

Breeze Account Creation Tutorial

We are so glad that you are interested in participating in our new Online Photo Directory! In order for you to get the full benefits of Breeze, you will first need to create an account and upload photos of you and your family. We recommend printing these instructions, so you can have them handy as you go through each step.

1. The first step in creating an account in Breeze is to receive an email invite with a personalized link. The link in the email will be specifically tied to the owner of the email address. If you haven't received an email, you can generate an invitation yourself by going to severnaparkumc.org/breeze and clicking the link at the top of the page.

The screenshot shows the website's navigation bar with the church logo and menu items: Home, New Here?, About Us, Serve, Connect, Events, Give, and Breeze. The main content area is titled "Breeze" and contains the following text:

Our new church database system is ready for you to jump in. [Click here to generate a personalized invite.](#) If your email address is already in our system, Breeze will match you automatically and email you an invite with a green "Create Account" button at the bottom. If the system can't find you, please email our Office Manager Beth Frank, and she can plug you in.

Once you're logged in, take a minute to make sure your information is accurate, and please upload a picture of yourself and one of your family, too (if applicable).

Tips & Tricks

Editing Your Info

When you're logged into your account and viewing your profile, simply click on any of the information section headers (Main, Contact, Education & Work, etc.) to edit that section. For example, if you see that we have the wrong phone number for you, you can just click on the word "Contact" in the gray bar above your phone number and change it yourself. Be sure to click "Save" when you're done!

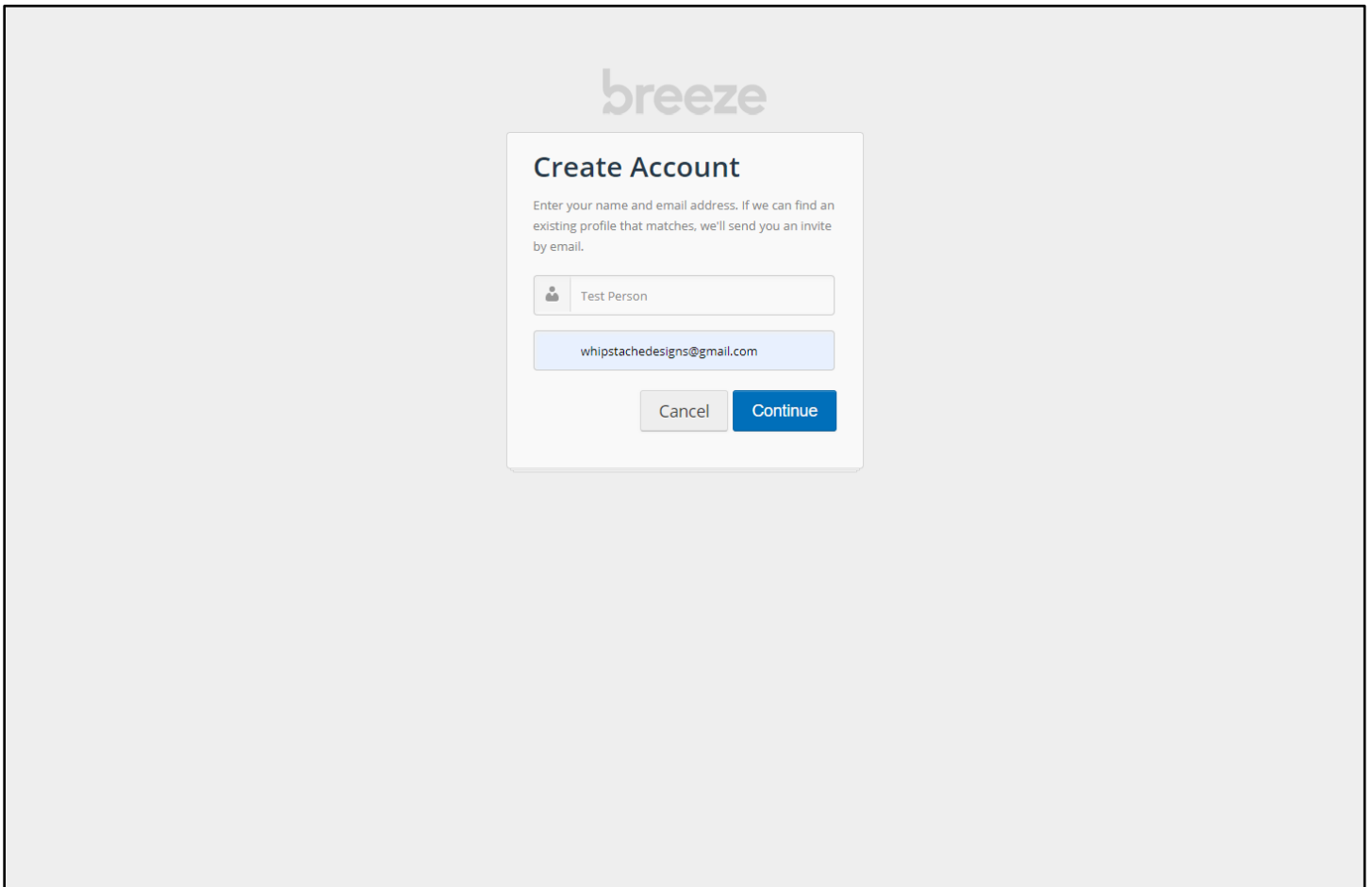
Uploading a Photo

On the right side of the page, there is a search bar and a "Sign up for our eNewsletter!" section with the following form fields:

- Email address: [Your email address]
- First Name: [Your first name]
- Last Name: [Your last name]

Below the form are "Email Subscriptions" checkboxes for eNewsletter, Children's, Youth, and YAG, and a "SUBSCRIBE" button. At the bottom right, the "Hubworthy" logo is visible.

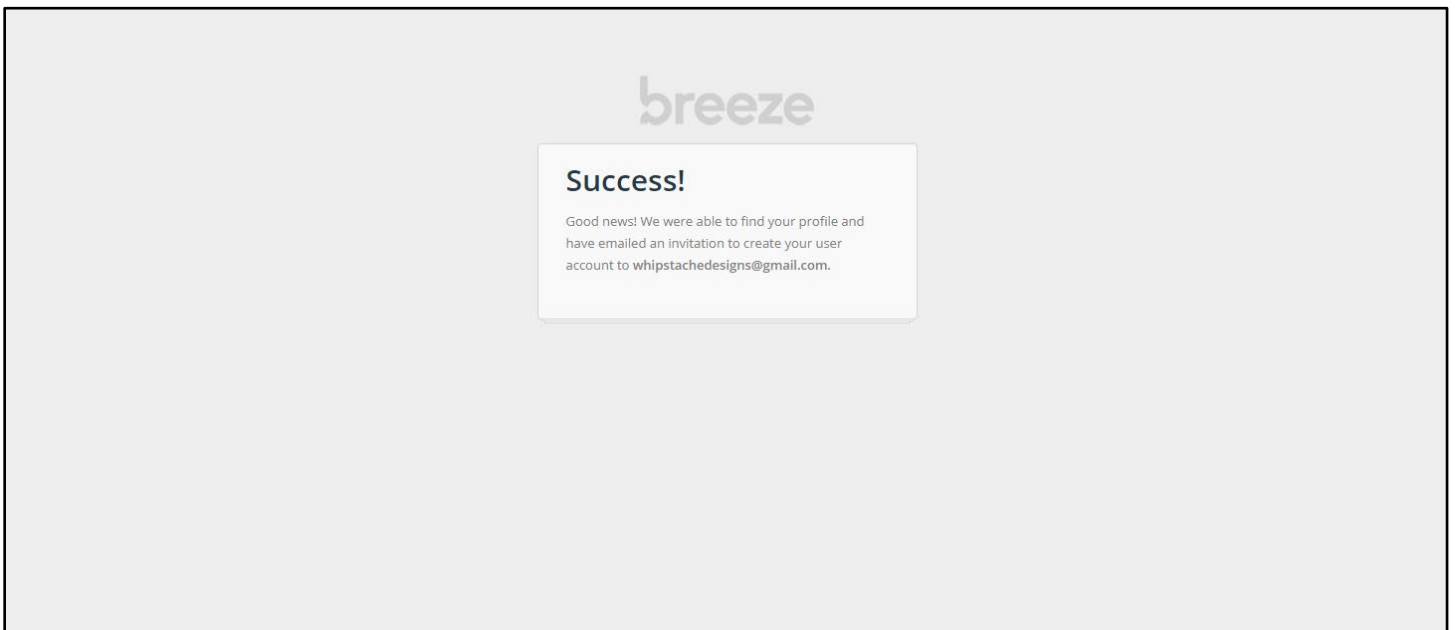
2. Clicking that link will take you to a page where you can enter your name and email address.



The screenshot shows a web page with the Breeze logo at the top center. Below the logo is a white rectangular form titled "Create Account". The form contains the following elements:

- A heading "Create Account" in bold.
- A paragraph of text: "Enter your name and email address. If we can find an existing profile that matches, we'll send you an invite by email."
- A text input field with a person icon on the left and the text "Test Person" inside.
- A text input field with the email address "whipstachedesigns@gmail.com" inside.
- Two buttons at the bottom: a grey "Cancel" button and a blue "Continue" button.

If your information is in the database, Breeze will match you to your data and send you the personalized email. You'll know it's worked when you receive a confirmation screen telling you that Breeze has sent you an email.

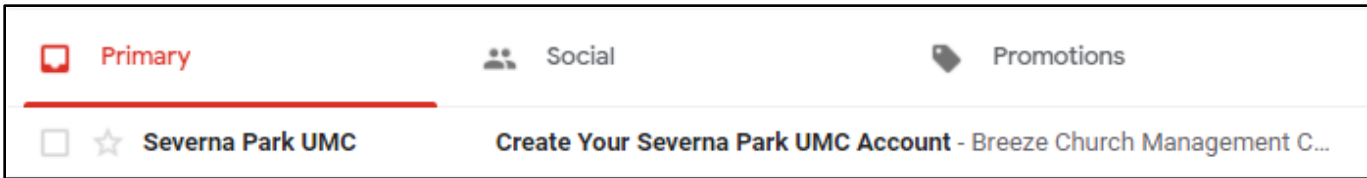


The screenshot shows a web page with the Breeze logo at the top center. Below the logo is a white rectangular form titled "Success!". The form contains the following elements:

- A heading "Success!" in bold.
- A paragraph of text: "Good news! We were able to find your profile and have emailed an invitation to create your user account to whipstachedesigns@gmail.com."

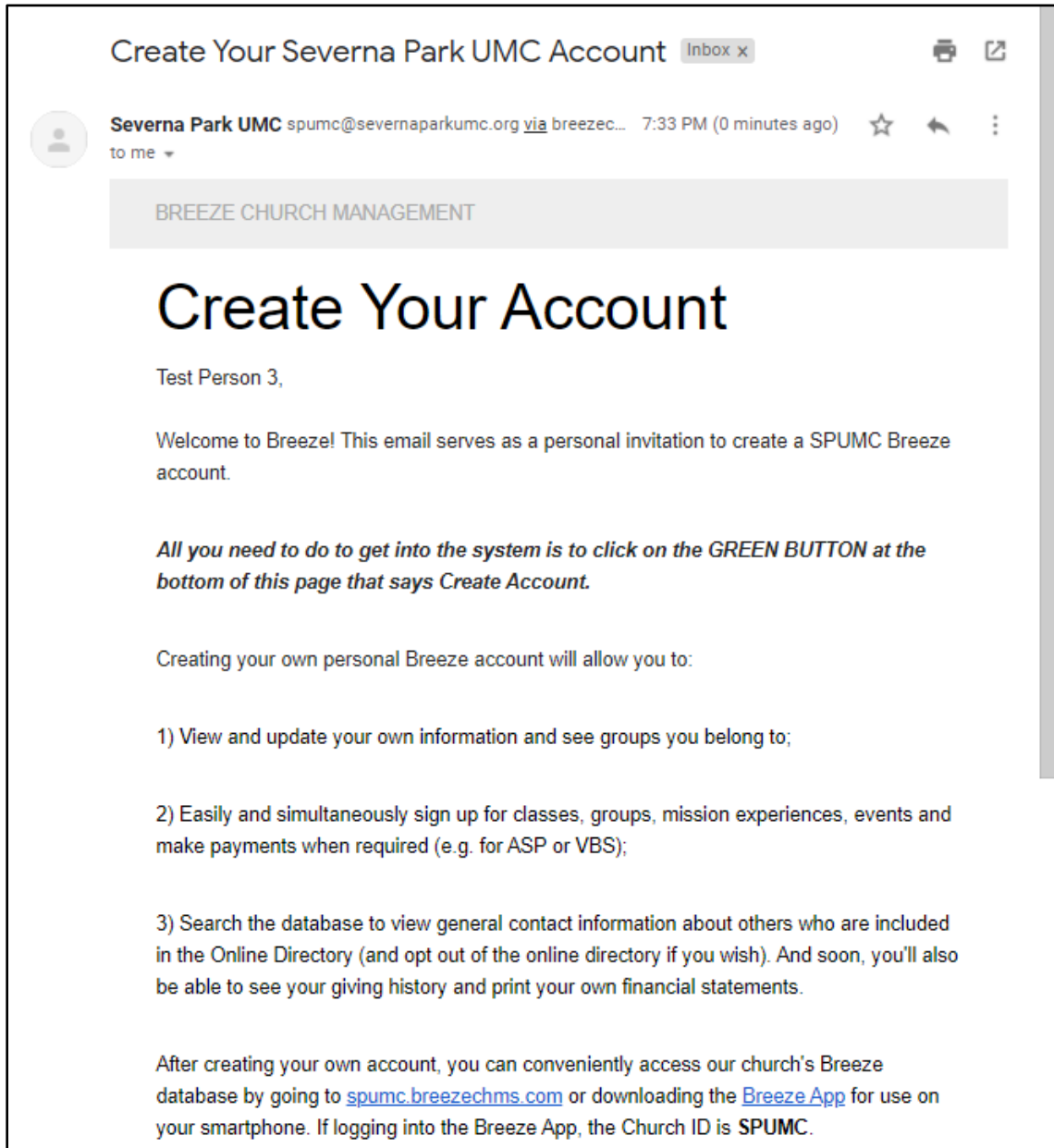
Note: If Breeze can't find you in the database for some reason (like, maybe your email address has a typo in our system, for example), you'll have to contact the church office to be added before you can make a user account. You can email Beth at bfrank@severnaparkumc.org.

The email you receive will come from Severna Park UMC with the subject line "Create Your Severna Park UMC Account" (as shown below)...



... and should look something like this.

3. As the email text states, if you scroll to the bottom of the email, you should see a green button (outlined in red below). Click the button to create your account.



We are so excited about this powerful new resource at Severna Park UMC and are thrilled to be able to make this available to you! Here is a great [Member Tutorial Video](#) that may be helpful as you learn more about this new tool.

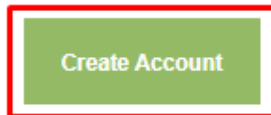
So click on the **GREEN Create Account BUTTON** below and you're on your way!

If you have any questions, please feel free to contact me or [email Beth Frank](#), our Office Manager. We look forward to bringing Breeze fully online to serve you better and to help our congregation stay more connected. Thanks again for your patience and for doing your part to make this happen.

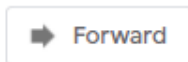
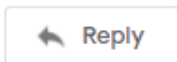
Ryan Hennesy

SPUMC Communications Director

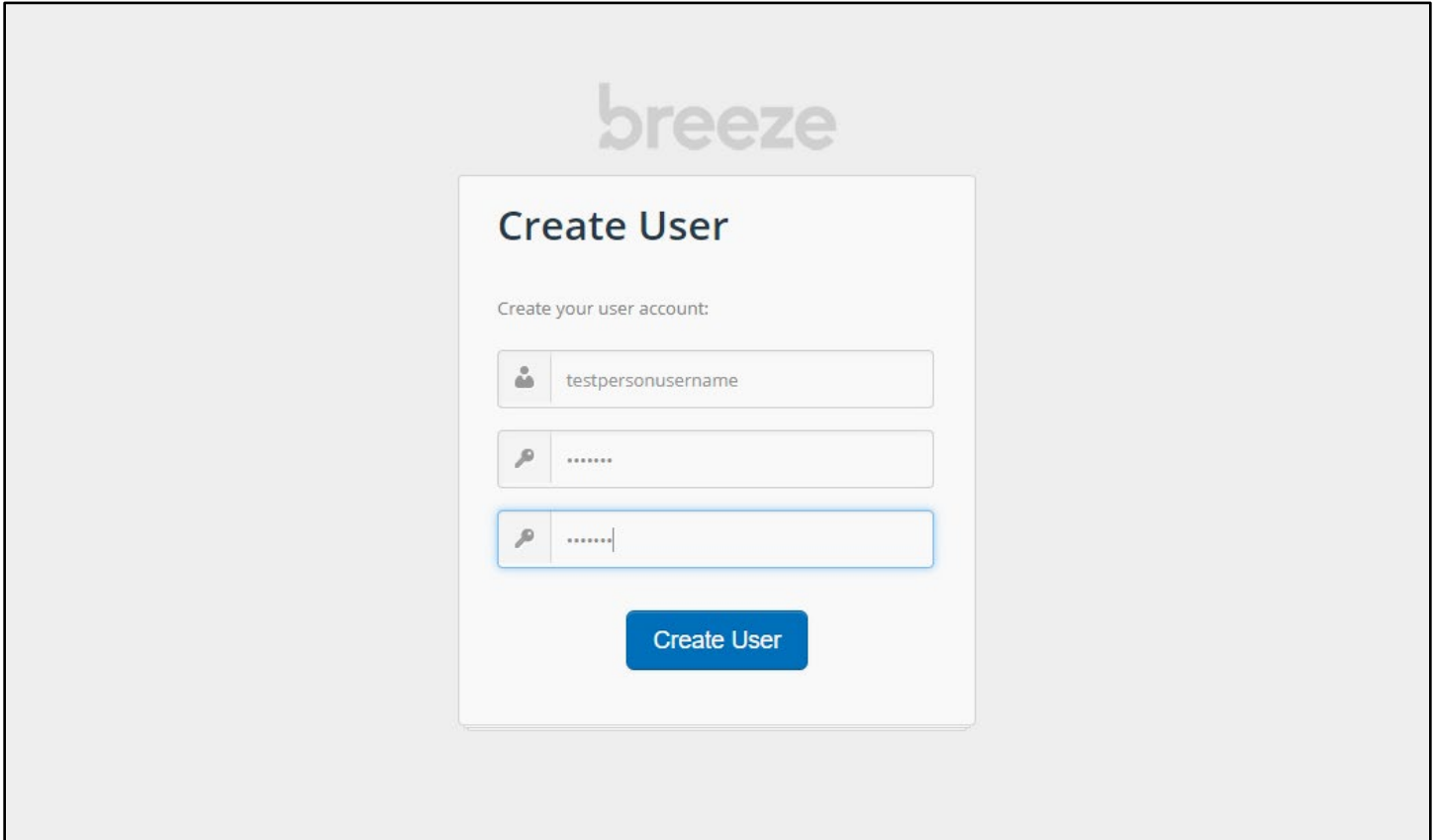
[email me](#)



Having trouble with the button above? Try navigating directly to <https://spumc.breezechms.com/invite/2b576c0cc0b82164f23d944fc9f0f952ba601e25>

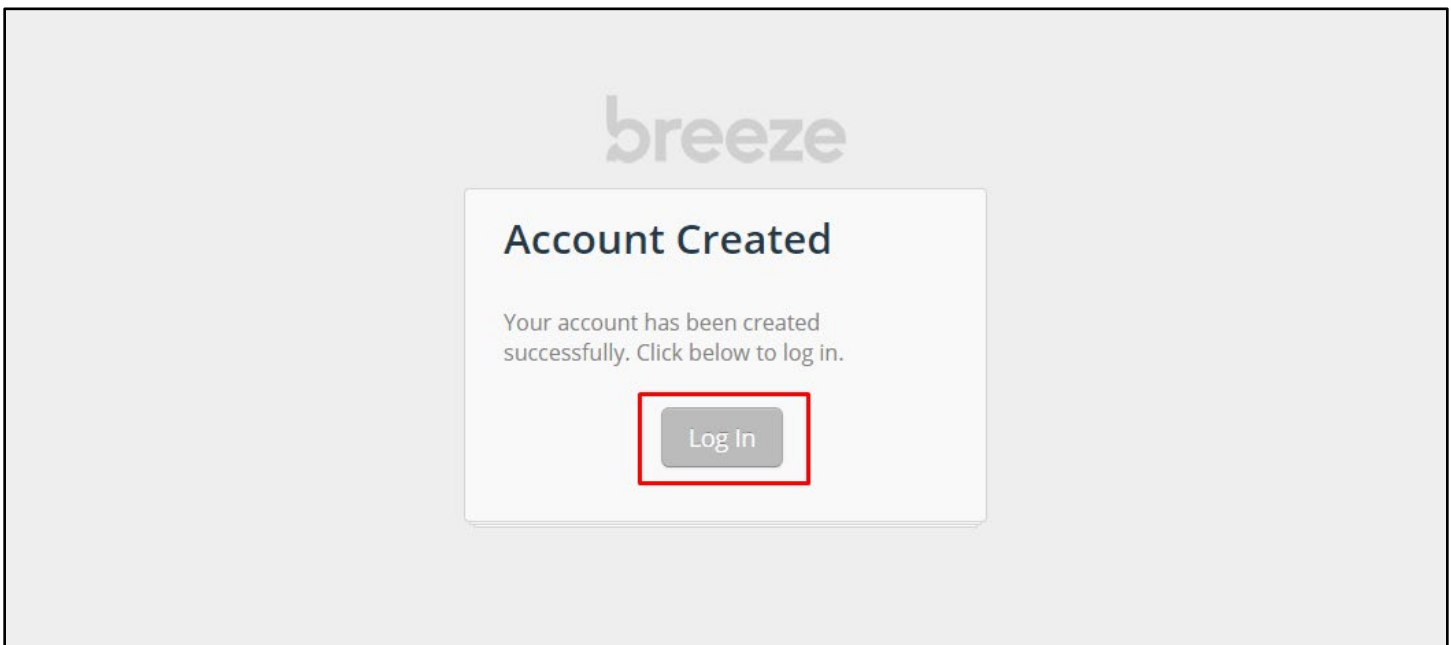


4. You should be taken to a page where you can create your account by choosing a brand new username and password that you'll use when you log in to Breeze. **Be sure to write these down for later!**



The screenshot shows the Breeze 'Create User' form. At the top, the Breeze logo is displayed in a light gray font. Below the logo, the title 'Create User' is centered in a bold, dark blue font. Underneath the title, the text 'Create your user account:' is displayed in a smaller, gray font. The form contains three input fields: a username field with a person icon and the text 'testpersonusername', a password field with a key icon and six dots, and a second password field with a key icon and six dots. A blue 'Create User' button is positioned below the input fields.

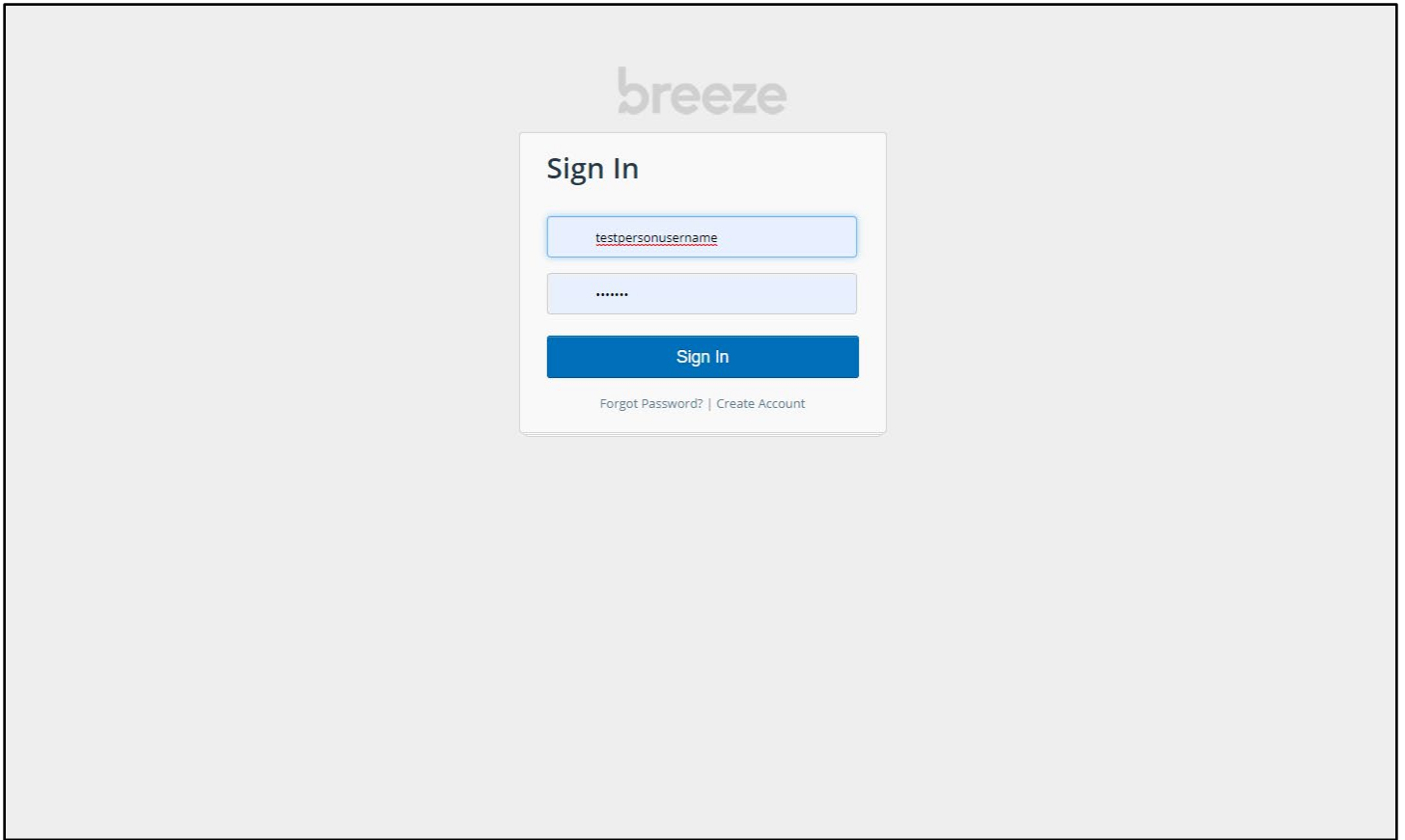
When you click the Create User button, you should receive a confirmation screen, letting you know that you have successfully created an account, and a button that you can click to Log In using the credentials you just chose.



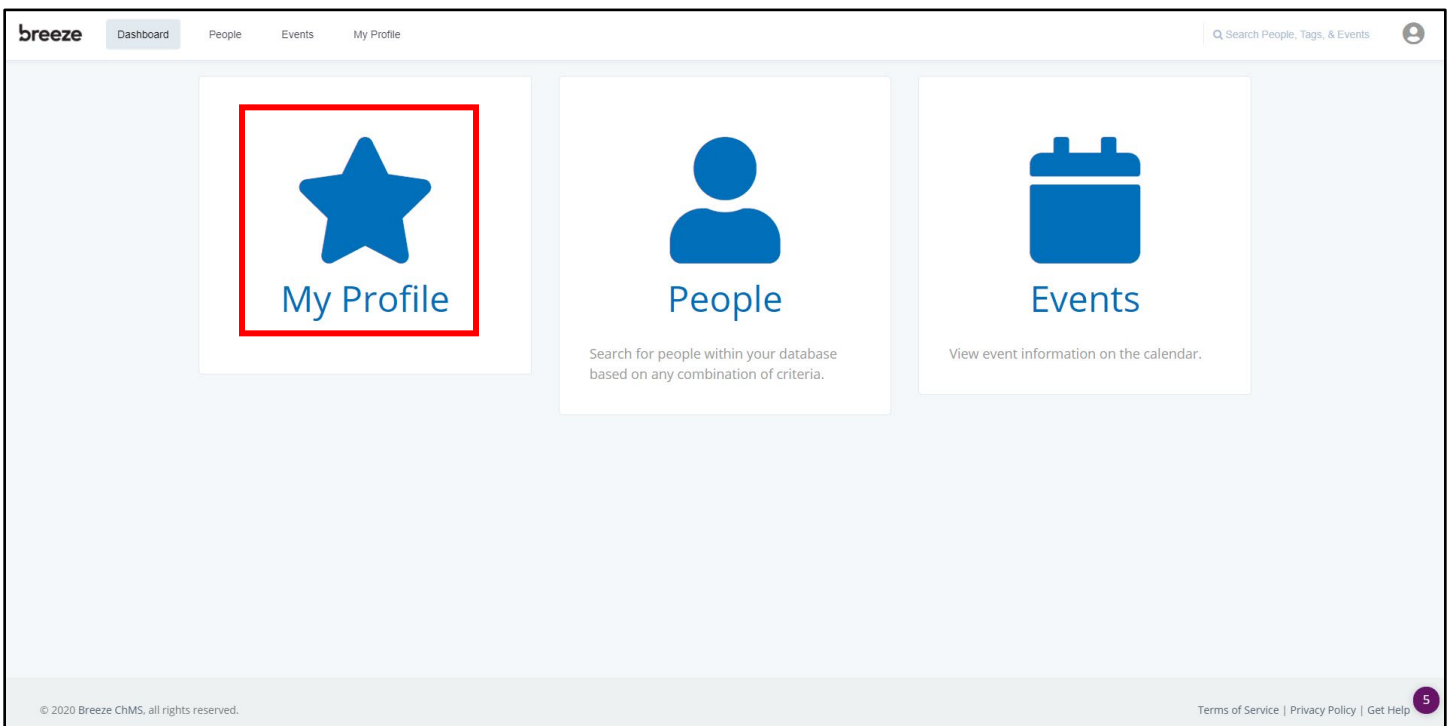
The screenshot shows the Breeze 'Account Created' confirmation screen. At the top, the Breeze logo is displayed in a light gray font. Below the logo, the title 'Account Created' is centered in a bold, dark blue font. Underneath the title, the text 'Your account has been created successfully. Click below to log in.' is displayed in a smaller, gray font. A gray 'Log In' button is positioned below the text, and it is highlighted with a red rectangular border.

Congratulations! You created your Breeze account. Continue reading to add a profile picture.

5. Now let's add a profile picture! Type in the username and password you just created and click Sign In, and you should be taken to your personal dashboard within Breeze.

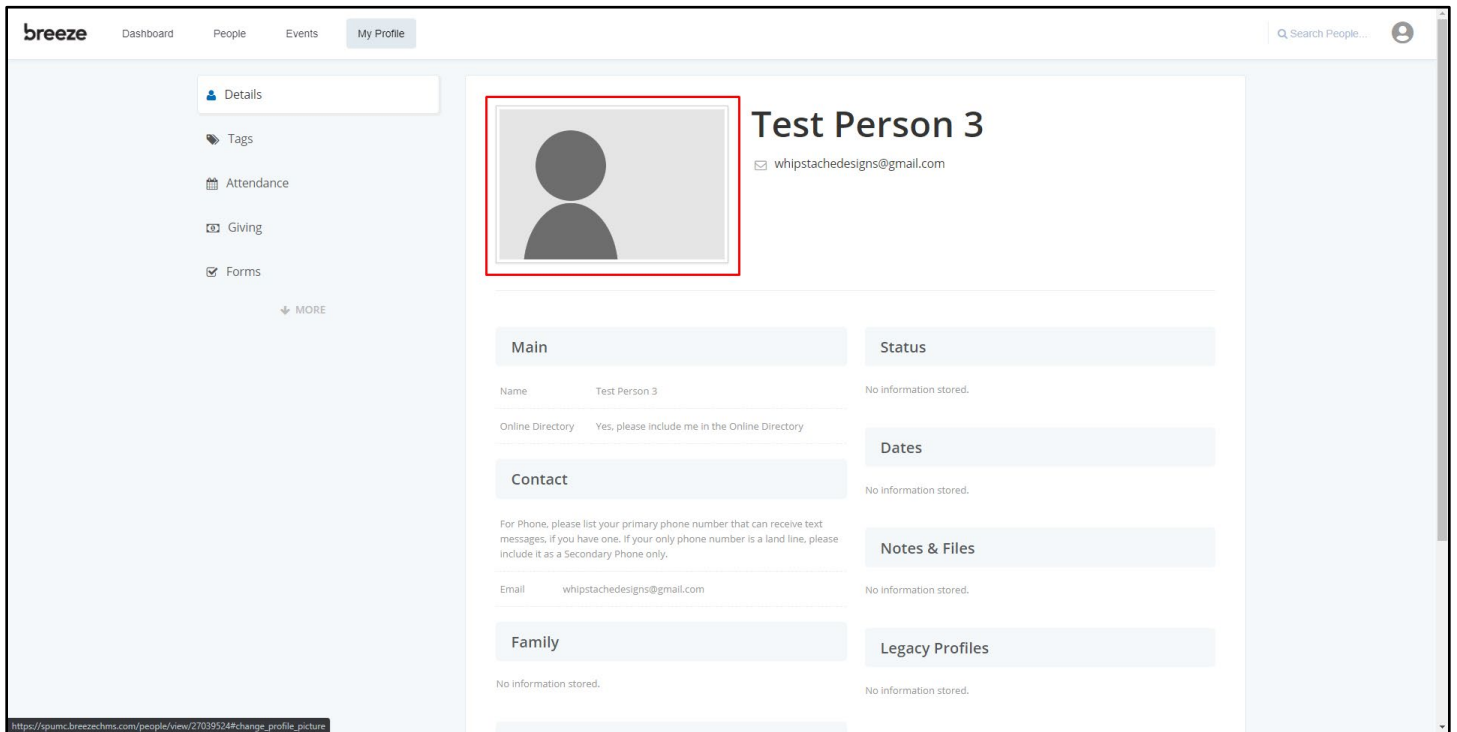


6. Just click on the big star above the words My Profile.

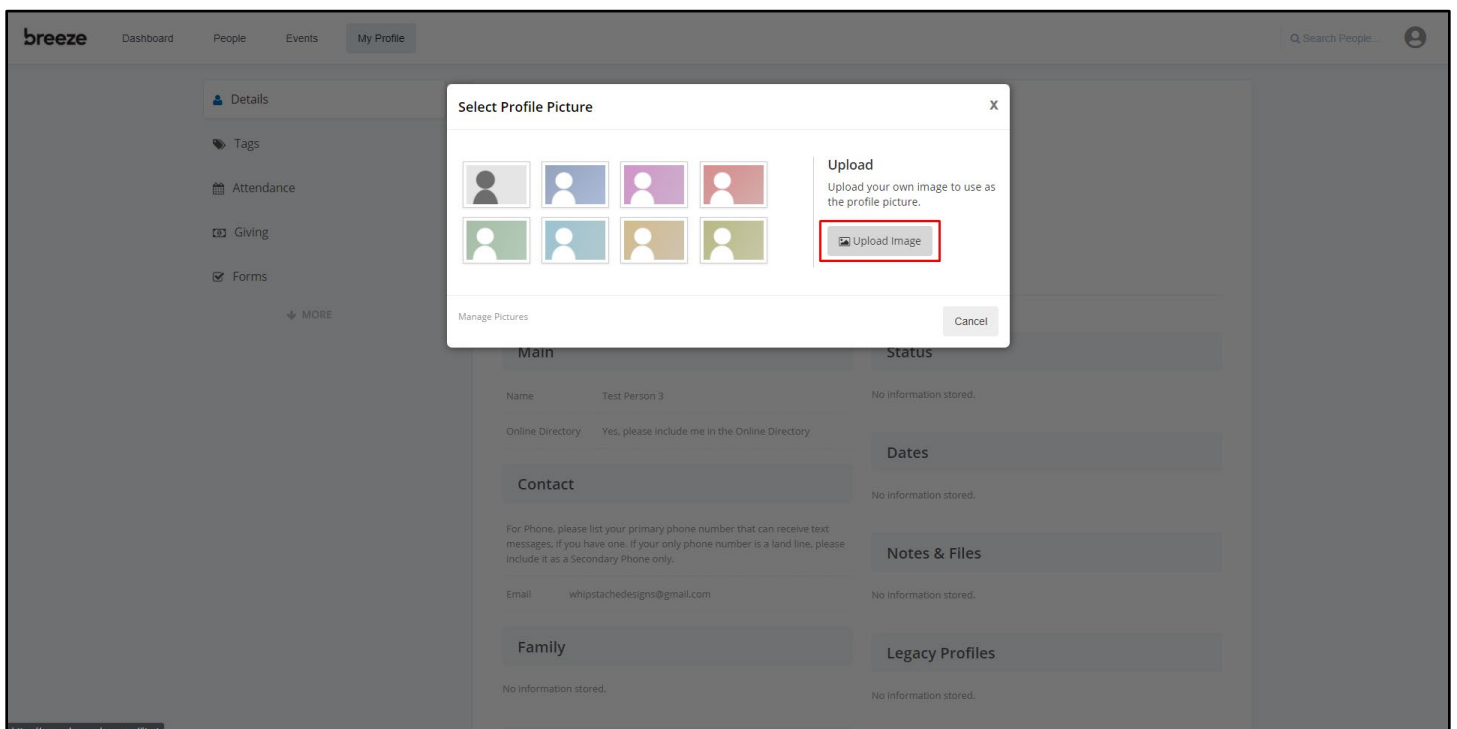


7. You'll be taken to your user profile page where you can edit all the information we have on file for you, including updating your email address, cell phone number, mailing address, etc.

Click on the gray placeholder image at the top (that looks a bit like a stick figure).



8. A window will pop up giving you the option to choose a different colored stick person, or allowing you to upload your own photo. Click "Upload Image" and select a photo from the device you're using (your computer, phone, or tablet).



If you have family members connected to you in Breeze, you can add a family picture. Here's how.

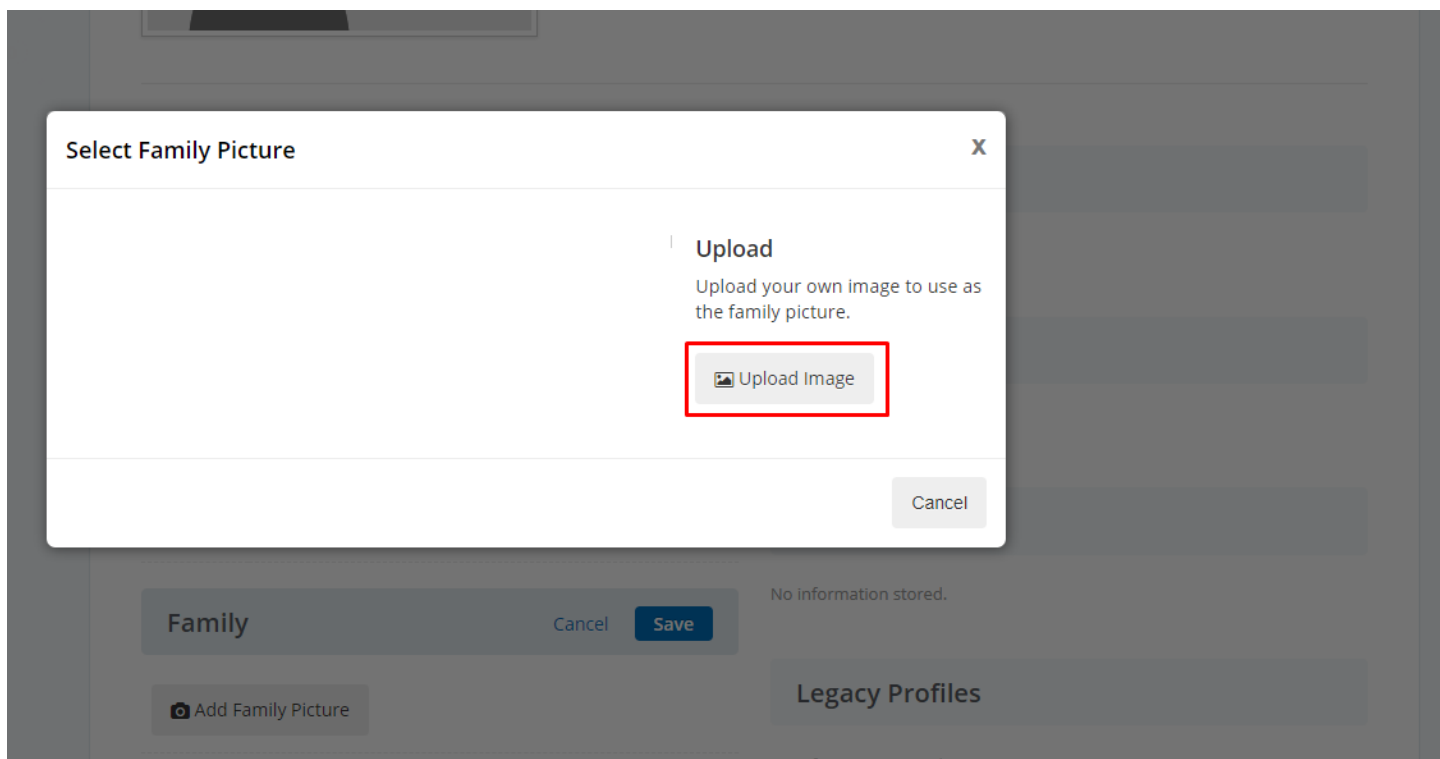
9. On your profile, scroll down to the section labeled "Family." When you hover your mouse cursor over the title bar, it'll reveal this link that reads, "click to edit section." Click to edit the section.

The screenshot shows a user profile page with several sections. The 'Family' section is highlighted in a light blue color. A red rectangular box is drawn around the text 'click to edit section' located at the end of the 'Family' section header. Other sections visible include 'Main', 'Status', 'Contact', 'Dates', 'Notes & Files', and 'Legacy Profiles'. The 'Main' section shows the name 'Test Person 3'. The 'Contact' section includes an email address 'whipstachedesigns@gmail.com'. The 'Family' section lists three family members: 'Test Person 3' (Head of Household), 'Test Person 2' (Unassigned), and 'Test Person 1' (Unassigned). The 'Status', 'Dates', 'Notes & Files', and 'Legacy Profiles' sections all indicate 'No information stored.'

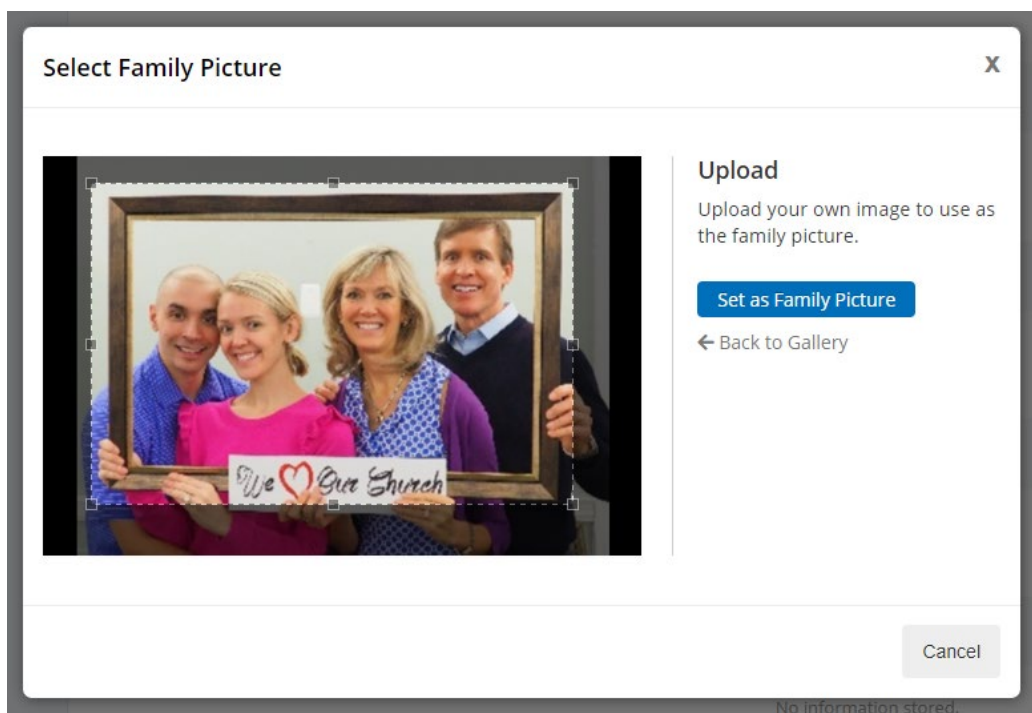
10. The Family section will change to include a button that says "Add Family Picture" which is just what we want to do. Click the button.

The screenshot shows the 'Family' section expanded into an edit mode. At the top of the section, there are 'Cancel' and 'Save' buttons. Below this, a button with a camera icon and the text 'Add Family Picture' is highlighted with a red rectangular box. The 'Legacy Profiles' section is visible below, indicating 'No information stored.' The 'Education & Work' section is also visible, with instructions: 'All persons are encouraged to add occupation (ex. student, engineer, teacher, domestic, retired.)' and 'All children and youth are encouraged to add their school and grade.'

11. When you click on the button, it'll open up a window very similar to the one where we uploaded a profile picture a moment ago, only this one isn't filled with different colored stick people. Click "Upload Image" and just like before, choose a photo from the device you're using.



12. Once you have chosen a family picture, it'll show up in the "Select Family Picture" popup window, with a frame that you can resize to crop the picture. Be sure all the family members you want to include in the family picture are inside the crop frame, then click "Set as Family Picture."




13. Once the picture is uploaded and set, make sure you click "Save" on the Family section of your profile, so the new Family Picture will take effect.


Family Cancel Save

No information stored.

Legacy Profiles

No information stored.



 Update Family Picture

That's it! Thanks for taking a moment to help us stay connected with you better through Breeze.