

# Some instructions for using Breeze

Want to connect with fellow members of the UU Society of Schenectady, but don't have their contact info? It's easy to find their email, phone number or address through Breeze, the UU Society of Schenectady's secure, online member directory and database.

If you are a UUSS member, do you want to see (on the private section of your profile page) what contributions you have made toward your annual pledge, or any other donations you have made to UUSS? That's easy for you to do with Breeze, too!

## Preparation:

First, you need a Breeze login (username and password). If you don't have one, email UUSS Congregational Life Coordinator, Kristin Cleveland, at [clc@uuschenectady.org](mailto:clc@uuschenectady.org), and ask to be invited to Breeze. She will direct Breeze to send you an "invitation link" so that you can create an account with a username and password.

Once you have your username and password, you can access Breeze in one of several ways:

- Click the login link above.

OR

- **If using a mobile device**, you may wish to download the free Breeze app from the App Store (for Apple products), or Google Play (for Android products). Once downloaded, the app will ask for the name of the church: enter "uuschenectady." Then you will see the Breeze login form, where you enter your username and password.

OR

- **If using a computer**, go to **uuschenectady.breezechms.com**. Then you will be at the Breeze login form, where you enter your username and password.

## **Now that you are logged in to Breeze:**

1. **If using a mobile device**, Breeze opens to a “dashboard” with several options. Click on “People.” Then a search bar appears. Type a person’s name and Breeze will bring you to that person’s profile page (which contains contact information). It’s ok if you can’t remember how to spell a name – just type in part of it and Breeze will show options of all members with those letters in their name, and you can click on the name of the person you looking for.
2. **If using a computer**, you are brought to a bigger dashboard which already contains a search bar. Type the name into the search bar and Breeze will bring you to the person’s profile page.

## **Updating your Profile Page**

You can update your photo, contact information, pronouns, etc. on your profile page.

First, type your name in the search field to search for your profile page, or if using a mobile device, click on “my profile” to get to your own profile page.

Once on your page, you will see a “heading” that is comprised of a photo of you (or a place to insert a photo of you) and your contact information. To change information, scroll down below that header to one of the information sections. Each section has a

gray bar above it, labeled with the type of information in that section. If you wish to change your name, gender identity, or pronouns, hover over the “Main” section. Hovering over the word “Main” in the gray bar will make the words “click to edit section” appear in the gray bar. Click those words and slots open up for the various information fields that allow you to insert or change information in those fields. Once you have updated the information, click the blue “Save” button for that section. This same technique applies to updating other text sections.

If you would like to insert a photo of yourself, click on the existing photo or the square where a photo would be. Then a screen giving you the option to “upload image” will pop up. This will allow you to access photos that are on your computer or phone. Once uploaded, you can click & drag on the photo to crop the section you’d like..

If you would like to insert a family photo, that option is located in the “Family” section of your profile page. Hover over the gray “Family” bar and click the “click to edit section” words. You will an icon saying “Add family photo” appear. Click that, and add the family photo in the same way that you would add your individual profile photo.

## **How to use Breeze to Make & Track Donations**

### **Seeing Your Pledge & Giving History**

Steps:

- 1) Log into Breeze

2) Go to your own profile page. To do this:

a) If using a mobile device, click the “My Profile” button with the star on it or search for your own name by clicking the magnifying glass icon.

b) If using a computer, either click “my profile” option (the star) or search for your own name in the search bar.

3) Once on your profile page:

a) If using the mobile app, click on the icon that looks like a dollar bill. This will show your giving history.

b) If using a computer, look to the left side of the page – you will see the word Giving next to a dollar bill icon. Click on that to see the amount you have pledged for the current fiscal year (July 1, 2019 – June 30, 2020) and your giving history as of July 1, 2019.

## **Making a Contribution using Breeze**

Steps:

1) Log into Breeze

Then:

a) If using the mobile app, click the “\$ Give Now” button/icon. This will bring you to a page where you can fill in information to make a contribution towards your annual pledge payment or to make other types of contributions, such as contributions towards the USS Building Fund or a special Sunday collection.

b) If using a computer, the “\$ Give Now” words are in the menu bar at the top of the page. Click here to get a form to fill out.

2) To fill out the form:

a) Enter your contribution amount

b) Choose the fund in which you wish to contribute (your annual pledge for Fiscal Year 2019-20 is one of the fund options).

c) Enter payment information

d) Choose either “One Time Gift” or select the frequency that you’d like to give

e) Click “Donate Now.”

If you have questions about any information shared here, or any other questions about using Breeze, contact UUSS Congregational Life Coordinator Kristin Cleveland at [clc@uuschenectady.org](mailto:clc@uuschenectady.org).