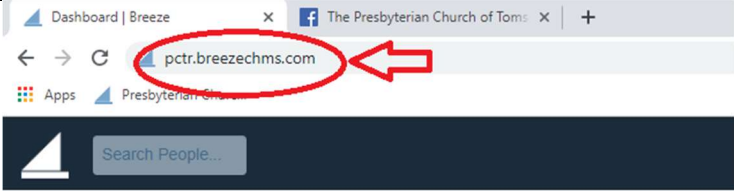
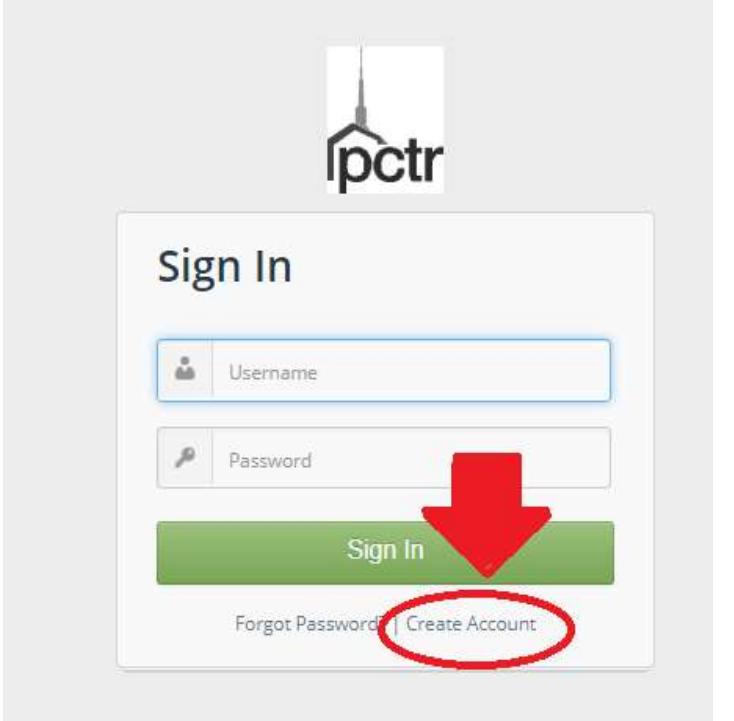
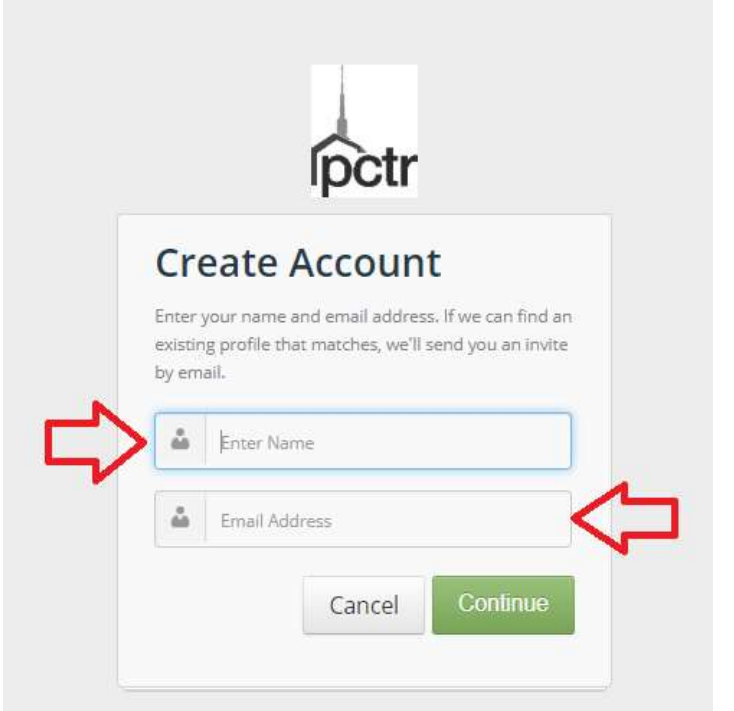


## How to Create Your PCTR Breeze (Directory) Account

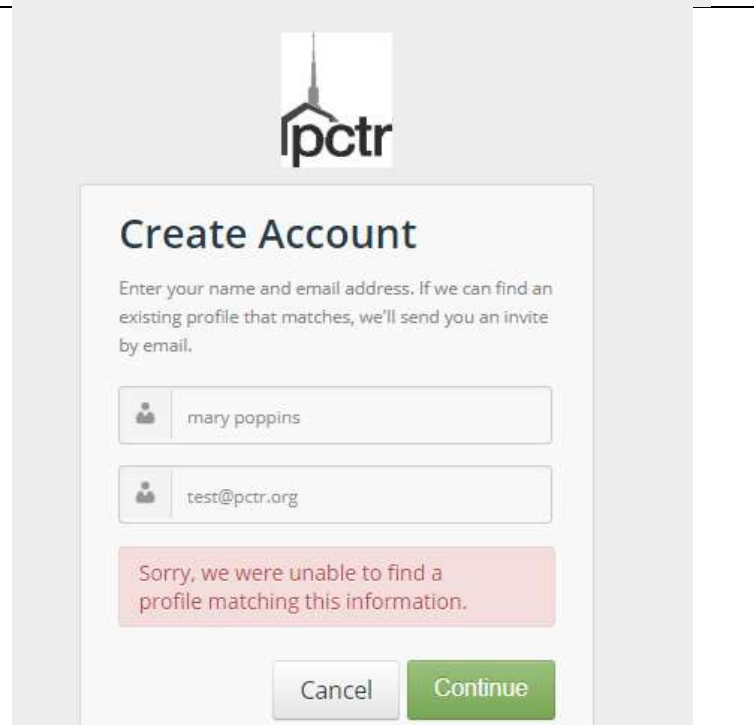
<p><b>Step 1:</b> Open your web browser and go to <a href="http://pctr.breezechms.com">pctr.breezechms.com</a>.</p> <p>NOTE: Type this address in without using <b>www</b> or <b>https://</b></p>	
<p><b>Step 2:</b> Click "Create an Account."</p>	
<p><b>Step 3:</b> Enter your name and email you provided to the church previously.</p>	

## How to Create Your PCTR Breeze (Directory) Account

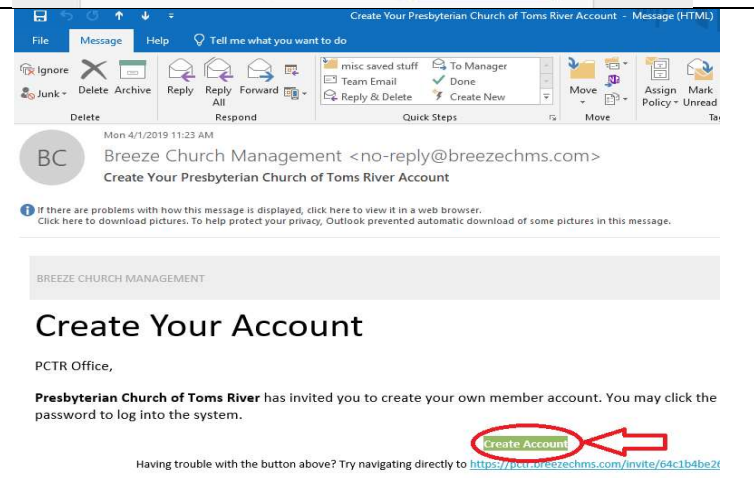
**Step 4a:** If you enter a name and email we have on record, Breeze will let you know. Check your email and proceed to Step 5.



**Step 4b:** If you entered an email or username that is NOT already in our database, Breeze will let you know. If you get this error message, email the church office and give us your name and current email address. You can reach us at [office@pctr.org](mailto:office@pctr.org).

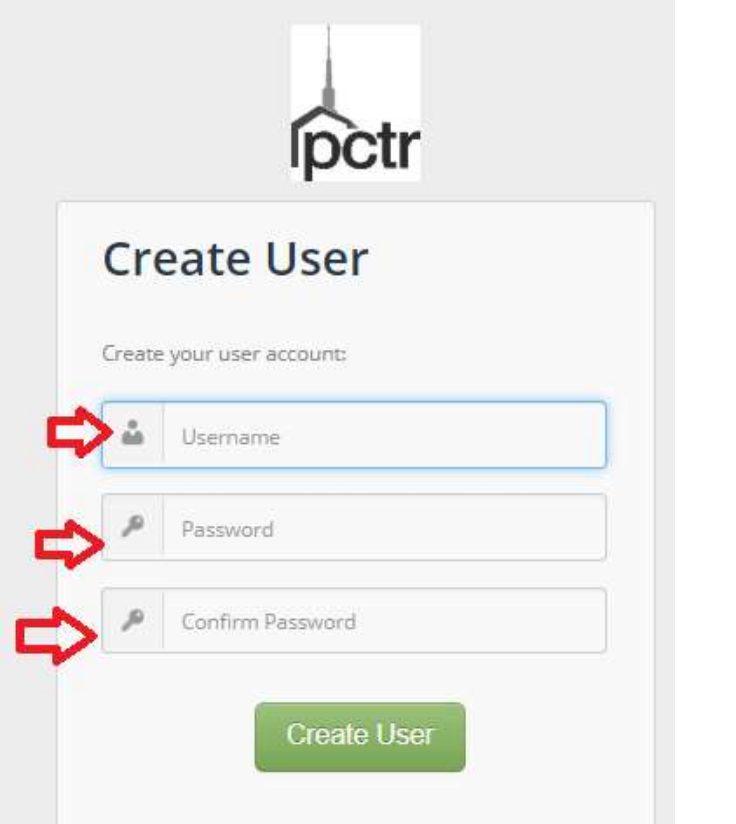


**Step 5:** When you receive the email from Breeze, click the green "Create Account" button in the body of the message.



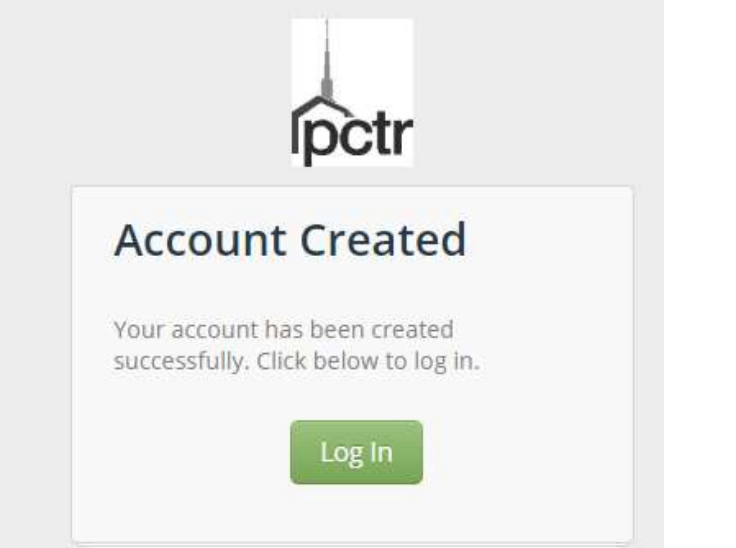
## How to Create Your PCTR Breeze (Directory) Account

**Step 6:** Enter your username and a password as requested on the “Create User” screen. Then click the green “Create User” button.



The screenshot shows the 'Create User' interface. At the top is the PCTR logo. Below it, the heading 'Create User' is displayed. Underneath, the text 'Create your user account:' is followed by three input fields: 'Username', 'Password', and 'Confirm Password'. Each field has a red arrow pointing to its left side. At the bottom of the form is a green button labeled 'Create User'.

**Step 7:** You did it! Click “Log in” and access the directory.



The screenshot shows the 'Account Created' confirmation screen. At the top is the PCTR logo. Below it, the heading 'Account Created' is displayed. Underneath, the text 'Your account has been created successfully. Click below to log in.' is shown. At the bottom of the screen is a green button labeled 'Log In'.