Breeze Church Database & Online Directory

Password-protected access for members & friends

Request an Account or ask for help:
email uucnoffice@uunashua.org

Access via Browser:

uucn/breezechms.com

Get the Free Mobile App:
www.breezechms.com/app
or search for "Breeze CHMS" in the app store.
During setup, enter "uucn" for the church ID.

This guide was created by the UU Church of Nashua Administrator to assist you with accessing and utilizing the church database to it's fullest.

Please note that you must be a member of the UU Church of Nashua to have access to the church directory.

My Profile

Log into your account using uucn.breezechms.com

*if you need assistance logging in, or need an account set up for you, please email uucnoffice@uunashua.org

To edit profile information:

1. Click on "My Profile" at the top of the dashboard
2. Hover over the title of the section you would like to edit
3. Select "click to edit section"
4. Make the edits or adjustments to your account
5. Select "save"

To update your photo:

1. Click on the profile image
2. Upload the photo you wish to use
3. Adjust the frame as necessary
4. Click "set as profile"

***Important Note:** Please do not delete your contact information, as it will delete from the church database and become unavailable to staff. If you don't want your information available to other members, email uucnoffice@uunashua.org and they will make your information invisible to others.*

Giving

View Your Giving History:

1. Click on "My Profile" at the top of the dashboard
2. Select the "Giving" tab on the left hand side
3. Your giving histroy from the first of the calendar year through the present day will appear here
4. To view older giving, change the "start date"
5. To view your pledge payment progress, select "pledges" and the page will navigate to your pledge history

Forms

View Previously Completed Forms:

1. Click on "My PRofile" at the top of the dashboard
2. Select the "Forms" tab on the left hand side
3. All previously completed forms, such as the online pledge form, will appear here

Volunteering

View Your Volunteer Roles:

1. Click on "My Profile" at the top of the dashboard
2. Select the "Volunteering" tab on the left hand side
3. All upcoming events that you are signed up to volunteer for will appear here

Attendance

View previous attendance:

1. Click on "My Profile" at the top of the dashboard
2. Select the "Attendance" tab on the left hand side
3. This is infrequently used by staff. What may appear here is attendance in any Faith Formation programs or trainings

Give Now

This page can be used to edit Recurring Giving, Transaction History, Add/Edit Payment Types, Make a donation.

Make a Donation:

1. Click on the "Give Now" tab at the top of your dashboard
2. Enter the amount you wish to give
3. Select which fund you wish to give to
   a. Monthy Outreach Recipient: this is the monthly organization we give our Sunday collections to each week
   b. Capital Campaign: this is the building renovations
   c. Faith Formation Event: this fund is for any Faith Formation event requesting payment
   d. One-Time: this is typically used for building rentals or a one-time donation
   e. Pledge Receipts: this is to pay towards your annual pledge commitment
4. Select the frequency you wish to give this amount
5. Select Credit/Debit Card or ACH payments
6. Select the blue "continue" button
7. Enter your payment information
8. If you wish to cover the processing fee, select the box to add this option
9. Select the blue "Give $amount" button

**If you select more than "one-time" this is setting up a recurring gift.*

Manage Recurring Gifts :

1. Click on the "Give Now" tab at the top of your dashboard
2. Select "Recurring Gifts" on the left hand side
3. Your recurring gifts will appear on this page where you can edit or delete a recurring gift

Payment Methods :

1. Click on the "Gift Now" tabe at the top of your dashboard
2. Select "Payment Methods" on the left hand side
3. Your stored payment methods will appear on this page where you can edit or delete payment methods

Events

This page is where you can view the full church calendar and upcoming scheduled event/program details.

View the Church Calendar:

1. Click on the "Events" tab at the top of your dashboard
2. Use the arrows to navigate to the month you wish to view
3. Hover over the event you want information on
4. The room where the event will occur will appear
5. If details about the event/program are available, you can view this by clicking on the event

People

This tab will show you all members/friends in our UU Nashua database.

Please note: *Only members are granted access to the list of people in our databse.*

Searching for a Member/Friend:

1. Click on the "People" tab at the top of your dashboard
2. The list of 800+ people will begin loading
3. If you are searching for a particular person, you may type their name in the search bar
4. Select "shomore filter options" on the left hand side to filter your results if you are looking for soemone or a group
5. Here you have many options to search for people
6. If you wish to view these results as a directory, you may do so by selecting "export" on the right hand side and selecting "directory" in the Format dropdown

Important Notice: *A common scam going around via email is an email requesting you to send a PDF of the directory. This email often appears to come from a board or staff member.* ***NEVER send the directory to anyone.*** *If you receive an email asking for the directory, direct them to uucnoffice@uunashua.org*