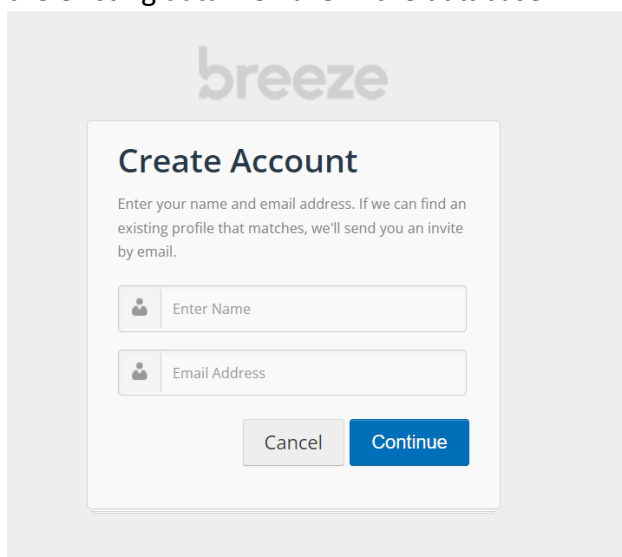
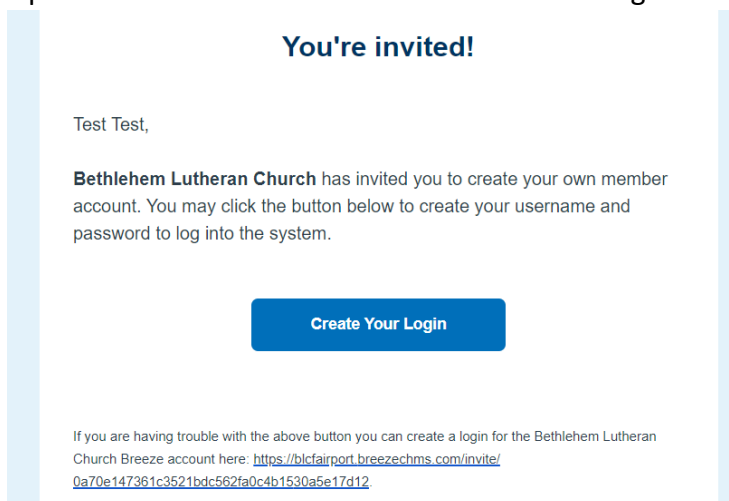


Creating an Account for the Online Directory

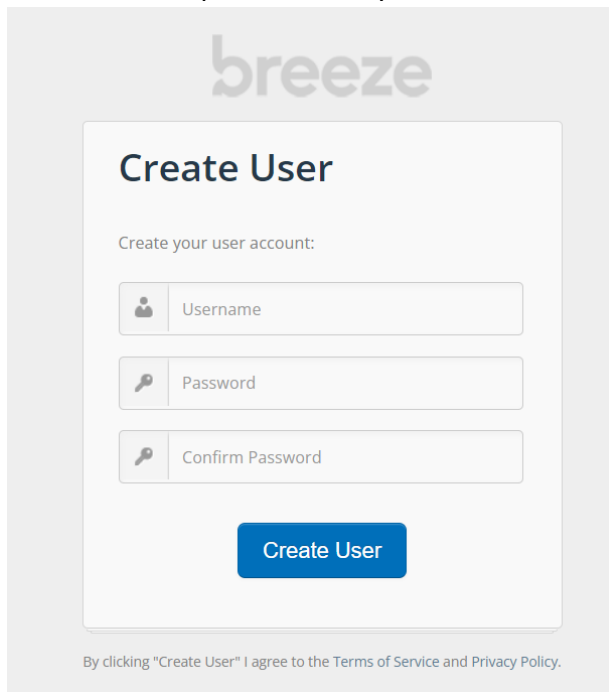
- Go to <https://blcfairport.breezechms.com/login/create>
- Enter your name (first and last) and email address. Your entry will need to exactly match the existing data we have in the database.



- You will then be sent an email to create your account with the subject line “Create your Bethlehem Lutheran Church Breeze account”
- Open this email and click on the “Create Your Login” button to create your account.

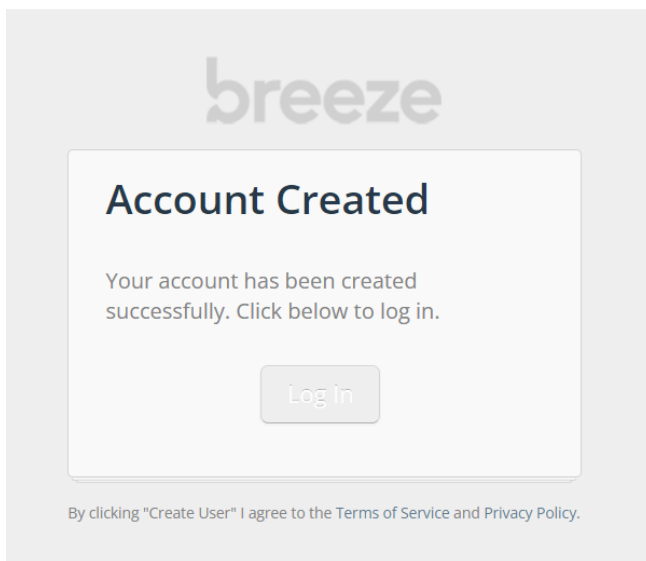


- That button will take you to the Breeze website where you will be prompted to create a username and password for your account.



The image shows a web form titled "Create User" on the Breeze website. The form is set against a light gray background with the "breeze" logo at the top. The form itself is a white box with a rounded border. Inside, it says "Create your user account:" followed by three input fields. The first field is labeled "Username" and has a person icon. The second field is labeled "Password" and has a key icon. The third field is labeled "Confirm Password" and also has a key icon. Below these fields is a blue button labeled "Create User". At the bottom of the form, there is a small line of text: "By clicking 'Create User' I agree to the Terms of Service and Privacy Policy."

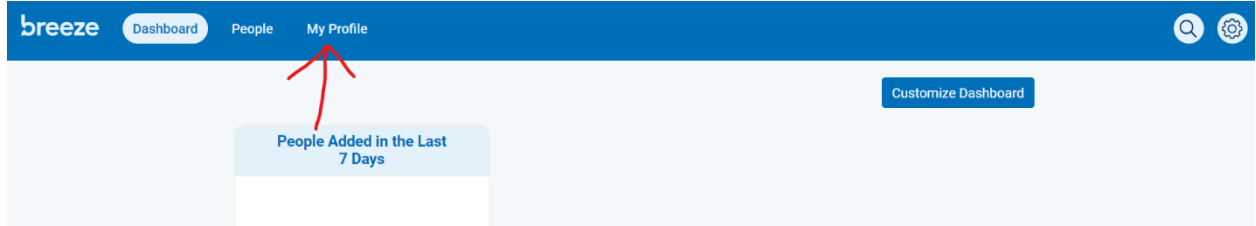
- You will receive a message that your account has been successfully created and you may log in! You will also receive another email confirming your account's creation.



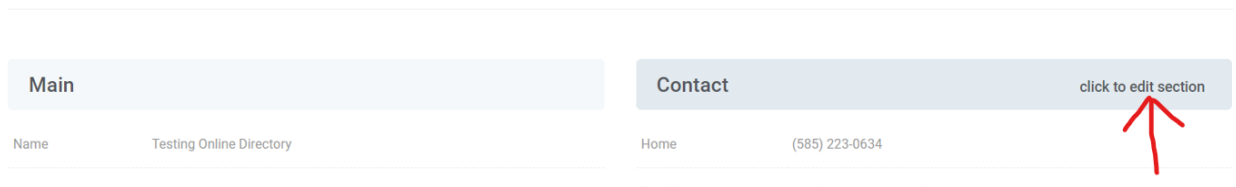
The image shows a confirmation screen titled "Account Created" on the Breeze website. The screen has a light gray background with the "breeze" logo at the top. The main content is a white box with a rounded border. Inside, it says "Account Created" in a large, bold font. Below that, it says "Your account has been created successfully. Click below to log in." and there is a gray button labeled "Log in". At the bottom of the white box, there is a small line of text: "By clicking 'Create User' I agree to the Terms of Service and Privacy Policy."

Viewing and Editing Your Own Contact Info and Photo

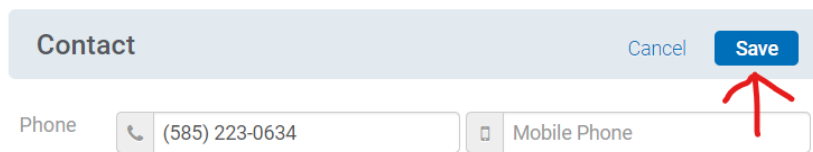
- Once you have created your account, you can log in any time at blcfairport.breezechms.com
- In the blue menu across the top, click on “My Profile.”



- Put your cursor over the grey heading “Contact” and then click on the right side of the heading that reads “click to edit section.”



- Update any information that is missing or outdated.
- Once you have updated your info, back in that same “Contact” heading, click the right option in blue “Save.”



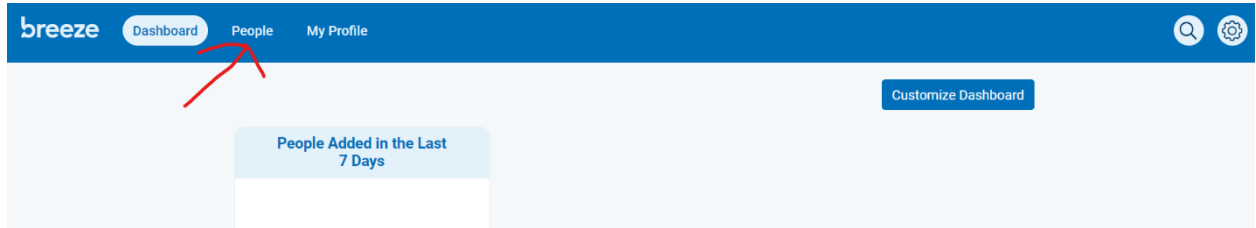
- To add or change your photo, click on the existing image. If you don't yet have an image, it will just be a gray silhouette.



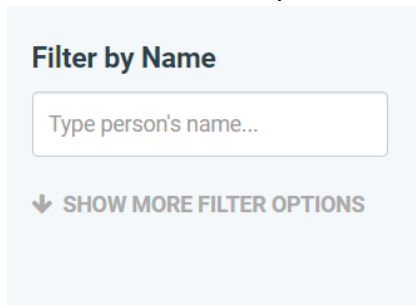
- Select “Upload Image” and find the image you would like to use from the local device.
- Hit the blue “Save” button.

Viewing other BLC Members and Friends Contact Info

- Once you have created your account, you can log in any time at blcfairport.breezechms.com
- In the blue menu across the top, click on “People.”



- Here you may search by name for other BLC members and friends. Type the person’s name in the “Filter by Name” bar on the left side of your screen.



- Click on the person you are searching for to view their full contact information.