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.

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

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.

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)…
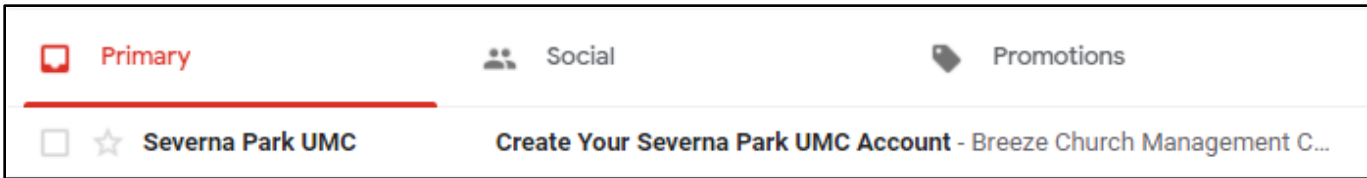
… and should look something like this.

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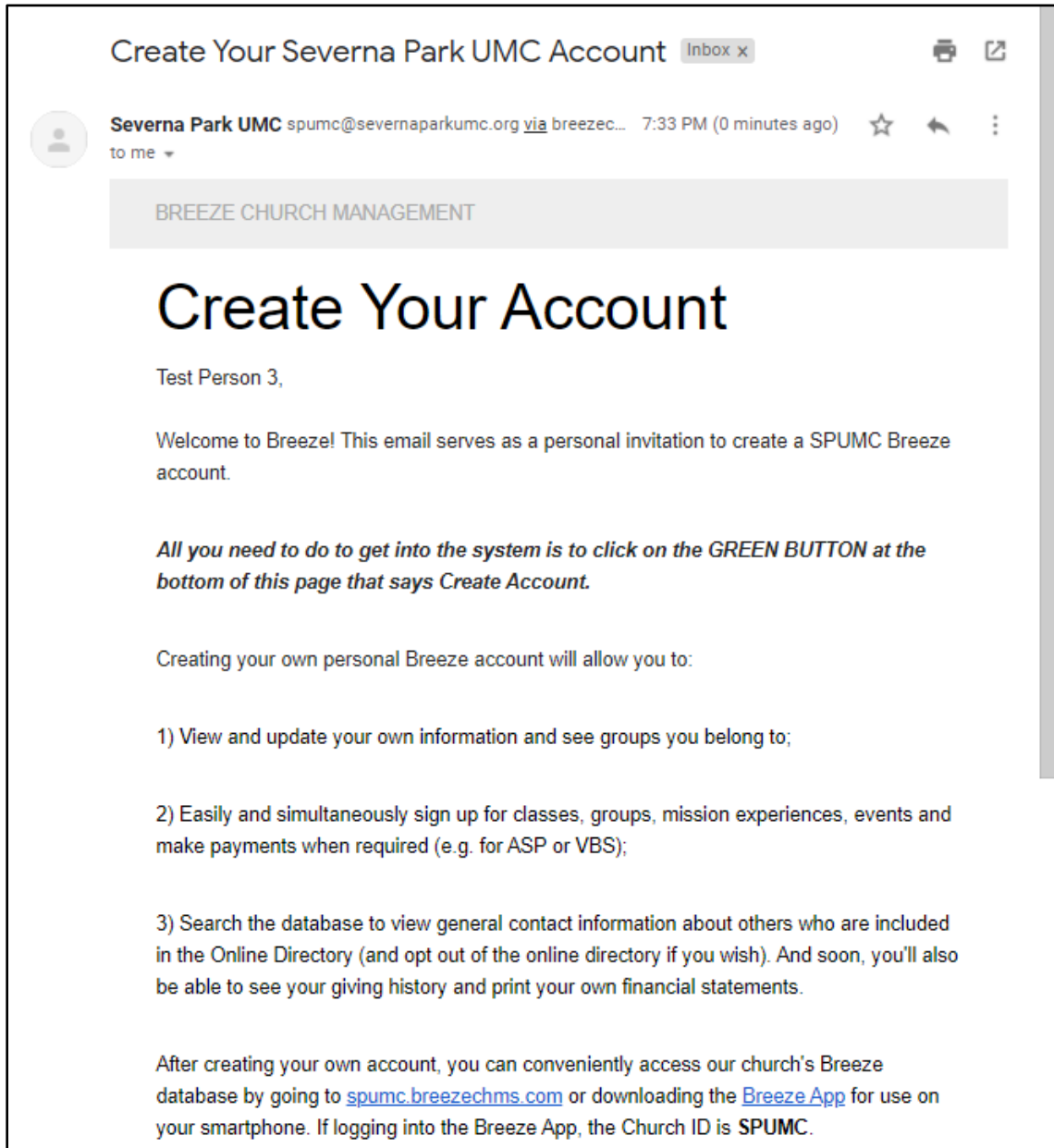
We are so excited about this powerful new resource at Severna Park UMC and are thrilled to be able to make this available to you! Here is a great Member Tutorial Video that may be helpful as you learn more about this new tool.

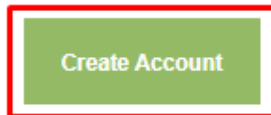So **click on the GREEN Create Account BUTTON below** and you're on your way!

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.
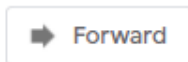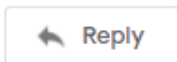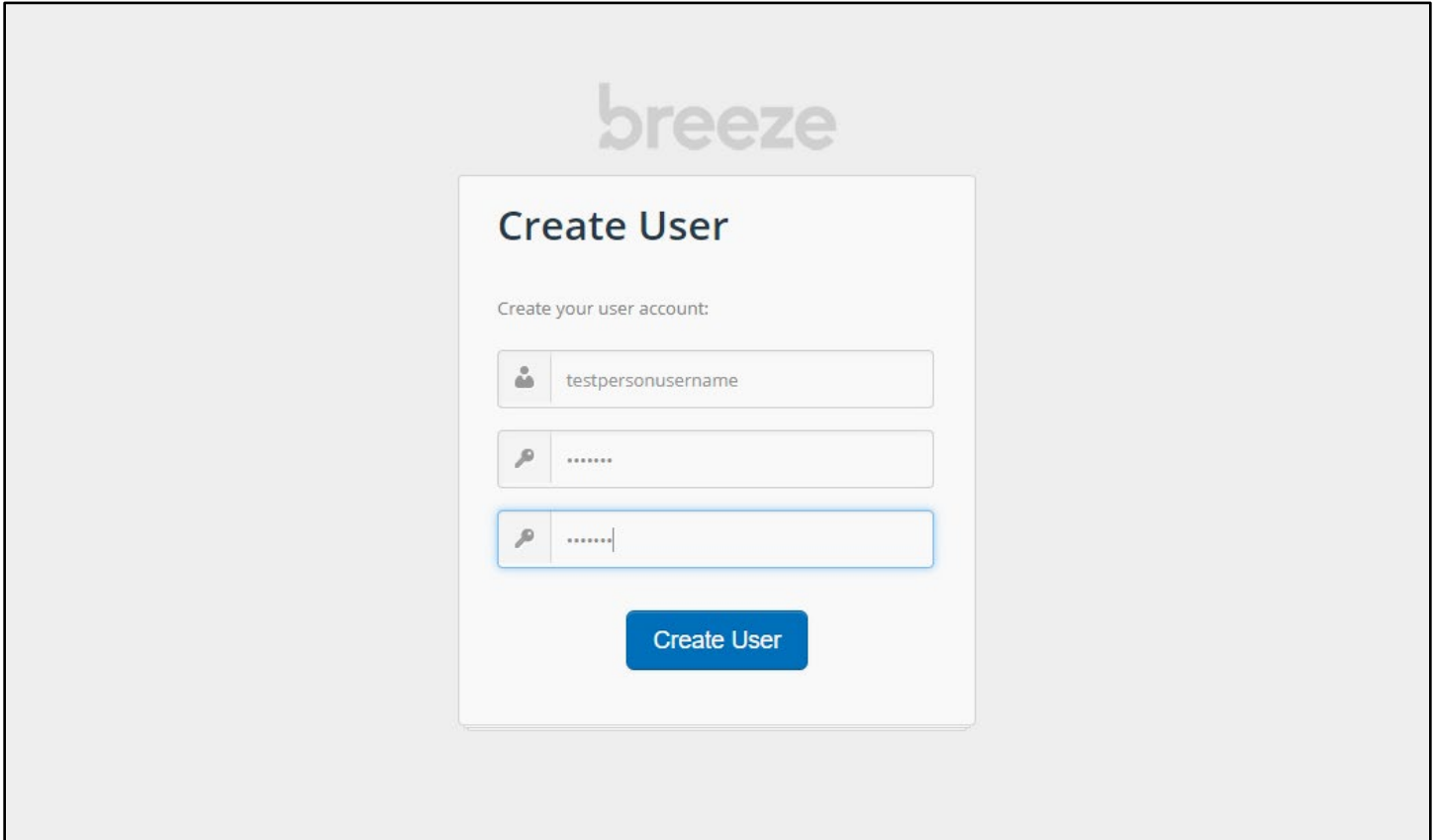
Ryan Hennesy

SPUMC Communications Director

email me

Create Account

Having trouble with the button above? Try navigating directly to
https://spumc.breezechms.com/invite/2b576c0cc0b82164f23d944fc9f0f952ba601e25
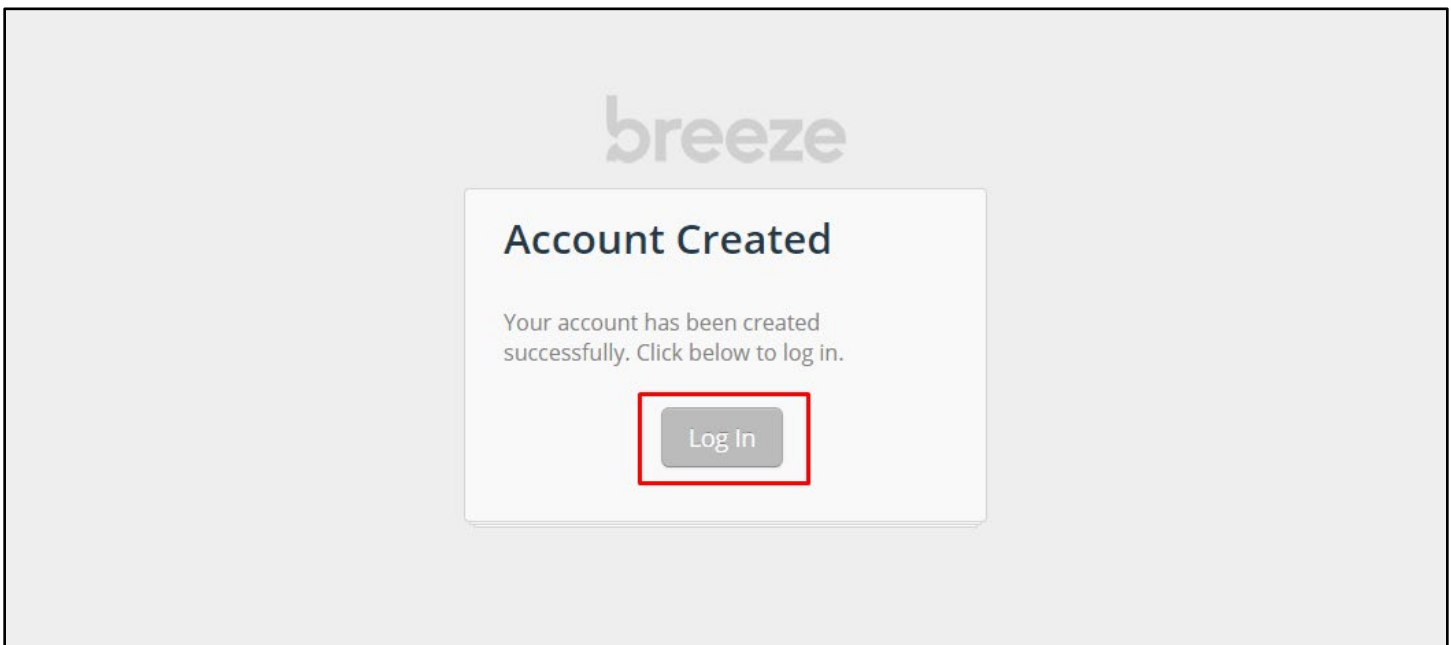
↩ Reply   ➡ Forward

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!**


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.
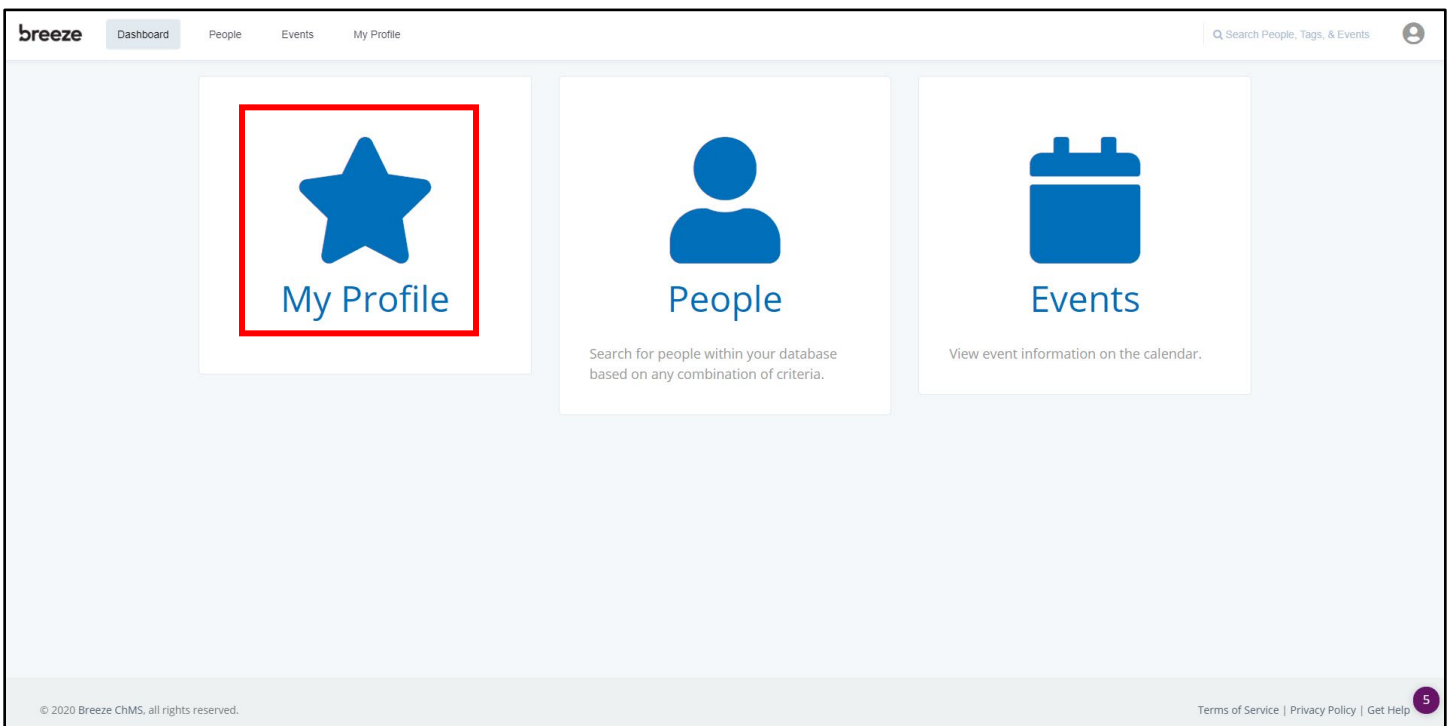

Congratulations! You created your Breeze account. Continue reading to add a profile picture.

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.
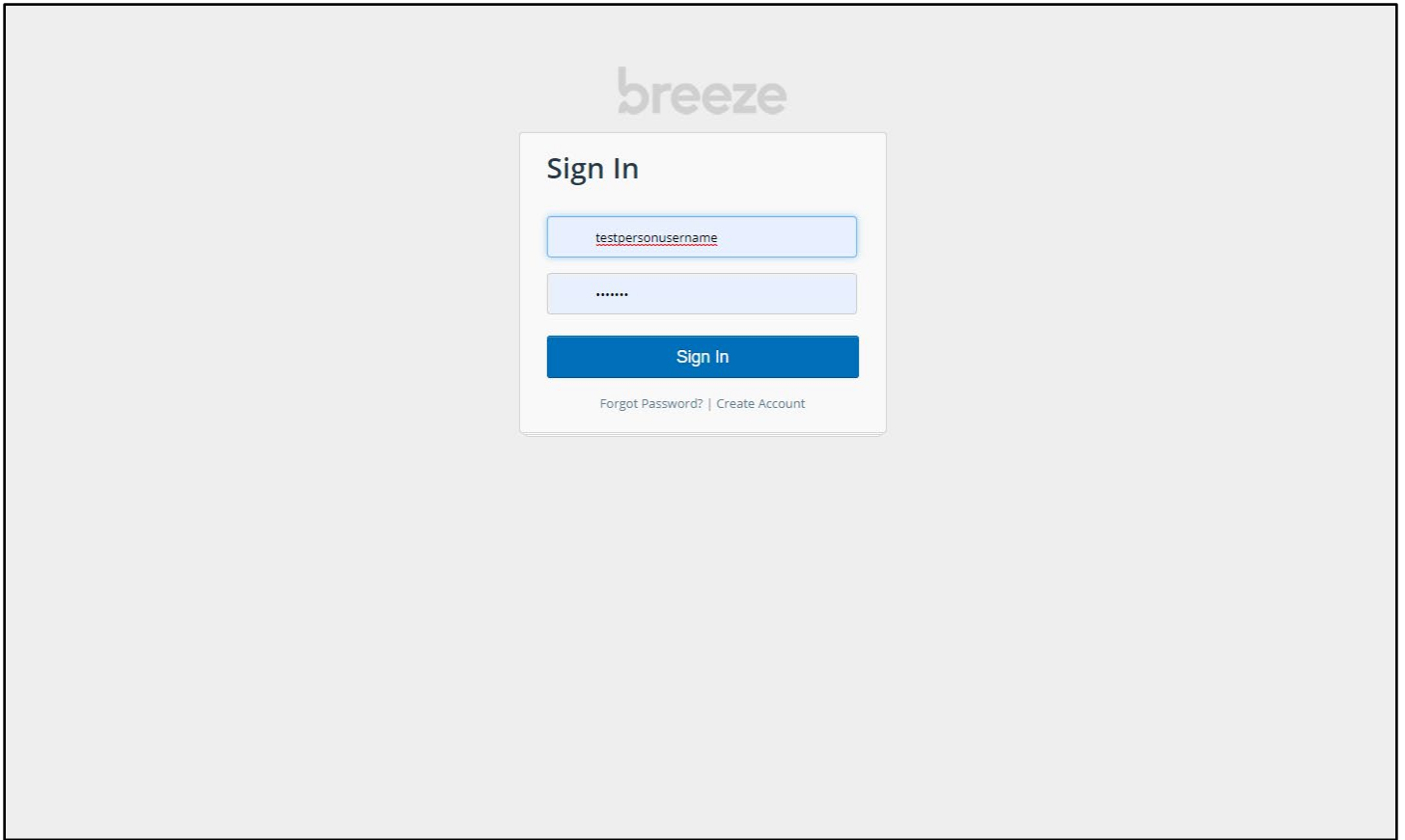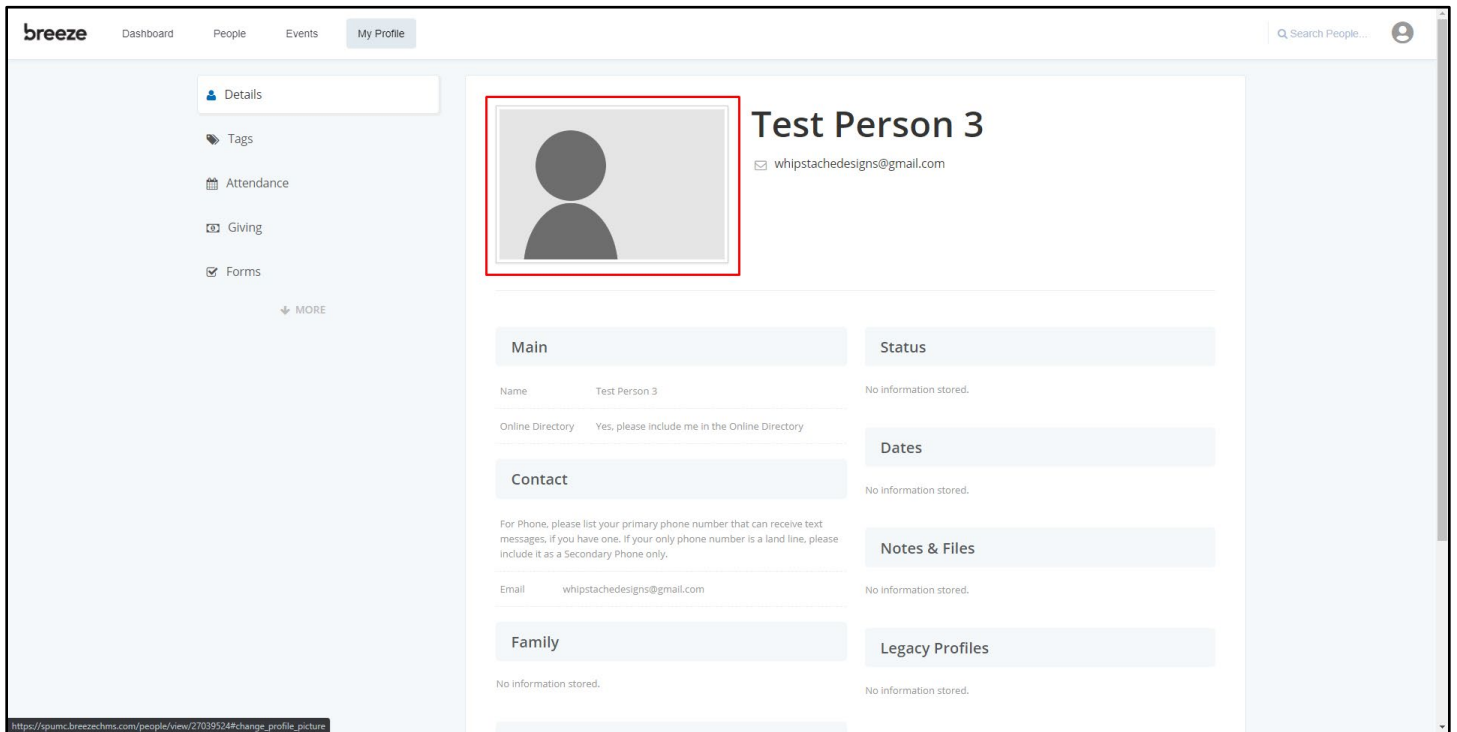

6. Just click on the big star above the words My Profile.

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).

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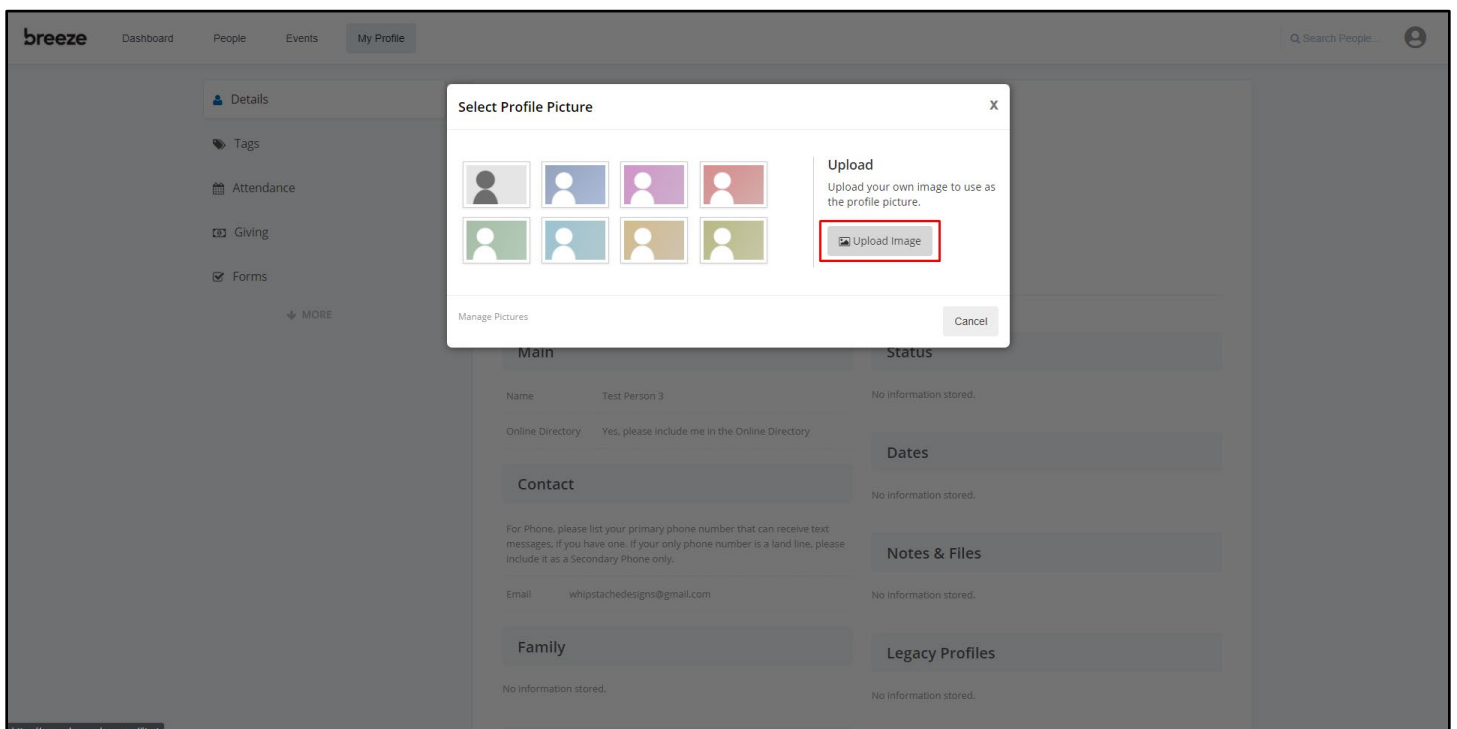
If you have family members connected to you in Breeze, you can add a family picture. Here's how.

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.


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.

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.
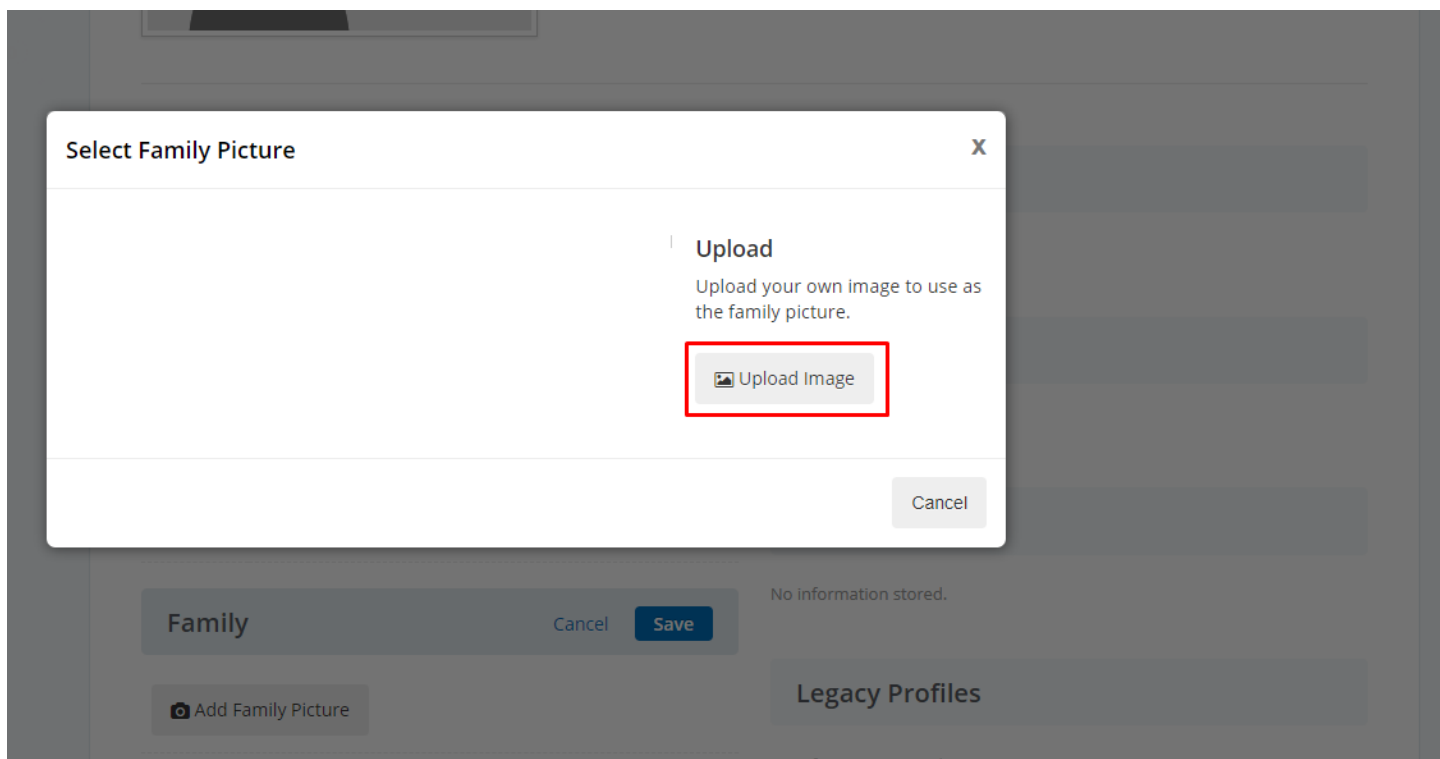
12. Once you have chosen a family picture, it'll show up in the "Select Family Picture" popup window, with a frame that you can resize to crop the picture. Be sure all the family members you want to include in the family picture are inside the crop frame, then click "Set as Family Picture."
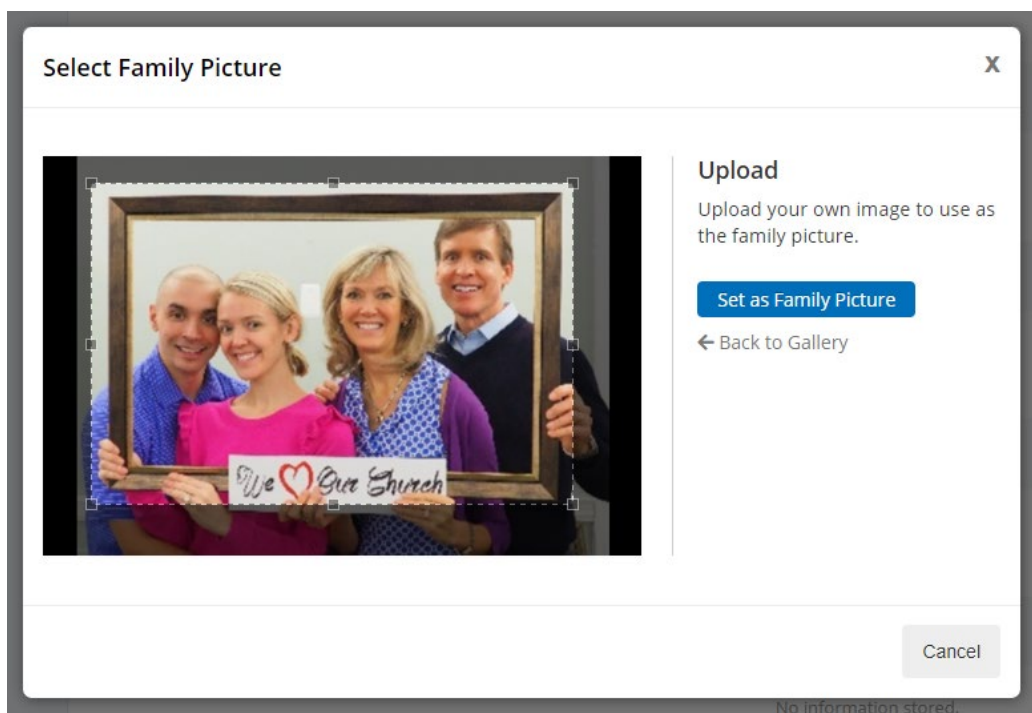
13. Once the picture is uploaded and set, make sure you click "Save" on the Family section of your profile, so the new Family Picture will take effect.

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