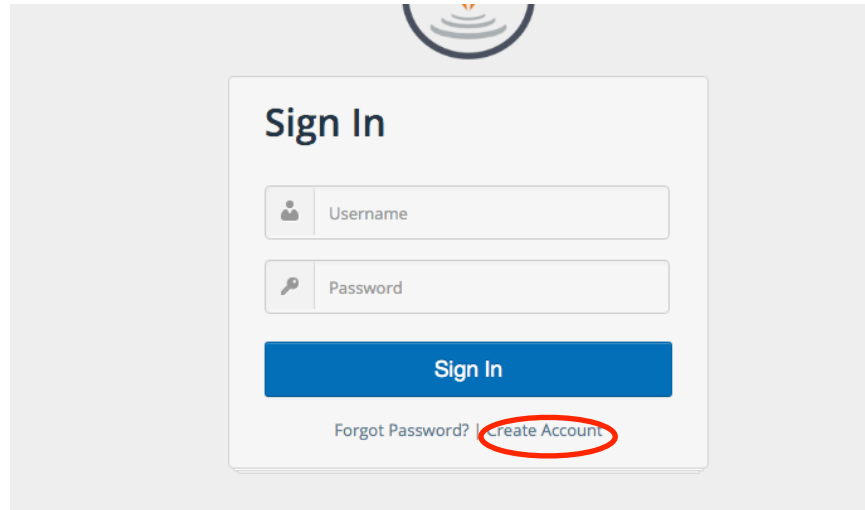


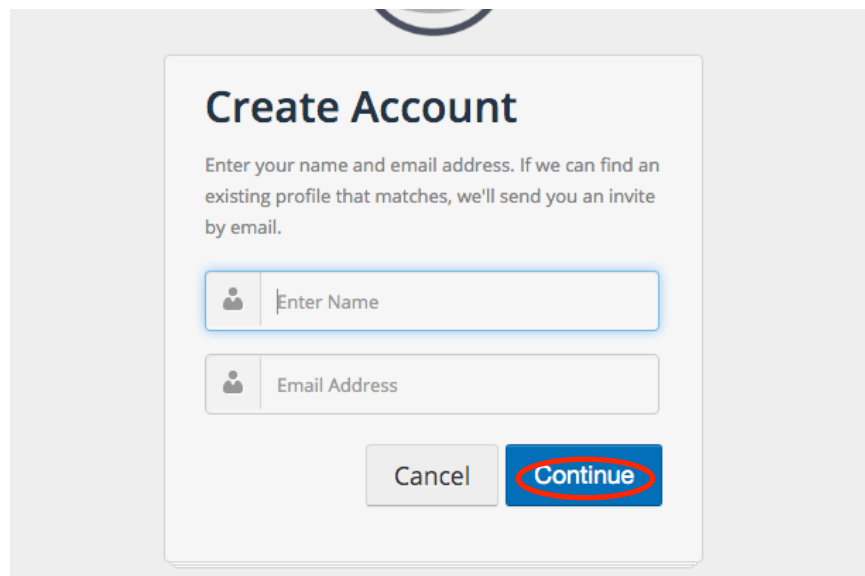
## Using Central Baptist's Breeze Online Directory

1. Open the Breeze webpage (<https://cbmarion.breezechms.com>) or the App (search *Breeze CHMS* in your phone's app store).  
If they prompt you for a church domain ours is "cbmarion"



A screenshot of the 'Sign In' page. The page has a light gray background with a white central box. At the top of the box is the title 'Sign In'. Below the title are two input fields: 'Username' with a person icon and 'Password' with a key icon. Below these fields is a blue button labeled 'Sign In'. At the bottom of the box, there are two links: 'Forgot Password?' and 'Create Account'. The 'Create Account' link is circled in red.

2. Once you reach the "Sign In" page. Click on "Create Account" (circled in red) to start.



A screenshot of the 'Create Account' page. The page has a light gray background with a white central box. At the top of the box is the title 'Create Account'. Below the title is 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.' Below this text are two input fields: 'Enter Name' with a person icon and 'Email Address' with a person icon. Below these fields are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is circled in red.

3. Enter your first and last name and email address on the "Create Account" screen and click on "Continue". If your name and email are linked to an account it will send you an email at that address.

## Create Your Account

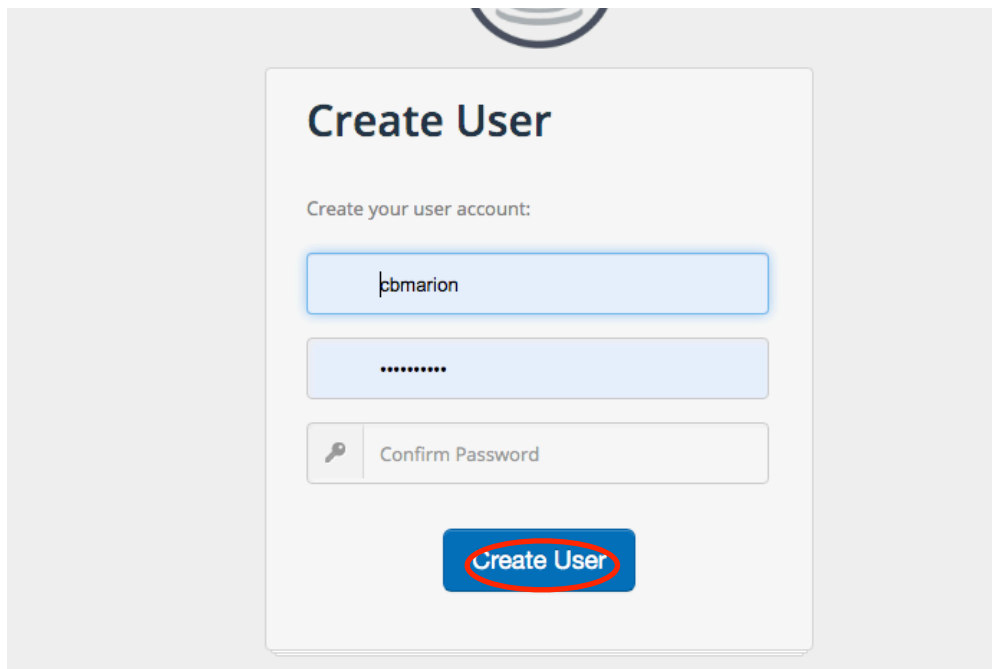
Adi Chidester,

**Central Baptist Church** has invited you to create your own member account to access your class for NewU! You may click the button below to create your username and password to log into the system.

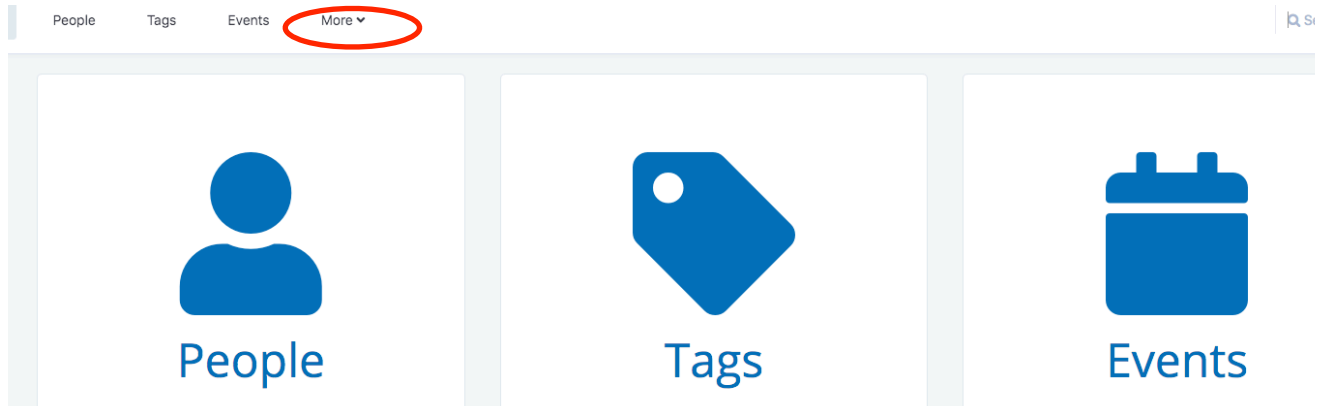


Having trouble with the button above? Try navigating directly to

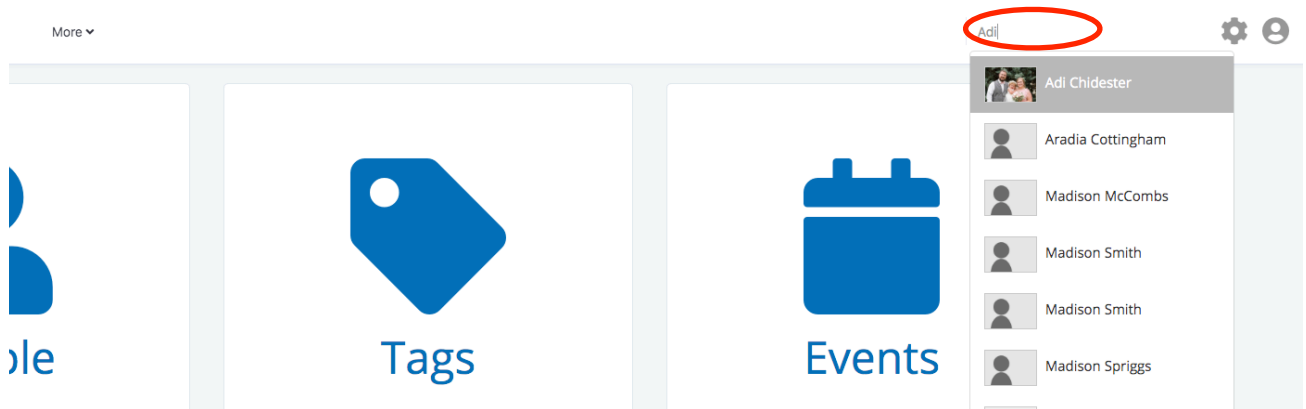
4. You will receive an email from Breeze Church Management. Click on the green rectangle that says "Create Account".



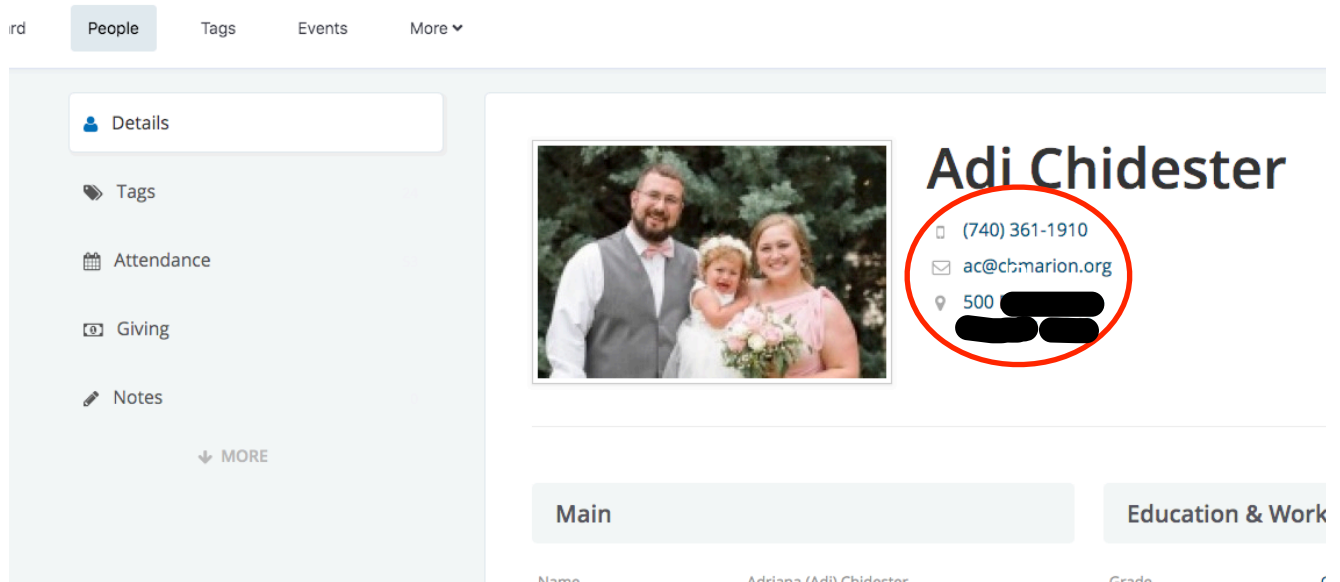
5. Input a username and password onto the "Create User" screen. Confirm your password by typing it into the third back and then push the blue "Create User" button.



6. This is your home page. You have access to People - the online directory; Tags - Any groups, classes, or events you have been to; and Events - the church calendar that has all of the church's activities listed. You can also access your contributions by clicking on the "more" tab at the top left and then clicking on "contributions"

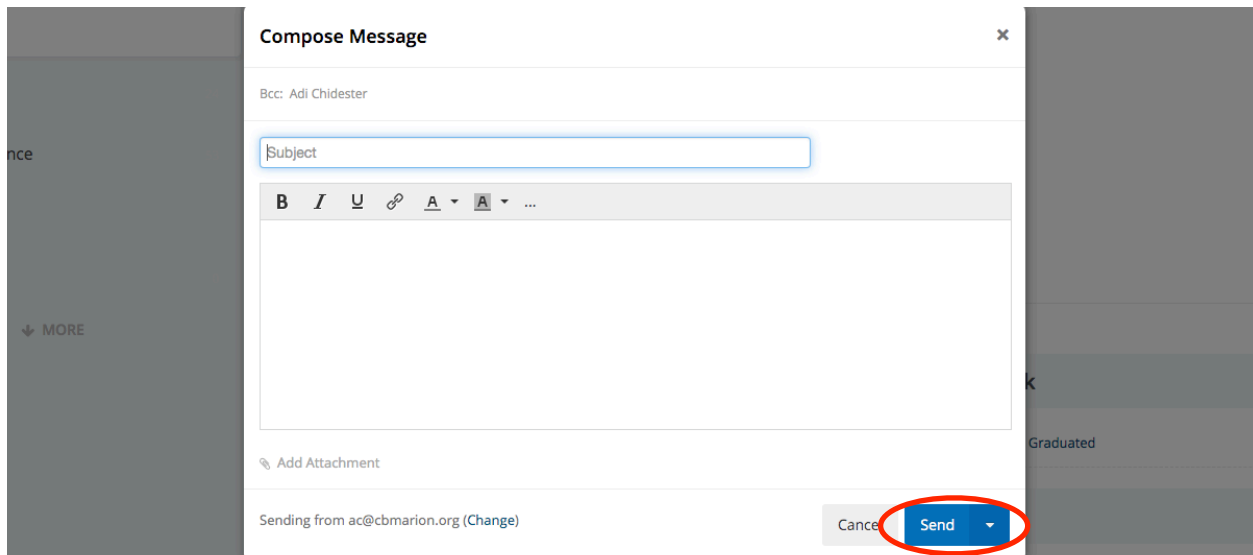


7. If you would like to find someone's information to call, text, or email them, you can click on the search bar at the top right and begin typing in their name. Once, you see the person you are looking for, click on their picture and their profile will pop up.

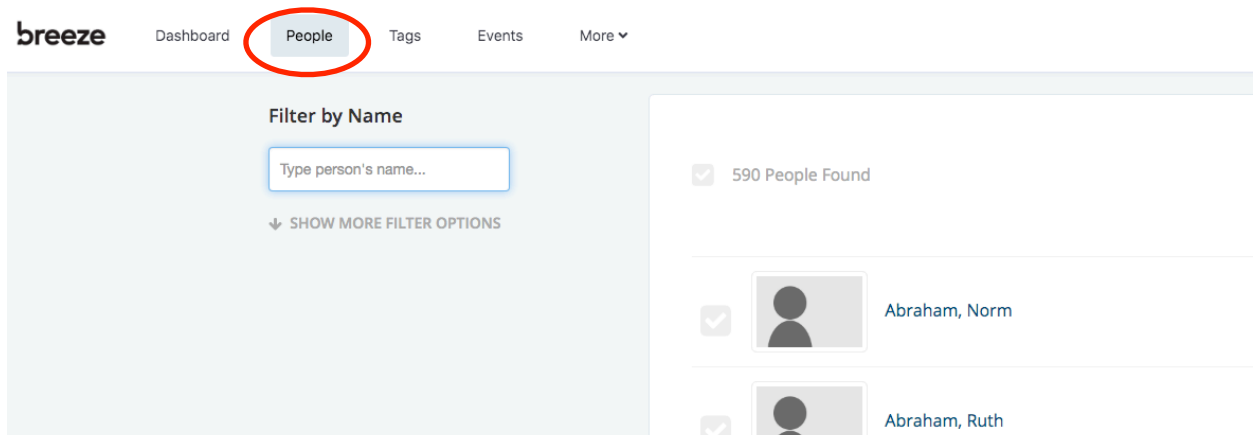


Name	Adriana (Adi) Chidester	Grade

8. You will find the persons phone number, email, and address under the large heading with their name. You can click on the email address to open a email window directly from Breeze.



9. When you are finished composing your message you can press the blue “send” button. This will take you back to the main profile of the person you searched. If you want to go back to the home screen you can press the Breeze icon in the far left hand corner.



10. You can search for people by choosing the “people” option at the top of the back and then type in the person you are looking for.