

What Can I Do With Breeze?

First, Login at: fcchanson.breezechms.com
on your browser's address bar

Then you can view:

Personal and Family Information

Online Church Directory

Leadership; Small Groups

How Do I ... ?

View and Edit My Own Information

Click the **My Profile** icon or select from top bar

To edit: Hover over the desired gray title bar

Single click on the **Click to Edit Section**

Click the green **Save** button when finished editing

View Leadership or Small Group Information

Click on **Tags** icon

Click on desired category

Email or Text other people

Go to **People**

Select the desired person

Double click the desired contact information

(Not all email addresses or phone numbers are live)

Access the Church Directory

Choose **People** tab from top menu bar

Scroll through list of people OR search for a person
via the search box on the left hand side of the page

Print the Church Directory

Go to **People**

On the right hand side choose **Export**

From **Format** choose **Directory**

Click green **Download** button

Mobile App

Go to the App Store on iOS and Android phones

Go to Search for Breezechms

Open and sign in

OR

Go to: www.breezechms.com/mobile-app

Where Can I Find Help?

On Breeze

Go to **More** on the right of the top bar

Go to **Help** and scroll to the desired section

FCCH Breeze Coordinator:

Horace Lukens 601-832-7738; hclsail@yahoo.com

MY USER NAME: _____

MY PASSWORD: _____