

TLC Online Directory – Breeze Account & Username Creation

All,

Thank you to all of you who have submitted your pictures and information updates for the pictorial directory! We are excited to roll out a secure (GDPR data-protected) online directory called **Breeze** with the ability to create your own unique login for access.

With this login, you will be able to do many things, including:

- Access profile details for you and your family members;
- Add/update pictorial photo;
- View your contributions and pledges;
- Download and print your giving statements;
- View and export the current pictorial church directory (*print directories still available upon request*);
- Create and use various tools or forms for volunteer schedules and coordination.

To create a login, please go to the link or QR code below. Your name and email will have to match what we have in our records for this link to work.



<https://tlclawrence.breezechms.com/login/create>

If you are unable to create a login with this link, please email tlcoffice@tlclawrence.org for further assistance.



After creating an account, you can conveniently access our church's Breeze account by going to <https://tlclawrence.breezechms.com> or downloading the **Breeze ChMS App** (domain = "tlclawrence").

Stay tuned for more instructions on how to use your login to do what we have listed above!

Jodie Garcia & Kate Stephenson

Office Manager & Director of Congregational Life

Breeze FAQs

What is Breeze?

Breeze is our Church Management Software (CMS). Breeze is the online repository for Trinity's member directory and giving history.

Why should I create a Breeze account?

This is where we store all of our most up-to-date information such as member contact information and pledges/contribution history. Members can view other members' contact information and profile photos to stay connected, as well as view their own giving records! Trinity is just scratching the surface of what Breeze can do, and we hope to roll out many more features to members soon.

Can I access Breeze on my computer or smart phone?

Both! For your phone, it may be easier to turn it horizontally to see the "set" button.

To access Breeze through the iOS app:

1. Download the Breeze App on your mobile device from the [App Store for iOS](#) or by searching and finding Breeze CHMS in the iOS app store.
2. Open the App. When prompted, type in **tlclawrence.breezechms.com** as the church subdomain and hit Continue.
3. You'll be prompted to [login](#) entering your unique username and password that you created when you set up your user access account.

To access Breeze through the Android app:

1. Download the Breeze App on your mobile device from the [Google Play Store](#) by searching and finding Breeze CHMS on the Google Play Store.
2. Open the App and enter the Church ID. The Church ID is **tlclawrence.breezechms.com**.
3. After entering your correct Church ID (**tlclawrence**), you'll be prompted to [login](#) entering your unique username and password that you created when you set up your user access account.

If you do not have your Breeze account activated, go to www.breezechms.com. Click on "Log In" in the upper right-hand corner. Enter **tlclawrence** for the web address or subdomain name. Enter your email address and password. If you don't remember your password, click on "reset password." If you do not have a profile/account, please email tlcoffice@tlclawrence.org to request one. We may ask you a few questions before setting up your profile.

Is Breeze secure?

Yes. Breeze utilizes secure connections to ensure that no one else accesses your data. For more information on the measures Breeze has taken to secure the security of information, visit: <https://www.breezechms.com/security>

Do I have to use Breeze?

Joining Breeze is optional, and we hope all Trinity members choose to join! We hope to roll out more features to members soon. Printed membership directories and e-mailed PDF copies will remain available upon request.

What information can others see?

Directory information for users (who have previously provided consent for the print directory) is available only to Trinity members, friends, volunteers and staff. Users logged in can see, **but not edit**, directory information such as name, address, email, phone number, family members, and pictures. Giving history remains strictly confidential.

How do I add a picture to my profile?

Images are encouraged to help keep us all keep connected. Once you are logged into your user access account, click on the "My Profile" button along the top of the page. Then click on the image in your profile. Follow the instructions to upload a picture to your profile. *If you are doing this from your phone, you will need to turn your phone to its horizontal position to see the "Upload Photo" option.*

I moved, changed my name, email, or other contact information. How do I update my profile?

Profile fields cannot be updated by members at this time. To submit a contact update request, log into Breeze and click on "Update My Contact Info" under your Profile. Once you have submitted the form, the TLC Office will update your information on your profile. Please allow 24-48 hours for an update to appear. If your update still has not appeared after this time, please contact the office at tlcoffice@tlclawrence.org for further assistance.

I need to look up another member's contact information. How do I do that in Breeze?

First, log into Breeze. Then type in the person's name in the magnifying glass field at the upper right corner of any Breeze screen. Simply click on their name to see contact information.

Who has access to my giving records?

Giving records are strictly confidential, and you, Trinity's Financial Secretary and the Office Manager are the only people with access to this information. Additionally, anyone linked as family in your profile, such as spouses, can see your family's pledge & giving history.

How can I see my pledge and/or giving history?

Log into Breeze and click on My Profile. On the left-hand menu, click on "Giving." Using the buttons in the middle, you will see options for "Giving" or "Pledges." From there, you can filter information by date and gift type. You can even generate and print your own giving statement! *Please keep in mind that if printing for tax purposes after the new year, please allow Trinity time to ensure all giving is received and entered into Breeze.* Data prior to 2022 may be provided upon request.

If your giving records are not correct, or if you have any questions, please contact Jodie Garcia, Office Manager, at tlcoffice@tlclawrence.org.

Can I make a payment or update my payment methods in Breeze?

Not at this time. Online giving through Vanco will remain the same.