

Breeze Instructions:

1. Open riverwood.breezechms.com
2. Click “Create Account” under the green “Sign In” box
3. Enter your name and email address.
 - a. If your email is found in the system, it will send you an email invite to create an account.
 - b. If your email is not in the system, you will have to contact the church office to be added.
4. Once logged in, you are taken to your home screen.
5. There are 5 tabs on the left hand side:
 - a. Details: shows your contact info, family members, etc. To edit any of this information, hover your mouse over the heading bar, it will say “click to edit section.” (Note: you cannot change family member’s info)
 - b. Tags: Shows the ministries/groups you have been tagged in. Tags are for organization/communication purposes. You cannot change any tag info.
 - c. Attendance: shows what services you have attended recently. Your attendance only is recorded if you sign the black attendance book on Sunday morning.
 - d. Giving: shows your giving record. You can view giving for your whole family or just yourself, choose the date range you want to view, download your statement (click the arrow next to “Download as Excel,” click “Print Statements,” your statement will download as a PDF). You can click on individual gifts and a “Payment Details” box will pop up.
 - e. Forms: If you have completed any forms online, you can access them here.