

## Breeze Member Directory

Our new database and directory is through Breeze Church Management. It is accessible on a computer via an internet browser (Chrome, Safari, etc.) as well as an app for iPhone and Android. The weeks of April 22-May 6, 2024, members were sent three weekly email invitations via the email that the church has on file.

All current, giving, active members are automatically included in the directory. To opt out of the directory (meaning your information will only be visible to church staff and you will not be able to access others' info in the directory), please submit the [Directory Opt Out form](#).

How to create a profile in Breeze on a computer or via internet browser:

1. Find an email invitation from Liz Farmer with the subject line, "Create your First Universalist Church of Minneapolis Breeze account."
2. Read the invitation carefully.
3. Within the email, click the blue "Create Your Login" button.
4. Choose your username and password, and log in. Here's a [quick tutorial video](#). Maybe write them down somewhere for future you.
5. Click the blue "Create User" button.
6. A screen will pop up that says "Your account has been created successfully. Click below to log in." Click the extremely light gray "Log in" button.
7. The "People" section serves as the Member Directory.
1. To login on a browser in the future, go to <https://firstuniv.breezechms.com/login>

To update your profile:

1. Click "My Profile"
2. Update your photo: Tap the photo icon. Upload or take a photo— just you, just your face, well lit.
3. Update your information by click the light gray "Contact" bar.

To use the Breeze ChMS App on a phone or tablet:

1. After you set up a username and password, you may also download and log in through [the Breeze app](#).
2. On your phone or tablet, go to the Apple App Store or Google Play Store.
3. Search for "Breeze ChMS" and then download, "get," or install.
4. It will ask for a **domain name. Enter "firstuniv"**
5. Log in with the username and password you set up via the email invitation.
6. "My Profile" and "People" options are under the three horizontal lines at top left
7. To edit any section, tap the light gray section header.
8. Keep in mind that only your name, adult family members, phone number, email, and address are visible to others.
  - a. Your birthdate is not visible to others, but you may update it yourself for the church's records if you wish.

FAQ:

### **Why can't I see my giving or pledge history?**

We're rolling out access to Breeze in phases. Our first priority was providing members with access to a directory. Access to giving and pledge historical data will be viewable closer to the start of the fiscal year– July 1, 2024. If you have questions about your giving, contact [Jie](#) or [Brad](#).

### **I expected an invitation to the member directory and didn't get one. What's up?**

The directory includes and is accessible to members only. If you're a member, check your promotions tab, spam folder, and search "Liz Farmer" as a sender. If you still don't see it, it was likely either an error in our data or your membership has lapsed. [Email Liz](#) and we'll figure it out together!

Friends and visitors are not included in, nor do they have access to, the directory. Friends and visitors may still give to the [offering plate](#) or [annual operating fund](#) via the form on an internet browser.

### **What info of mine can others see in the directory?**

Your name, phone number, email, address, and adult family members are visible to others. You may add your birthday for the church's records, but it is not visible to others, nor included in the directory. There is no option to only display birthdates without the year, which denotes peoples' ages. (Unfortunate; We agree.)

### **How do I opt out of the directory?**

All current, giving, active members are automatically included in the directory. To opt out of the directory -meaning your information within and access to the directory will be removed- please submit the [Directory Opt Out form](#).

### **What are the "filters" in the Directory, and how do I use them?**

They can help you limit the information you see, but they're probably not that useful based on the current data, parameters, and privacy settings we have set up. Your best bet to find someone is simply using the search bar.

### **Why am I or my spouse labeled "Head of Household?" Isn't that kind of patriarchal?**

This label is data-speak and is how Breeze organizes information like mailing labels. If you'd like this designation changed on your profiles, contact Liz or Jie to change it for you.

Role	Description
Head of Household	The first person to be listed on directories, mailing labels, and other exports.
Spouse	The second person to be listed on directories, mailing labels, and other exports.
Adult	<p>Two Uses:</p> <ol style="list-style-type: none"> <li>1. The first person/people to be listed on exports. If two people are included in the export (i.e. Directory or Mailing Labels) with the "Adult" family role, it will list them alphabetically by the first name.</li> <li>2. Adults who should still be considered part of the family (rather than their own family). Breeze's best practice is to have adults in their own family for tax purposes. (If still in the family unit but an adult, parent(s) should be listed as "Head of Household" and/or "Spouse")</li> </ol>
Child	Minor children of the head of household/spouse/adults. (Note: children who are not minors should be made their own family so they receive their own contribution statements.)
Unassigned	The Family Role has not been set.