How to Use the Elvanto App to Manage Your Church Roster

Elvanto has a great app available on the <u>App Store</u> or <u>Google Play</u>. This is a fantastic and easy way to manage your church roster on the go.

Step One: Setting up the App

After you download it, open the app and you should see this screen:



Enter in our custom domain name which is **barrenjoey.elvanto.com.au**

Then you should see this screen:



Enter in your email (or username) and password. If you have forgotten your password, click **Forgot?** and you will be able to get an email sent to you with a link to reset your password. Once you have done that, come back to this screen and enter your password.

Step 2: Viewing and Managing Your Roster

Hooray! You have made it this far. You should see a screen that looks something like this:

∎II vodafone AU WiFi 중 1:38 pm — Hi, Zac!	AI 🗖
Requests	
Sep 2, 2018 5:00 PM St Marks Avalon 5PM Barista Service Team / Hospitality	
Sep 23, 2018 5:00 PM St Marks Avalon 5PM Barista Service Team / Hospitality	
Oct 7, 2018 5:00 PM St Marks Avalon Night Church Barista Service Team / Hospitality	 ×
Oct 28, 2018 5:00 PM St Marks Avalon Night Church Barista Service Team / Hospitality	
My Schedule	
Sep 2, 2018 9:30 AM St Davids Palm Beach 930AM Preacher Service Team / Up Front	>
Sep 2, 2018 5:00 PM St Marks Avalon 5PM	

This is the home screen. If you have any 'requests' that you have not yet responded to, you will see them here. On this example, I have 4 requests to serve as a Barista at 5pm church. Barista is a subset of the 'Hospitality' team which is a subset of the 'Service Team'. I can either click the green tick to accept, or click the red cross to decline this service request.

If need to decline then press the red cross. Three options will now present themselves to you: Swap, Replace or Decline:



If you can't do this particular week but are happy to swap to another week, click on **Swap** and follow the prompts. If you can't do this weekend at all, and can't swap, then click **Replace**. In both of these instances, the relevant people will receive emails or notifications asking if they can swap with you or replace you.

If you can't do this week, and you think the office should probably get involved in finding your replacement, click **Decline**. Also, it would be helpful to let Tabby know you have declined. To view your roster in more detail, click the three bars on the top left of the screen. This will open the menu, and you should see this:

And you should see something like this:

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分 Home		×
Roster	4	
🛇 Unavailability		
🗐 Songs		
A Member Direct	ory	Peque
🗹 View on Web		Sep 2, 2 St Marks Barista S
		Sep 23, St Marks Barista Se
SINE CON		Oct 7, 2 St Marks Barista S
		Oct 28, St Marks Barista S
		My Sch
은 Profile	礅 Settings	Sep 2, 2 St David Preacher
o elvanto	Log Out	Sep 2, 2 St Marks

Click on Roster.

••II vodafone AU WiFi	🗢 1:41 pm	A Î 💷
≡	Roster	
Requests		•
Sep 2, 2018 5:00 St Marks Avalon 5 Barista Service Team	PM PM n / Hospitality	✓ ×
Sep 23, 2018 5:0 St Marks Avalon 5 Barista Service Team	O PM PM n / Hospitality	X
Oct 7, 2018 5:00 St Marks Avalon N Barista Service Team	PM light Church n / Hospitality	X
Oct 28, 2018 5:0 St Marks Avalon N Barista Service Team	0 PM light Church n / Hospitality	X
	🛷 Accept All	
My Schedule		Change View
Sep 2, 2018		
930AM 9:30 Preacher Servic	D AM e Team / Up Front	>
 5PM 5:00 P Service Leader S Prayer Leader S Barista Service 	M Service Team / Up F ervice Team / Up Fr Team / Hospitality	Front >
Sep 16, 2018		
8AM 8:00 A Preacher Servic	M e Team / Up Front	>
10414 1 10:00	A 6.4	

Your requests show up here, and you can scroll down through your roster. The green tick means you are rostered on and have accepted. The blue question mark means you are rostered on, but have not yet accepted.

Notice that by default you are seeing 'my schedule' – that is, only the services you are rostered on. If you would like to see every service coming up, including the ones you are not rostered for, click **change view**.

Choose All Services from the list.

And you will now be able to see every upcoming service.

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E Roster		≣	Roster	
Oct 7, 2018 5:00 PM St Marks Avalon Night Church Barista Service Team / Hospitality		All Services		Change View
Oct 28, 2018 5:00 PM St Marks Avalon Night Church Barista Service Team / Hospitality		The Rising 6:30 Sep 1, 2018) PM	>
🛷 Accept All		Church Mainten 9:00 AM	ance - Lawn Mo	owing >
My Schedule	Change View	Sep 2, 2018		
Sep 2, 2018		8AM 8:00 AM		>
930AM 9:30 AM Preacher Service Team / Up Front	>	📀 930AM 9:30 A	м	>
5PM 5:00 PM Service Leader Service Team / Up From Braver Leader Service Team / Up From	nt >	10AM 10:00 AN	И	>
Switch View		3 5PM 5:00 PM		>
My Schedule		The Rising 6:30) PM	>
My Family		8AM 8:00 AM		>
		930AM 9:30 A	М	>
Upcoming Services	6	10AM 10:00 AN	И	>
All Services		5PM 5:00 PM		>

Now click on one of the services, and you will see this:

	1:43 pm	ា 🗖
K Back	5PM	
Sep 2, 2018 5 St Marks Avalon 7:21-29	:00 PM James 2.14-:	26 Matt
My Schedule		-
Barista Service Team / Hospitali	ty	 ×
Service Leader Service Team / Up Front		×
Prayer Leader Service Team / Up Front		×
Other Times		•
Practice 3:30 PM Rehearsal		
More		
Volunteers		>
Plan		>

In this example, I am on 3 things: Barista, Service Leader and Prayer Leader. The green tick is next to the Barista because I have not yet confirmed I am doing that. If I need to decline any of these, I can do that by clicking the red cross.

If you want to see everyone else who is serving at the same service click on **Volunteers** and you will see this:



The people who are greyed out have not yet confirmed. Everyone else has confirmed.

Step Three: Letting Us Know When You're Away

You can also let us know when you'll be away by submitting your unavailability. Simply go to the menu and you'll see it there. Once you click on the menu item, you will see this:

Unavailability Sep 8, 2018 - Sep 15, 2018 holidays From To Aug 29, 2018 Aug 29, 2018 Aug 29, 2018 Time All Day Repeat Do not repeat Location All Locations Reason Reason	Unavailability Sep 8, 2018 - Sep 15, 2018 holidays From To Aug 29, 2018 • Aug 29, 2018 • Hug 29, 2018 • Aug 29, 2018 • Repeat Do not repeat • Location All Locations • Reason Reason Reason Reason	💵 vodafone AU WiFi 🗢 1:40 pm	ណ 💷	III vodafone AL	J WiFi 奈	1:41 pm	۱ 	ନା 🗖
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The image on the left is showing me the unavailability that I have already submitted (8-15 September). If you want to submit a new unavailability, then click on the + symbol at the top right. Then you will see something like the image on the right. It should be pretty clear what to do from here.

Other things:

- You can also view the member directory through the app.
- Please make sure you have notifications enabled as that saves us money (we won't need to send you as many texts any more, you'll get push notifications instead, and these are free for us to send). You can edit your notifications in the settings area of the app.

If you have any questions, please ask Tabby at the office.