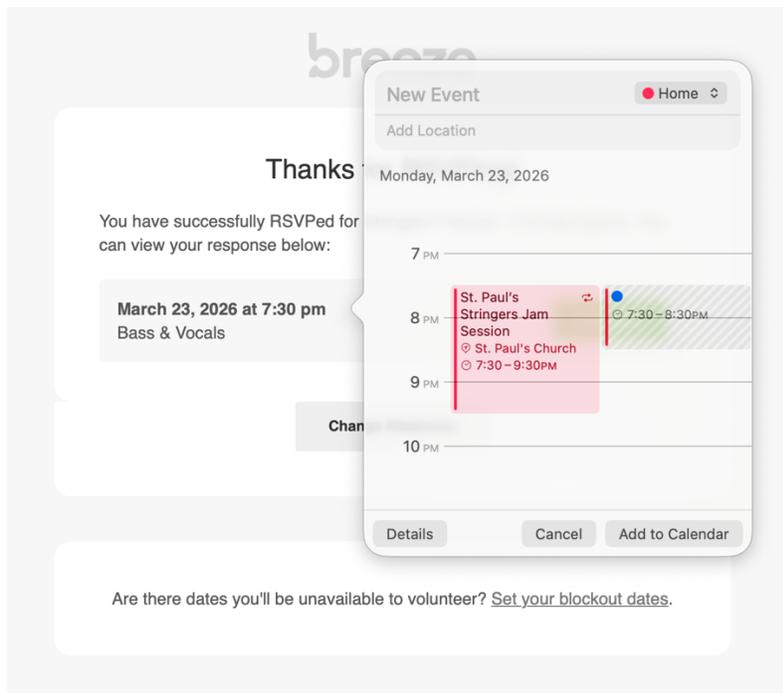
The screenshot shows the RSVP form for a volunteer opportunity. At the top, it displays the date and time: "March 16, 2026 7:30pm" and the day of the week: "Monday". Below this, the role is listed as "Bass & Vocals". To the right of the role name are two buttons: "Decline" (in red) and "Accept" (in green). Below the role name is a text input field labeled "Comments (optional)". At the bottom of the form, there is a blue bar with the text "Once you've responded, click the button to the right to submit" and a white button labeled "Submit RSVP".

Please click on Accept or Decline, enter any comments on the optional comment box and click on "Submit RSVP" in bottom right-hand corner.

Your will then receive an email like the following with your dates:



You can save your volunteer commitment to your personal calendar by clicking on the date and time:



A few days before the event, you will receive an email reminder like the following:

