

First Baptist Church of La Plata

Breeze Training Documentation

Editing an Event

After creating an event in Breeze, you may want to make changes. Below are the steps to edit an event.

STEP ONE: LOG INTO BREEZE AND ACCESS EVENTS

Go to fbclaplata.breezechms.com

Login with your username and password

Click on Events

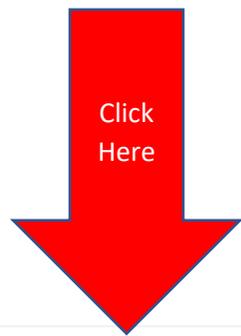
On the calendar, click the event to be edited, then click "Edit Event Settings"

Fake Tech Committee Meeting



March 3rd, 2020

Fake meeting



 Check In

Check People into this Event

 View Details

View Who Checked In & More

 Edit Event Settings

Close

STEP 2: SELECT SETTINGS

Fake Tech Committee Meeting
March 03, 2020

Overview

Attenders

Reports

Check In

Volunteers ^{NEW}

Volunteers ^{LEGACY}

Settings

No People Checked into Event

Check In

STEP THREE: EDIT SETTINGS

The screen looks almost identical to the one used to add an event.

Make any necessary changes and click the "Save changes" button at the bottom of the screen

Attenders

Reports

Check In

Volunteers ^{NEW}

Volunteers ^{LEGACY}

Settings

Date & Time

Name: Fake Tech Committee Meeting

Calendar: Committee

Starts On: 03/03/2020 6:00 pm

Ends On: 03/03/2020 7:00 pm

All Day

Schedule: Does Not Repeat (change)

Location: None (change)

Description: Has Description (change)

Check In

Eligible People: Specific Tags

Name Tag: Print name tag at check in (customize)
 Print copy for parent (customize)

Appearance: Blue Ice

Default Mode: Last Used

A FEW NEW FIELDS

Eligible People 
All Members (Technology) (Change)

Name Tag Print name tag at check in (customize)
 Print copy for parent (customize)

Appearance  **Please do not change! This is calendar specific**

Default Mode  **Password protect your check in settings**
 Require Password to Access Check In Settings
"Last Used" will use the last mode that was set within the check in page.

Additional Options Include Check Out
 Check In by Family
 Specify Add Person Fields
 Show Tag Name on Check In Screen
 Enable Thumbnail Picture Updating **Allow a new photo to be added at check in**

STEP FOUR: SAVE CHANGES

Click on the blue "Save Changes" button to update your event

TO DELETE AN EVENT

Across the page from the Save changes button is a small Delete Event link:

 **Click to Delete event**

Confirm you want to delete on the box that pops up

This cannot be undone so use with caution!