



## Zion Member Access & Directory

Zion members can create access to Breeze (our church management software). You use the same username/password on the Breeze app and online if you use both. Three ways:

- 1) **Search your app store** (Apple or Android) on phones/tablets for “Breeze Chms,” find Zion and set up a username and password;
- 2) **Go to <https://ziongr.breezechms.com>** to create your username and password; **OR**
- 3) **Ask for an email invitation**—contact [office@ziongr.org](mailto:office@ziongr.org).

### Member access allows you to:

- **View your family’s information** (click on family member’s name to see their page)
- **Edit some things:** 1) Contact info; 2) Preferred service or communication under “Main;” 3) Emergency info and allergies (mostly for kids), time and talent notes for scheduling under “Miscellaneous.” Other changes (new baby, marital status) or errors? Notify the office.
- **Upload photos for the directory and staff use**—directories printed periodically
- **View giving and pledge info/statements**
- **View volunteer schedules, tags (time and talent groups, committees, etc.), and forms**
- **Search for basic member directory info**—type their name in the search box or click the “People” tab for the complete list.

**If you want, you can mark certain contact info private for directory purposes only** (ex. cell, work phone or e-mail). **DO NOT delete info unless you are updating**—Zion pastors and staff need access to all info. The online directory includes a family photo and basic contact info—name, address, phone, e-mail—unless you mark it private. **Other members will NOT see anything else.**

### To mark items private:

1. Hover the cursor on the right side of the shaded “Contact” box and click to edit.
2. Select “Show More Options” for whichever information you want to make private and check the box. For phone numbers, there is an additional drop down menu to select specific numbers (home/mobile/work).
3. If you do not want to be included in the directory, check the “NO Directory” box.

### Don’t have internet or don’t want online access?

- Keep us updated if you have changes (address, phone, email, new baby, marital status, etc.).
- Submit or email updated photos any time (landscape/horizontal) or have staff take your photo.

**Questions? Please call 218-326-8553 or [office@ziongr.org](mailto:office@ziongr.org).**