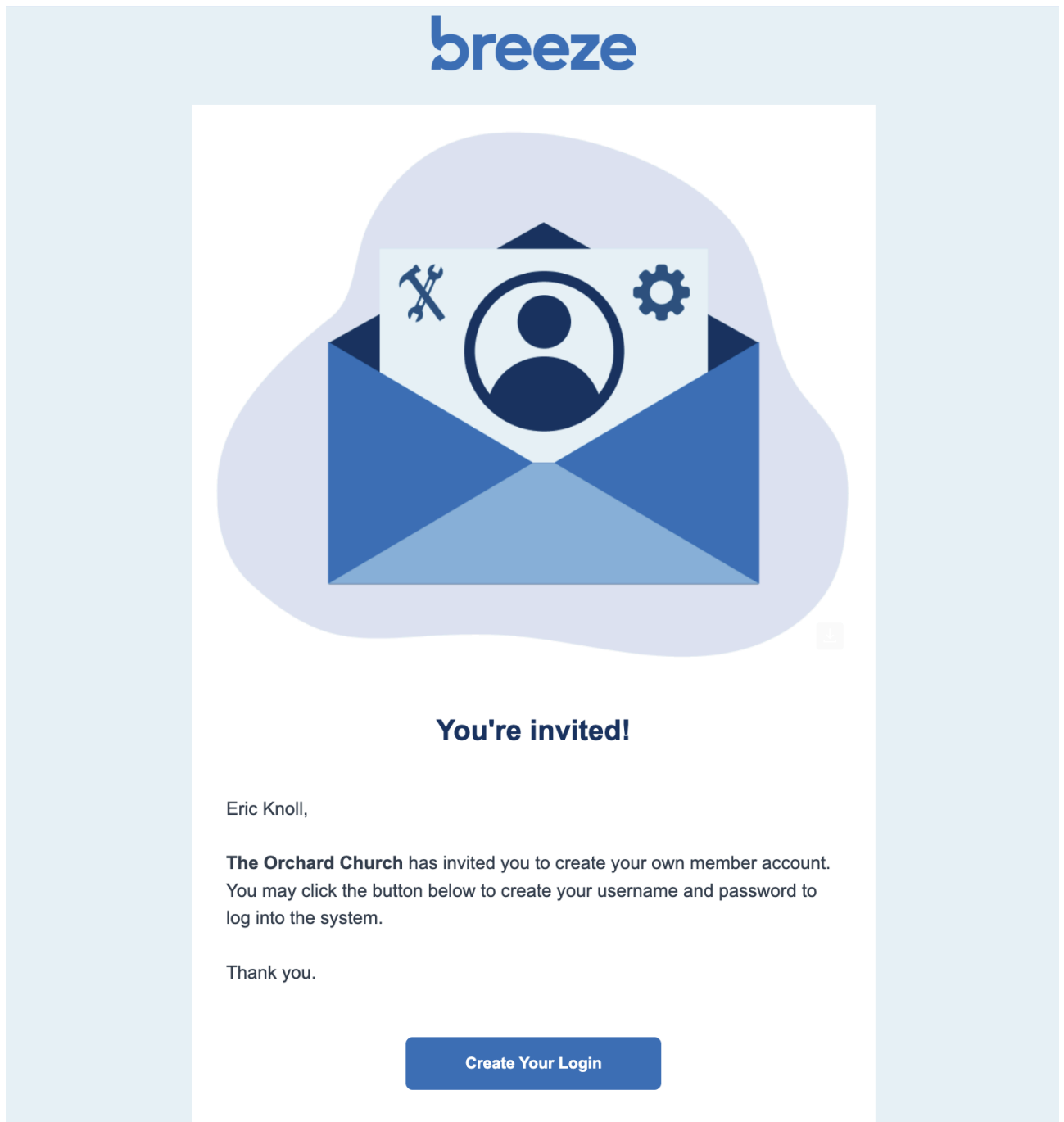


# Breeze Tutorial

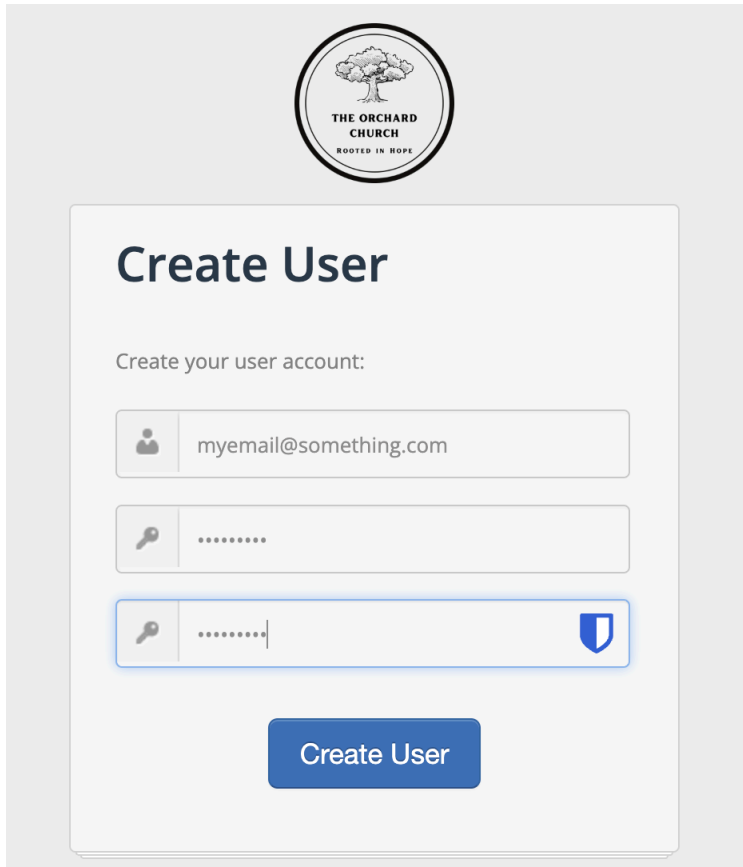
## Logging in for the First Time

1. You should have received a welcome email that looks like the one below. If you have not, please contact the church office by emailing [info@orchardmchenry.org](mailto:info@orchardmchenry.org) or by calling 815-385-3410:



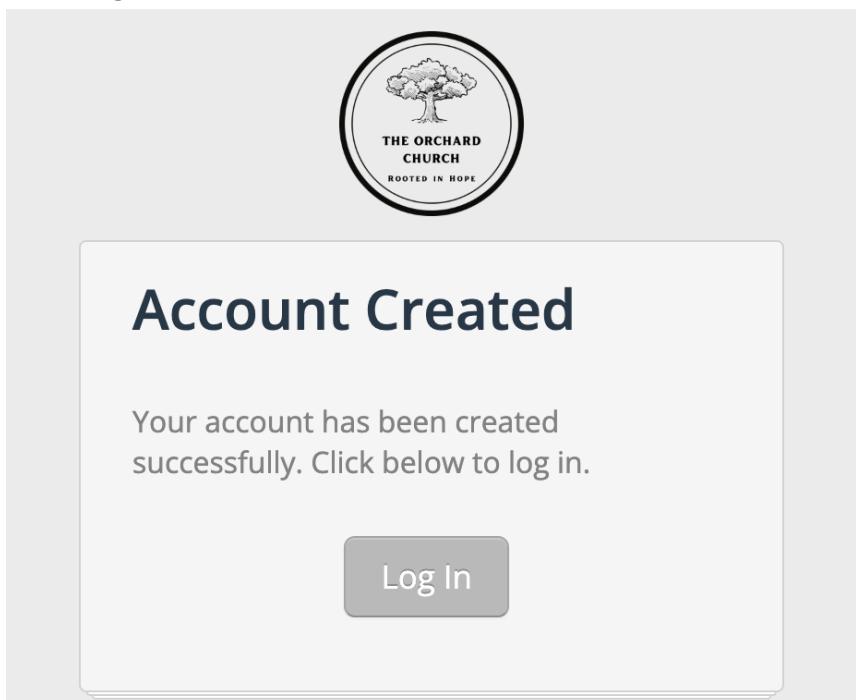
2. Within that email, click **Create Your Login**

3. Enter a username and password that you can remember (It is ok to use your email address as your username) then click **Create User**



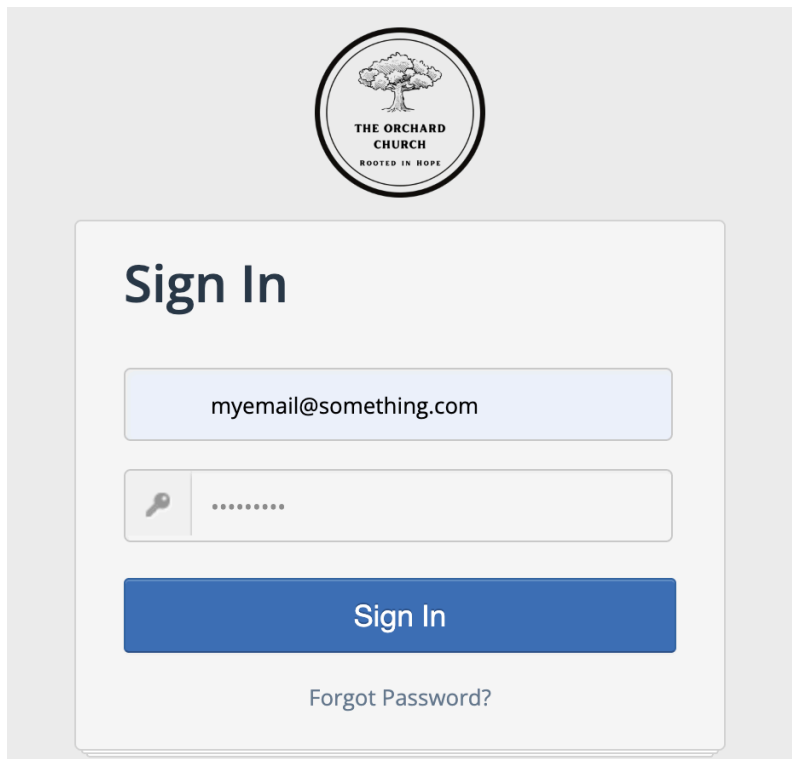
The screenshot shows a web form titled "Create User" for "THE ORCHARD CHURCH". At the top center is a circular logo with a tree and the text "THE ORCHARD CHURCH" and "ROOTED IN HOPE". Below the logo, the text "Create your user account:" is followed by three input fields. The first field contains the email address "myemail@something.com". The second field contains a password represented by seven dots. The third field contains another password represented by seven dots and a blue shield icon on the right. Below the input fields is a blue button labeled "Create User".

4. Click **Login**



The screenshot shows a confirmation page titled "Account Created" for "THE ORCHARD CHURCH". At the top center is the same circular logo as in the previous screenshot. Below the logo, the text "Your account has been created successfully. Click below to log in." is displayed. At the bottom center is a grey button labeled "Log In".

5. Enter your username and password, then click **Sign In**



## Logging in Subsequent Times

Once you've set your username and password, you can login to Breeze anytime by visiting <https://orchardmchenry.breezechms.com/>

## Updating your Profile

1. Login at <https://orchardmchenry.breezechms.com/>
2. In the top navigation bar click **My Profile**
3. Hover over any of the 5 sections within your profile to reveal the **click to edit section** link. Click that link to edit the corresponding section:

<b>Basic Information</b>		<a href="#">click to edit section</a>
Name	Eric Knoll	
Gender	Male	

4. When you're finished editing a section, be sure to click **Save**

## Opting in to the Church Directory

If you'd like your name and contact information to be accessible within the online church directory:

1. Login at <https://orchardmchenry.breezechms.com/>
2. In the top navigation bar click **My Profile**
3. Scroll down to the **Personal Information** section and hover over that section's header to reveal the **click to edit section** link. Click on that link

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**Personal Information** click to edit section

No information stored.

4. In the Church Directory section, Select **Yes** and then click **Save**

**Personal Information** Cancel Save

Allergies

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Marital Status

- Single
- Engaged
- Married
- Divorced
- Widowed
- Separated

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Wedding Anniversary

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Church Directory  Yes  No

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## Accessing/Searching the Church Directory

1. Login at <https://orchardmchenry.breezechms.com/>
2. Click **People** in the top navigation bar
3. Click into the search bar and type the name of the person or family you are looking for