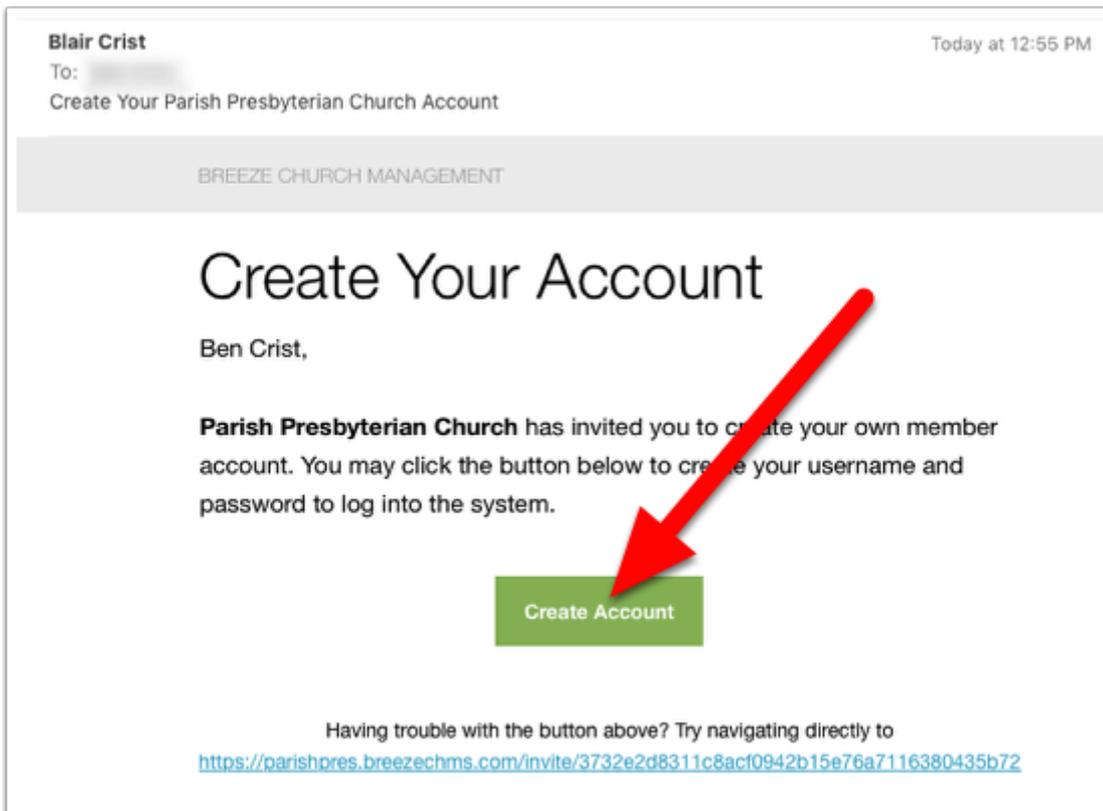


1. Locate Breeze invitation email

Click on "Create Account." If your browser is not complying, click the link below the green rectangle.

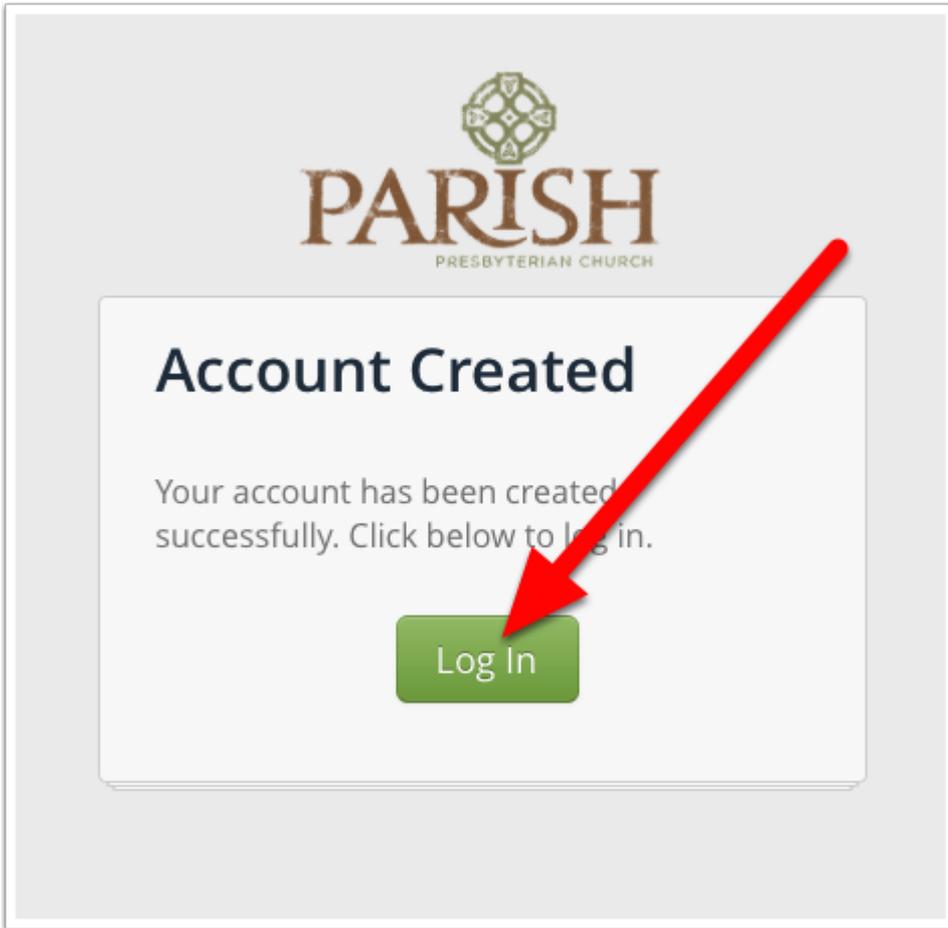


2. Create a Breeze user account

Once on the Breeze Web site, create a username and unique password. Make the password strong since it will protect your contact information.

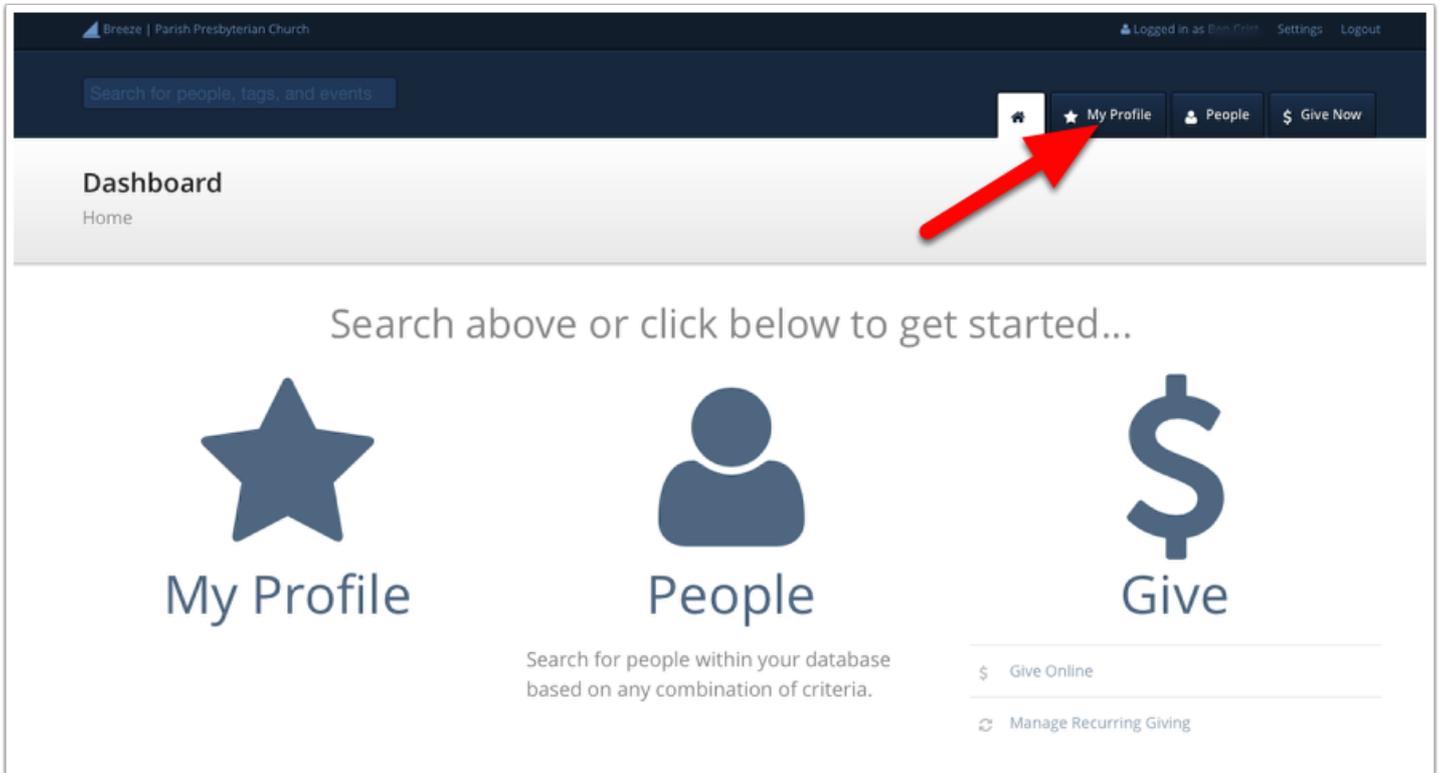
The image shows a registration form titled "Create User" for PARISH PRESBYTERIAN CHURCH. The form is set against a light gray background. At the top center is the church's logo, which consists of a circular emblem with a cross and other symbols, with the word "PARISH" in a large, serif font below it, and "PRESBYTERIAN CHURCH" in a smaller font underneath. Below the logo, the text "Create your user account:" is displayed. The registration fields are arranged vertically: a "Username" field with a person icon, a "Password" field with a key icon, and a "Confirm Password" field with a key icon. These three fields are enclosed in a red rectangular border. Below the fields is a green button labeled "Create User". A red arrow points from the bottom right towards the "Create User" button.

3. Login to Breeze.



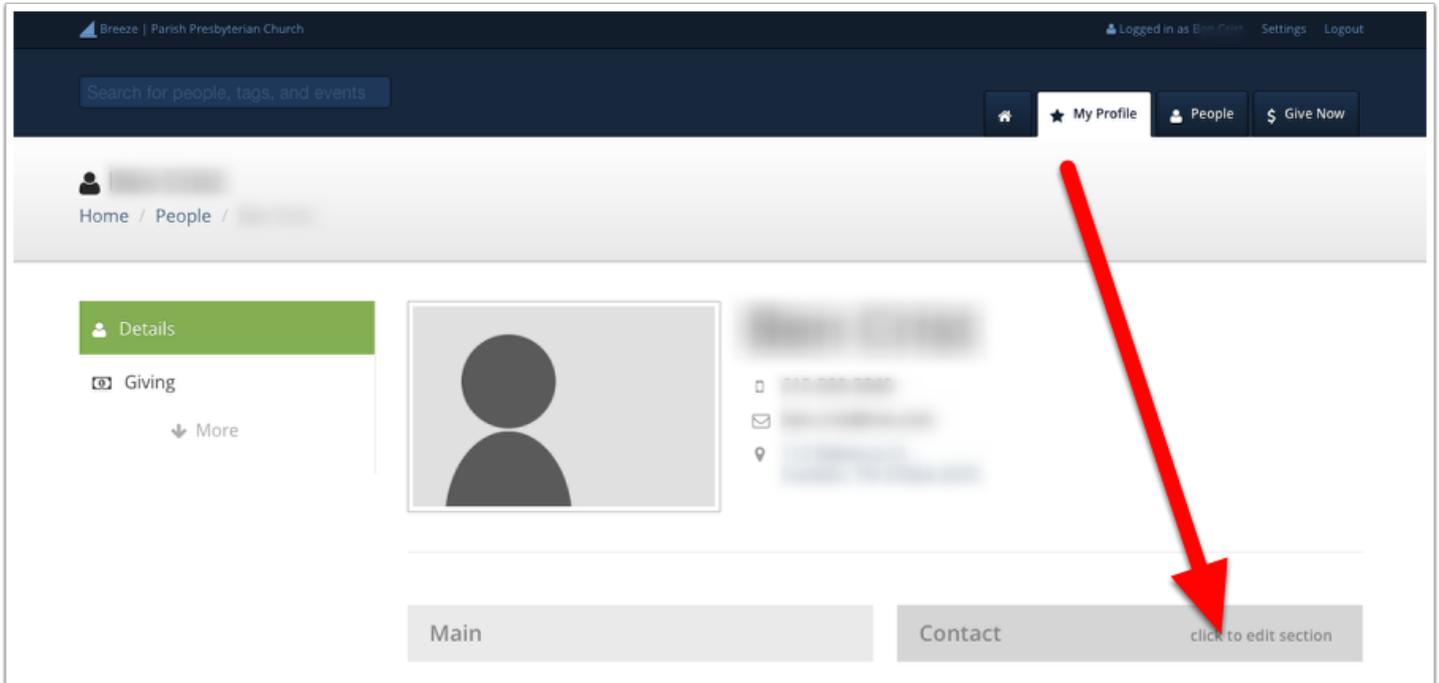
4. Navigate to your Breeze profile.

Click "My Profile" in the menu at the top of the page.



5. Navigate to contact details.

When your mouse hovers over the gray Contact bar, "click to edit section" will become a link for you to use.



6. Provide contact details and click Save.

Provide **at least** mobile phone and email address for notifications.

The screenshot shows the Breeze registration interface for a user named Ben Crist. The page is divided into two main sections: 'Main' and 'Contact'. The 'Main' section contains personal information: Name (Ben Crist), Gender (Male), Status (Member), Marital Status (Married), and Age (35 Years Old, July 3, 1981). The 'Contact' section is currently active and contains fields for Phone and Email. A red arrow points to the 'Save' button in the top right corner of the 'Contact' section. Red boxes highlight the Phone and Email input fields, indicating that these are the required fields for notifications.

Main		Contact	
Name	Ben Crist	Phone	<input type="text"/>
Gender	Male		<input type="text"/>
Status	Member		<input type="text"/>
Marital Status	Married	<input checked="" type="checkbox"/>	Apply home phone to all family members
Age	35 Years Old July 3, 1981	Email	<input type="text"/>

7. Log out of Breeze.

Click "Logout" at the top right of the page.

