

# First Baptist Church of La Plata

## Breeze Training Documentation

### Adding Events

Note that this tutorial is for leaders of ministries and committees. If you are a church member and would like to submit an item for the calendar, please go to the “Submit a Calendar item” form and an admin will contact you shortly

#### STEP ONE – ACCESS EVENTS

→ Login to Breeze: go to [fbclaplata.breezechms.com](http://fbclaplata.breezechms.com) and enter your username and password

→ From your dashboard screen, select “Events” – you should see a calendar like the one below:

The screenshot shows the Breeze Events calendar interface for March 2020. The calendar is displayed in a grid format with columns for each day of the week (Sun to Sat) and rows for each week. Events are listed in colored boxes within the calendar cells. A red circle highlights the event color selection tool in the top right corner of the calendar view, which includes a row of colored dots and a gear icon.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 8:30a Worship Early Service 9:45a Sunday School 11a Combined Worship Servi 5:30p AWANA Clubs	2 9a PACE Homeschool Co-op	3 10a Ladies' Bible Study 6p 4H Rabbit Club 7p Deacon's Meeting	4 7p Acteens 7p GAs (Girls in Action) 7p Prayer Meeting 7p RAs (Royal Ambassadors)	5	6	7
8 8:30a Worship Early Service 9:45a Sunday School 11a Combined Worship Servi 5:30p AWANA Clubs	9 9a PACE Homeschool Co-op	10 10a Ladies' Bible Study	11 7p Acteens 7p GAs (Girls in Action) 7p Prayer Meeting 7p RAs (Royal Ambassadors)	12 10a Weekday Women on Mis	13	14
15 Safe Nights	16 Safe Nights	17 Safe Nights	18 Safe Nights	19 Safe Nights	20 Safe Nights	21 Safe Nights

## STEP TWO: DETERMINE WHICH CALENDAR(S) YOU ARE VIEWING

The small box in the red circle on the previous page is showing you which calendars are active in your view. By dropping down this box, you can limit which calendars are visible.

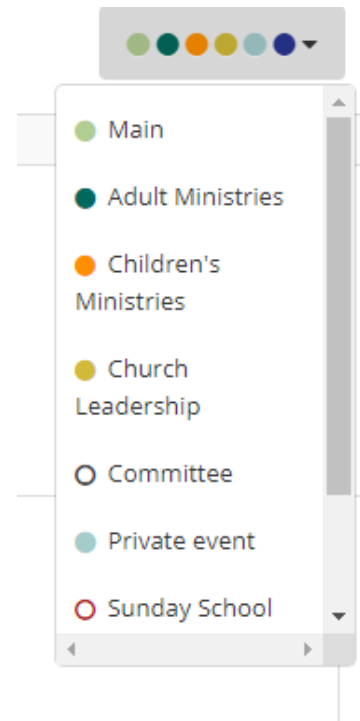
To the right is a close up of the small box

If a circle is filled in, you are viewing events from that specific calendar.

If a circle is outlined only, you are not viewing the calendar.

Some calendars are excluded from the public calendar. They are:

- Committee
- Private event
- Sunday school (the hours for Sunday School are included on the main calendar, but the actual class calendar is used for sign in/sign out)



## STEP 3: ADD A NEW EVENT

Click the blue + Add Event button



The following dialog box will open (note that all "Show More Options" have been expanded).

### Add Event ✕

Name	<input type="text" value="Event Name"/>	<b>Check In</b> Select who can check into this event
Event Date	<input type="text" value="03/03/2020"/>	<input type="text" value="Everyone"/>
<input checked="" type="checkbox"/> All Day		<input type="text" value="Everyone"/>
<input type="checkbox"/> Event Repeats		<input type="text" value="Specific Tags"/>
Calendar	<input type="text" value="Main"/>	<input type="text" value="Form Respondents"/>
	<small>or add a new calendar</small>	<input type="text" value="No One"/>
		<b>Name Tag</b>
		<input type="checkbox"/> Print name tag at check in (customize)
		<input type="checkbox"/> Print copy for parent (customize)
		<input type="checkbox"/> Print additional name tag
		<small>Show Fewer Options</small>
		<b>Additional Options</b>
		<input type="checkbox"/> Include Check Out
		<input type="checkbox"/> Check In by Family
		<input type="checkbox"/> Specify Add Person Fields
		<small>Show More Options</small>

Show More Options



**FIELD: Calendar:**

Required

This is where you select the specific calendar where your event will be placed.

Note that the Committee, Church Leadership, Private Events, and Sunday School calendars are private, meaning only individuals tagged in these group will see these events. They **will not display on the main church calendar on the fbclaplata.org page.**

**OPTION TO MAKE A PRIVATE EVENT PUBLIC:**

If there is an even that would normally be on a private calendar that you would like to make public, you can put them on the “Main” calendar if you would like them visible

**FIELD: Location:**

Optional

Indicate a specific location inside the church, or an address off church grounds

**FIELD: Description:**

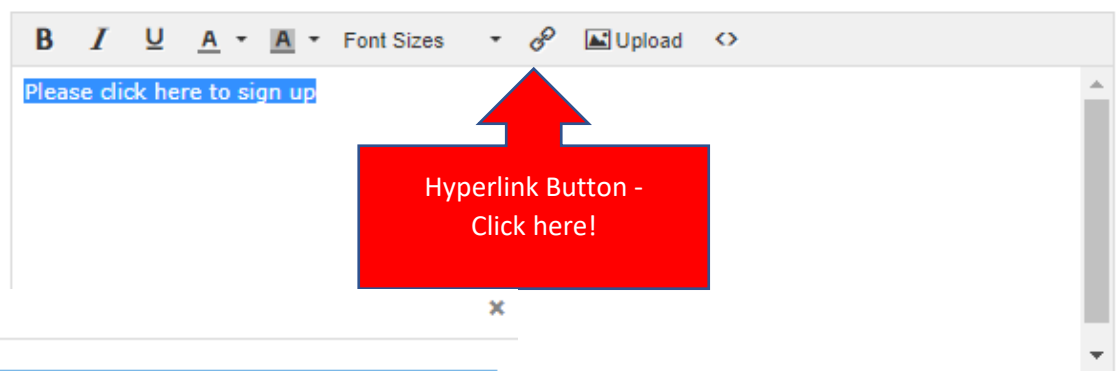
Optional but extremely helpful

This field will show when a user clicks on your event, so please use it to tell them what to expect.

**IF YOU WANT ATTENDEES TO LET YOU KNOW THEY ARE COMING, YOU WILL LINK A FORM IN THE DESCRIPTION USING THESE STEPS:**

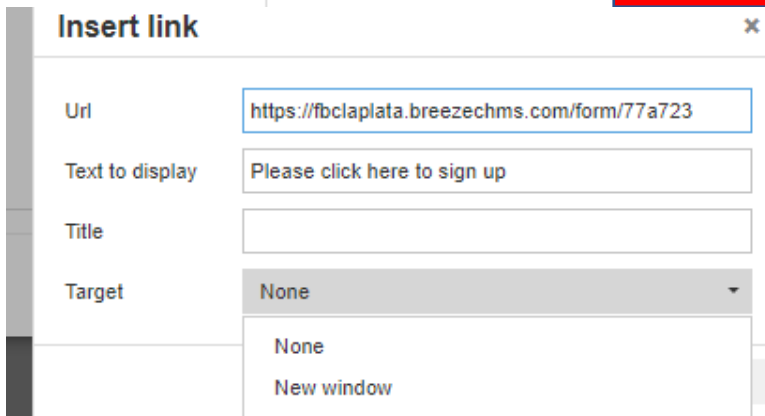
- In the description box, type “Please click here to sign up” or something similar
- Highlight the text
- Now click the hyperlink button
- Paste the URL for your form into the URL box
- If you want the form to open in a new window, change “Target” to new window. Click OK
- Click Save for this event

**Change Description**



The screenshot shows a rich text editor window titled "Change Description". The text "Please click here to sign up" is highlighted in blue. Above the text is a toolbar with icons for Bold (B), Italic (I), Underline (U), Text Color (A with a color swatch), Background Color (A with a color swatch), Font Sizes, a Link icon (chain link), an Upload icon, and a Double Arrow icon. A red arrow points from a red box below to the Link icon in the toolbar.

Hyperlink Button -  
Click here!



The screenshot shows an "Insert link" dialog box. It has four input fields: "Url" with the value "https://fbclaplata.breezechms.com/form/77a723", "Text to display" with the value "Please click here to sign up", "Title" which is empty, and "Target" which is a dropdown menu currently showing "None". Below the dropdown are two options: "None" and "New window".

Cancel Save for this Event

**FIELD: Check In:**

**REQUIRED**

The check in system is used to monitor attendance, and is particularly important in children’s activities.

This field tells Breeze what people are allowed to be checked in to the event:

- Everyone allows all people to sign in including visitors
- Specific tags limits those who can check in to people tagged as belonging to that group (for example, Children’s Church may limit check ins to people in age groups from 4 years 4<sup>th</sup> grade)
- Form respondents would limit check ins only to those who had previously registered via form
- No one will keep people from checking in at all. This could be used for large events where attendance is not recorded

**Check In**

Select who can check into this event

A screenshot of a dropdown menu titled "Check In". The menu is open, showing four options: "Everyone", "Specific Tags", "Form Respondents", and "No One". The "No One" option is currently selected and highlighted in blue. The text "Select who can check into this event" is positioned above the dropdown.

**FIELD: Name Tags:**

**OPTIONAL**

If you want to print name tags for attendees, check “Print Name tag at check in”

- Note that this is required for certain children’s and youth activities
- Customization procedure that conform to the child protection policy will be covered in an additional tutorial
- This works for adults as well. There are many fields you can include. A barcode is not required
- You may also print a copy of the nametag for the parent to use as identification to retrieve their child

**Name Tag**

- Print name tag at check in (customize)
  - Print copy for parent (customize)
  - Print additional name tag
- Show Fewer Options

**FIELD: Additional Options:**

**OPTIONAL**

- Include check out – this option is required for children’s ministries covered by the child protection policy.
- Check in by family – if you want parents to check in multiple children at the same time, use this option:

**Additional Options**

- Include Check Out
  - Check In by Family
  - Specify Add Person Fields
- Show More Options

- Specify Add Person Fields – if you may need to add additional people at the event check in, you would select this option. E.g., a new youth shows up who is not on your list, this allows you to decide what info your check in person must collect

## EXAMPLE OF A FILLED IN FORM

### Add Event ✕

Name	<input type="text" value="Fake Tech Committee Meeting"/>	<h3>Check In</h3> <p>Select who can check into this event</p> <input type="text" value="Specific Tags"/>
Starts On	<input type="text" value="03/03/2020"/> <input type="text" value="6:00 pm"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> All Tags
Ends On	<input type="text" value="03/03/2020"/> <input type="text" value="7:00 pm"/>	<input type="checkbox"/> <input type="checkbox"/> Church Leadership
<input type="checkbox"/> All Day		<input checked="" type="checkbox"/> <input type="checkbox"/> Committees
<input type="checkbox"/> Event Repeats		<input type="checkbox"/> <input type="checkbox"/> Ministries
Calendar	<input type="text" value="Committee"/> <small>or add a new calendar</small>	<input type="checkbox"/> <input type="checkbox"/> Sunday School
Location	<input type="text" value="None"/> <small>add or manage locations</small>	<a href="#">Show fewer options</a>
Description	<p><b>B</b> <i>I</i> <u>U</u> </p> <input type="text" value="Fake meeting"/>	<h3>Name Tag</h3> <input type="checkbox"/> Print name tag at check in (customize) <input type="checkbox"/> Print copy for parent (customize)

Notice that the Check in Field has been set to Specific Tags, meaning only those who have been tagged as a member of the group will automatically be included in the check in list

Next, click the blue “Save Event” button in the bottom right corner of the box.

## STEP FIVE: VIEW THE EVENT ON THE CALENDAR

You will only see the event if you have selected the appropriate calendar.

Tue	
	3
<b>10a Ladies' Bible Study</b>	
6p 4H Rabbit Club	
6p Fake Tech Committee M	
7p Deacon's Meeting	

[See this section for more information](#)

You can click on the event to make changes and request volunteers

Please see the following documents for instructions on further fine-tuning your events:

- Editing an event
- Requesting volunteers for an event