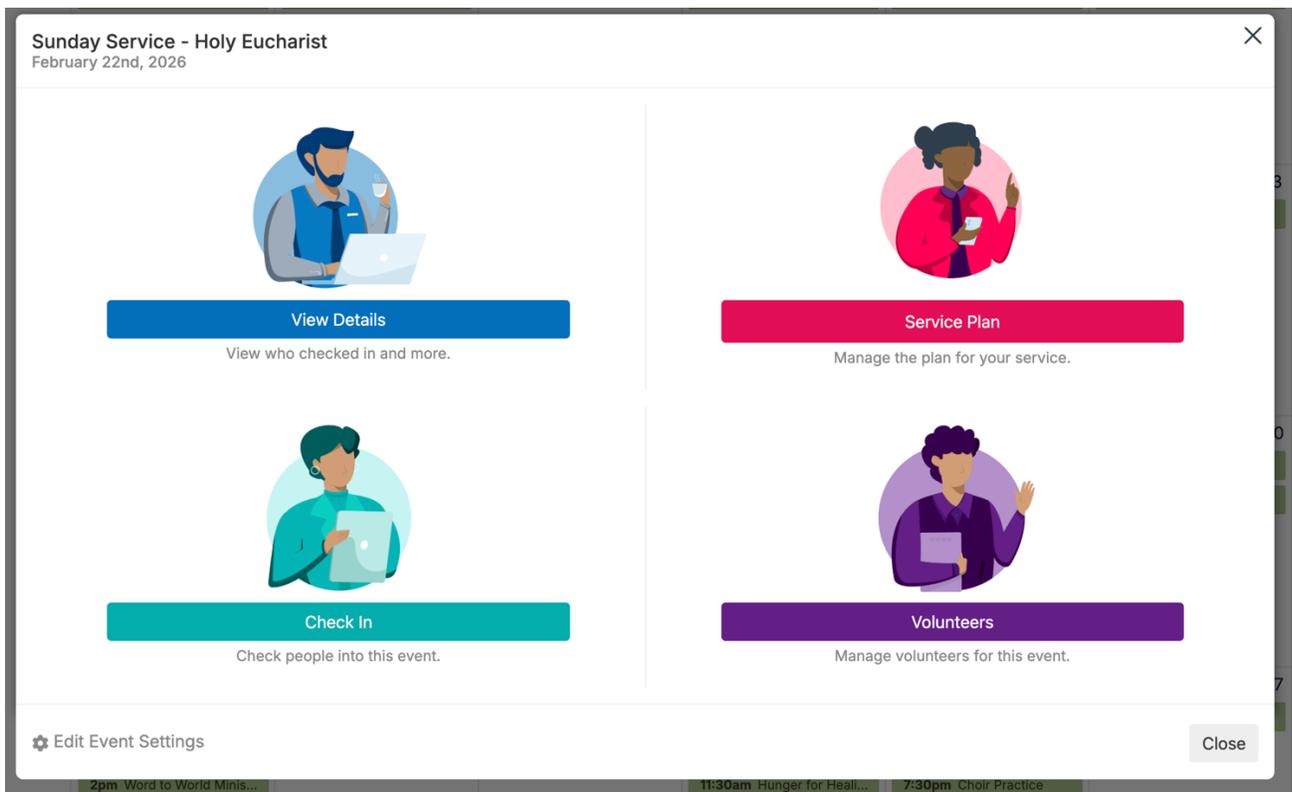
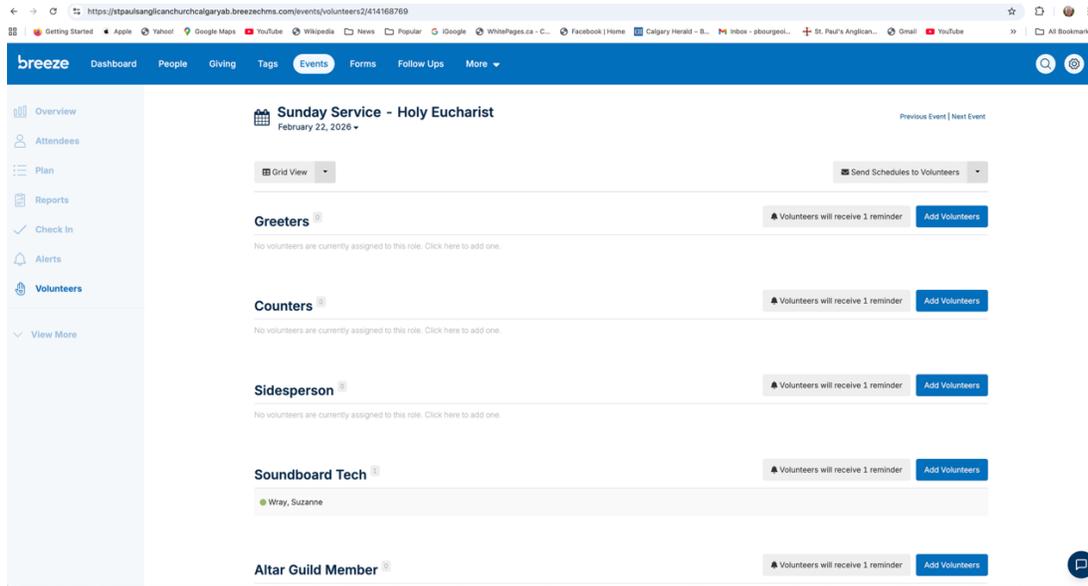


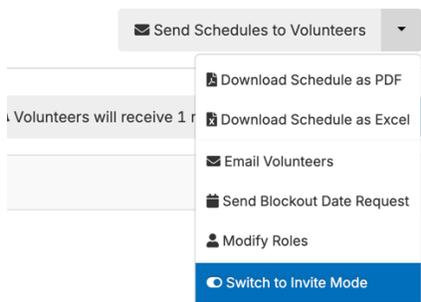
You will then see a screen with two of the following items including Volunteers:



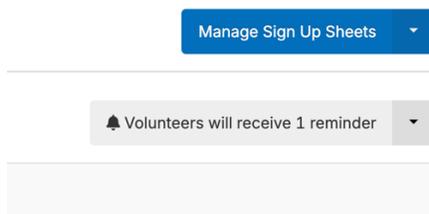
Click on Volunteers and you will see the following:



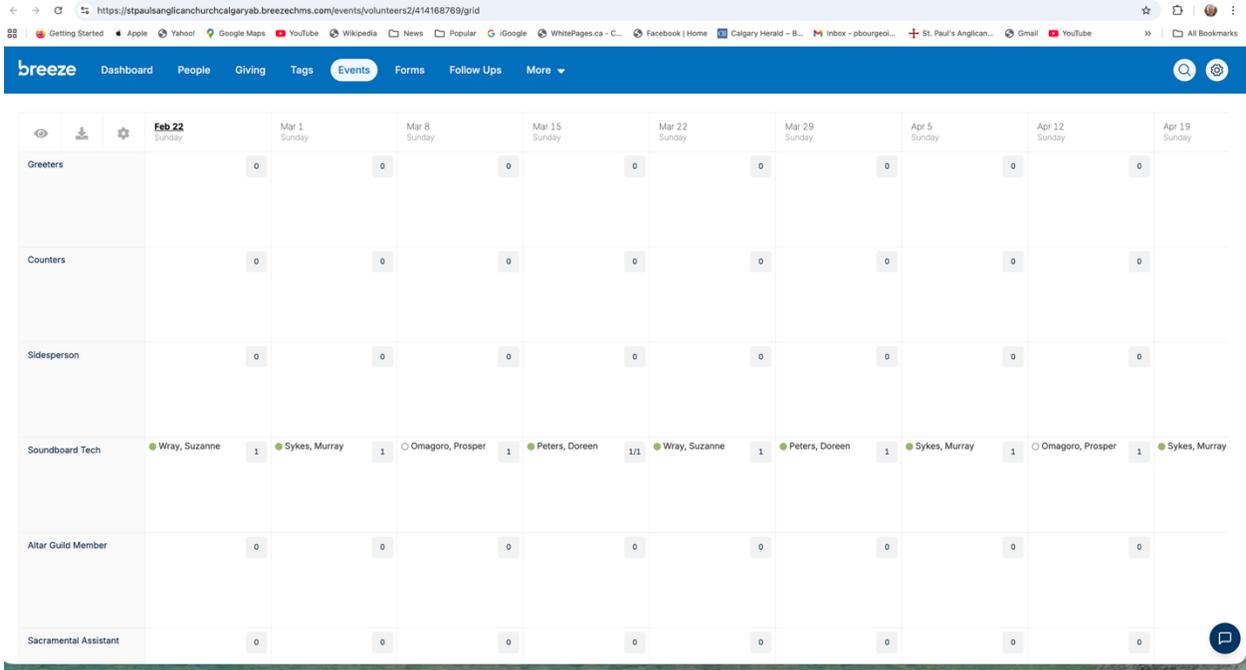
You must first make sure you are in “Invite” mode rather than “Assign” mode. The reason for that is that, in Breeze, you cannot resend your schedule to a specific person unless they were “invited” rather than “assigned”. On the right-hand side click on the down arrow and navigate down to “Switch to Invite Mode”.



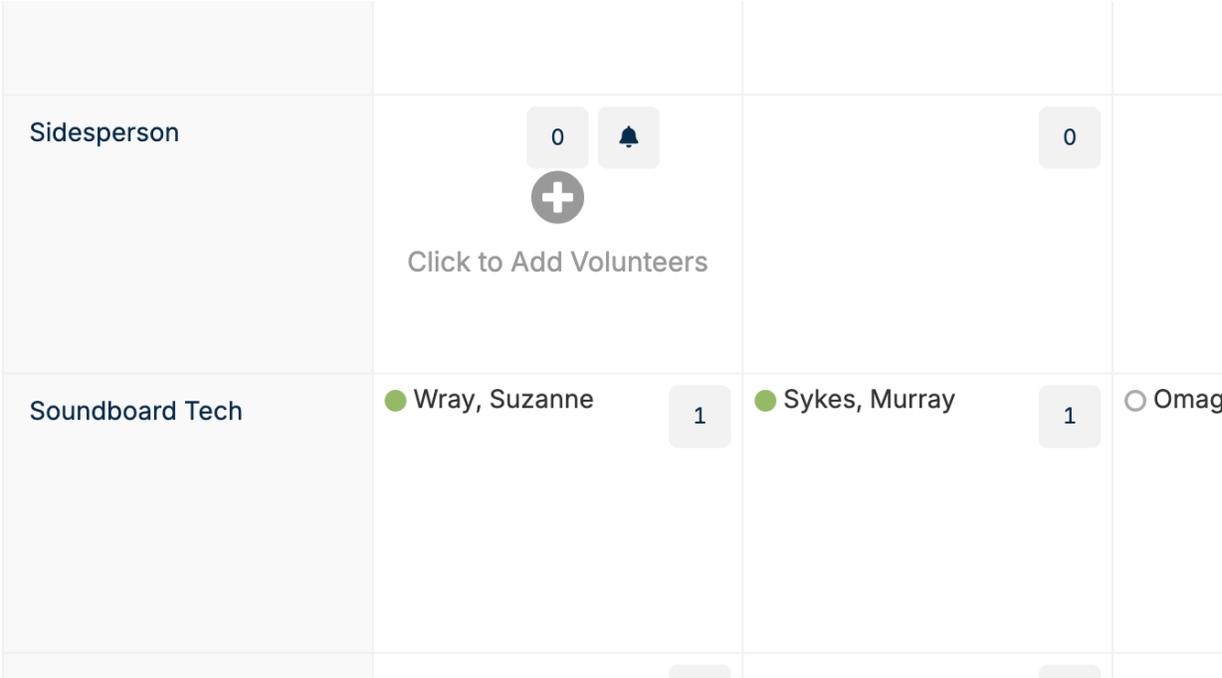
It will then look like this:



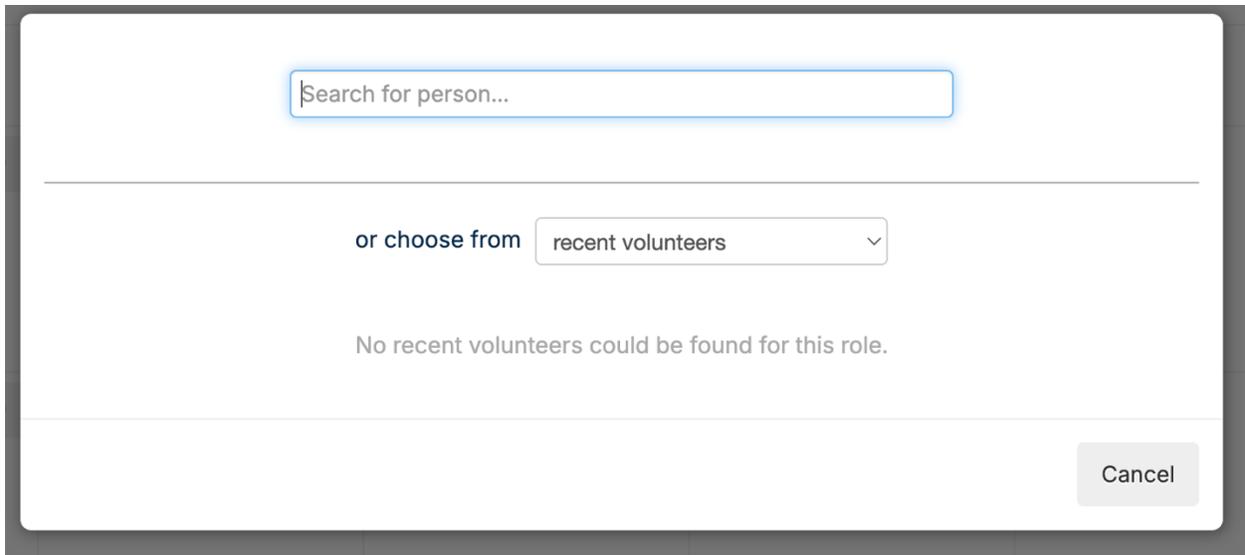
Now click on the grey “Grid View” button near the top under the Event name to get the following view:



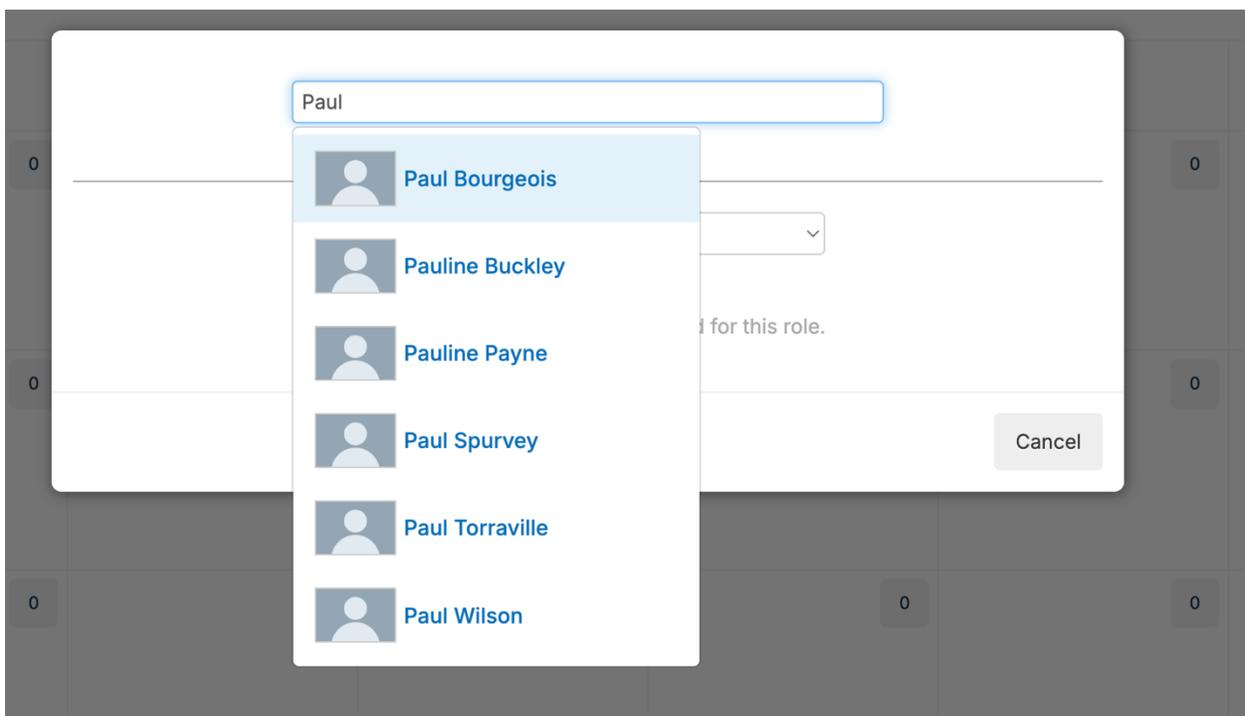
Now navigate to your Ministry and click in the square for the date you want for the assignment.



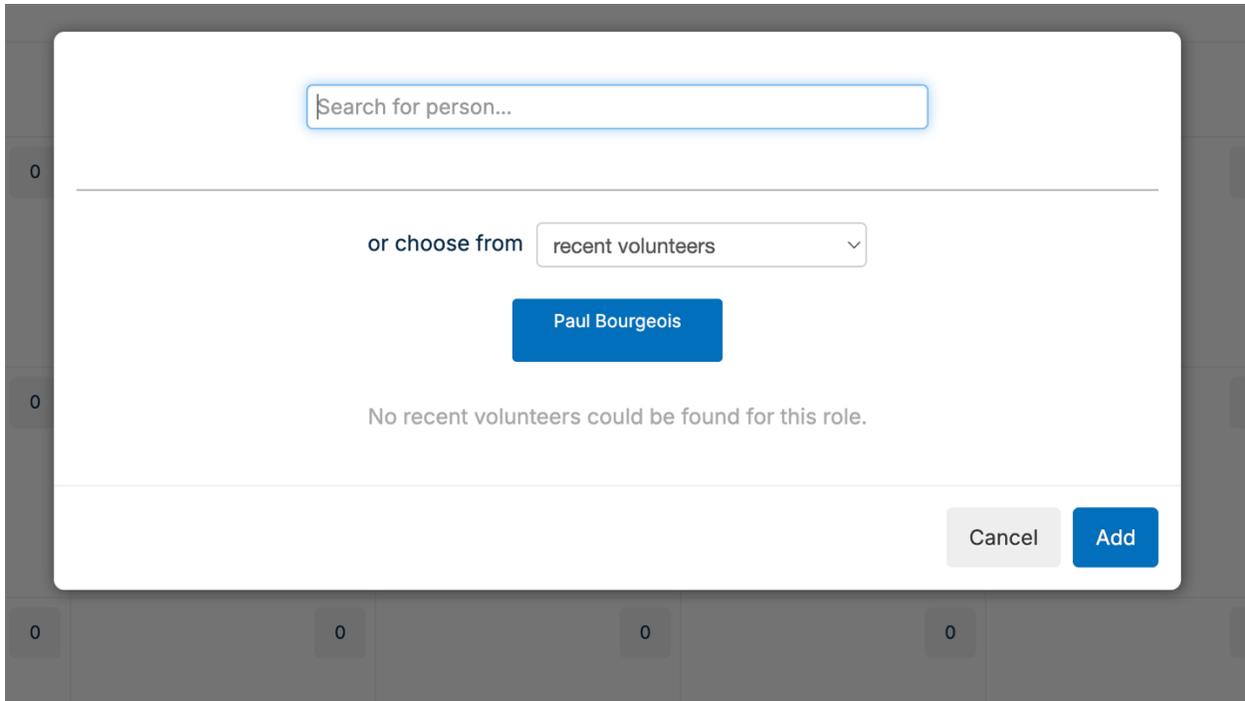
Then start typing the person's name until a suitable list appears. Once someone has been entered once their name will appear on the dropdown list.



A screenshot of a search interface. At the top, there is a search bar with the placeholder text "Search for person...". Below the search bar, there is a horizontal line. Underneath the line, the text "or choose from" is followed by a dropdown menu currently showing "recent volunteers". Below the dropdown menu, the text "No recent volunteers could be found for this role." is displayed. In the bottom right corner, there is a "Cancel" button.



A screenshot of the same search interface, but with the search bar containing the text "Paul". A dropdown list is open, showing a list of names with corresponding person icons. The names listed are Paul Bourgeois, Pauline Buckley, Pauline Payne, Paul Spurvey, Paul Torrville, and Paul Wilson. The "Cancel" button is still visible in the bottom right corner.

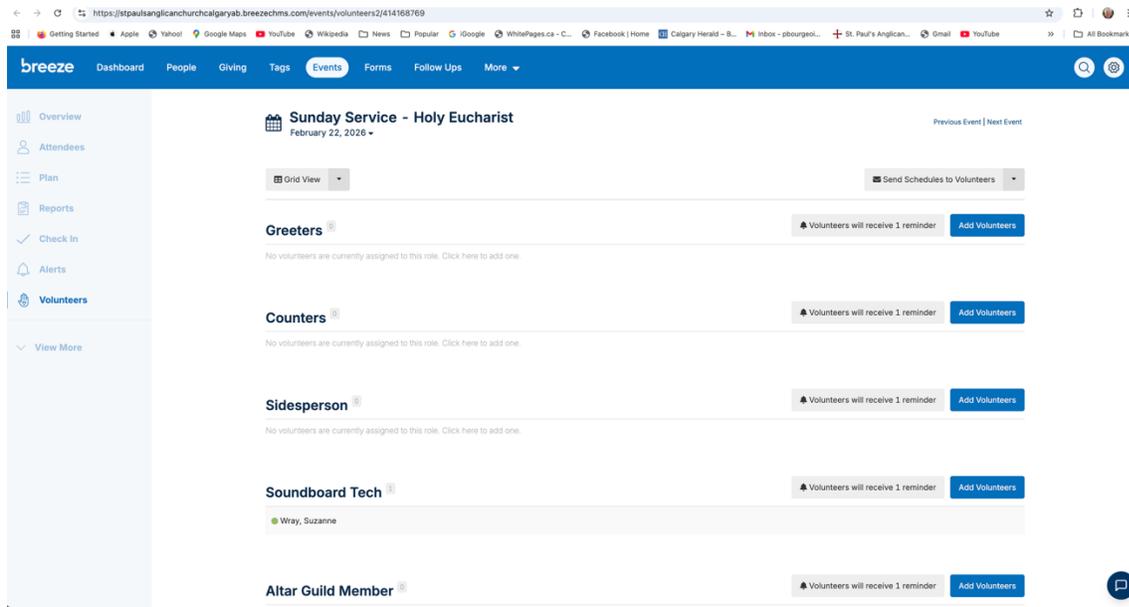


Select the person from the list that you want for that event and continue adding volunteer names for each event that you have a schedule for. After you have completed your assignments, select one of the dates (usually the first one) and click on it to go to the date.

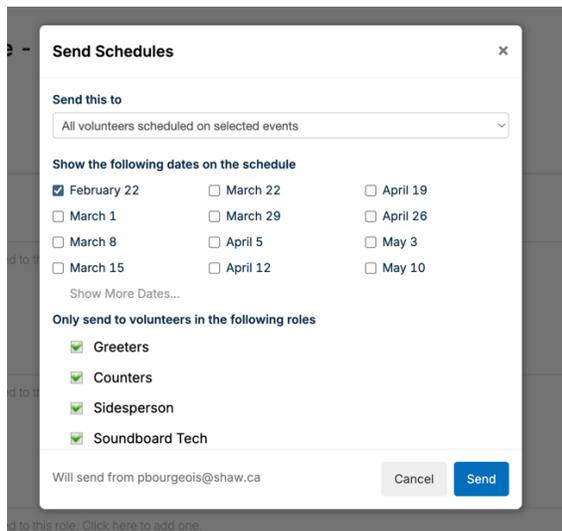
		Feb 22 Sunday	Mar 1 Sunday
Greeters		Sunday, February 22, 2026 (Click to go to date)	0
Counters			0

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. If you see a blue bar “Manage Signup Sheets” then click on the

down arrow on the right, scroll to the bottom and click on “Switch to Assign Mode”. Now you will see the grey bar “Send Schedules to Volunteers”.



You will see the following:



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 ✕

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.

