How to Use the Elvanto App to Manage Your Church Roster
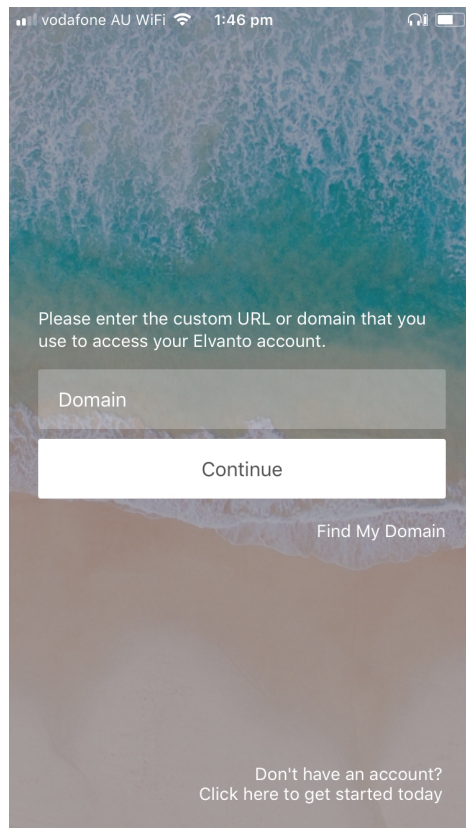
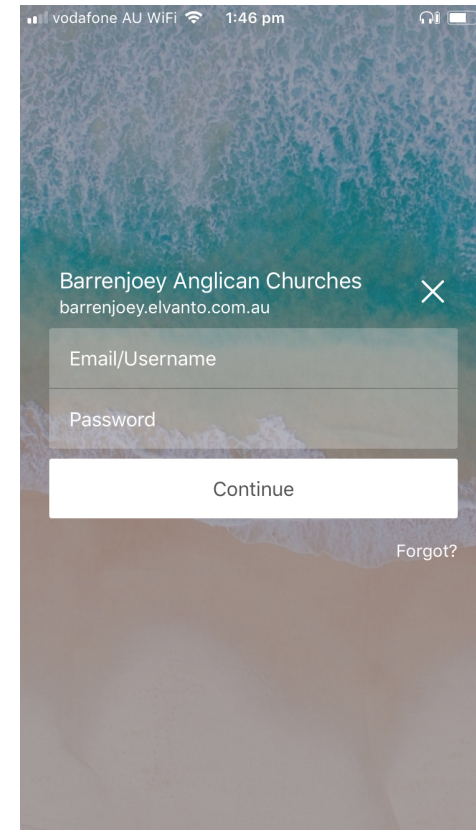Elvanto has a great app available on the App Store or Google Play. This is a fantastic and easy way to manage your church roster on the go.

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:
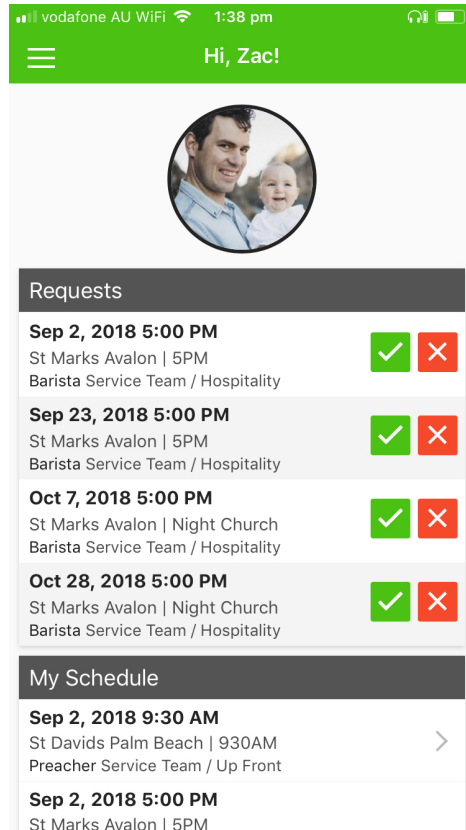
This is the home screen. If you have any 'requests' that you have not yet responded to, you will see them here. On this example, I have 4 requests to serve as a Barista at 5pm church. Barista is a subset of the 'Hospitality' team which is a subset of the 'Service Team'. I can either click the green tick 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:
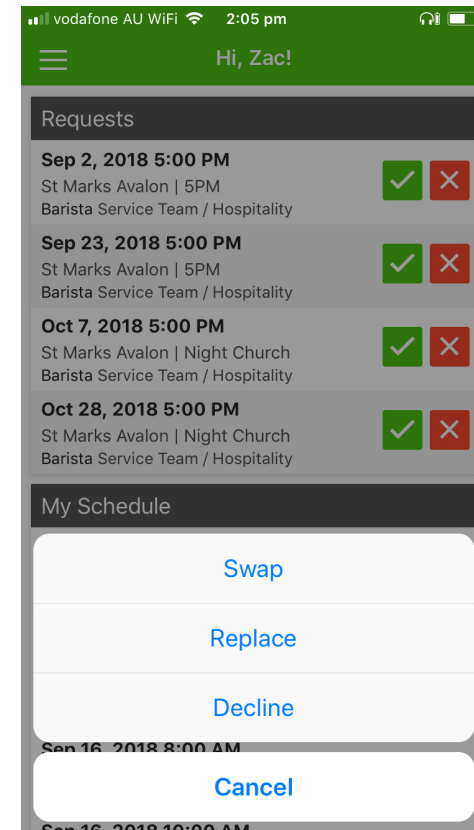
If you can't do this particular week but are happy to swap to another week, click on **Swap** and follow the prompts. If you can't do this weekend at all, and can't swap, then click **Replace**. In both of these instances, the relevant people will receive emails or notifications asking if they can swap with you or replace you.
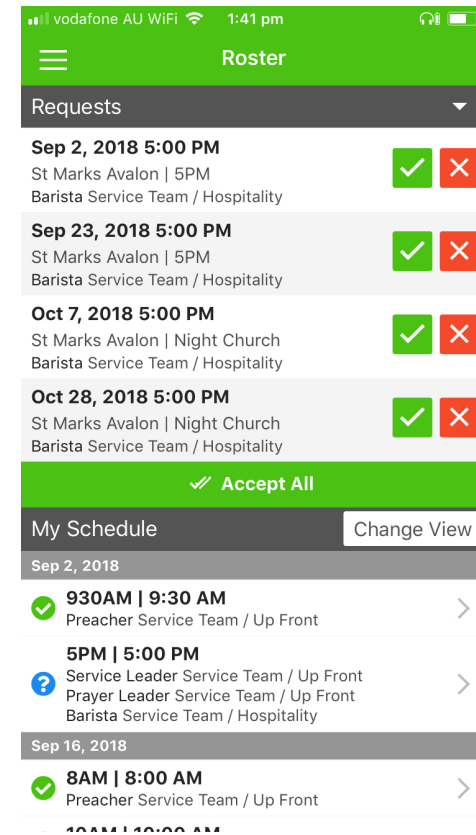
If you can't do this week, and you think the office should probably get involved in finding your replacement, click **Decline**. Also, it would be helpful to let Tabby know you have declined.

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:
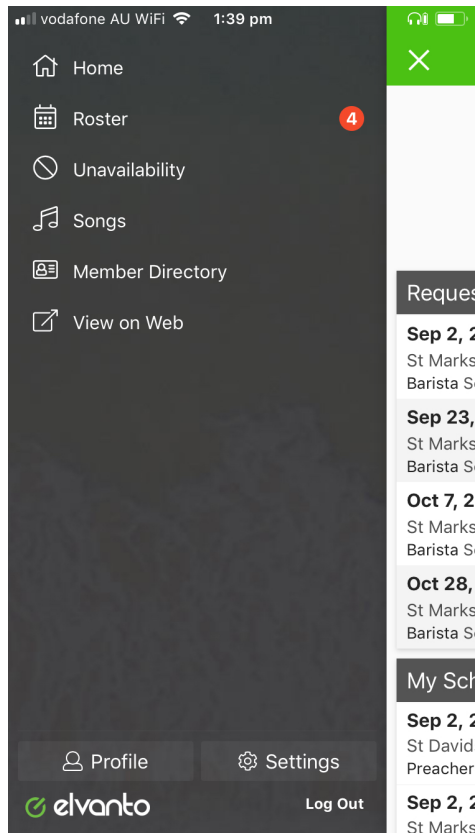

Click on Roster.

And you should see something like this:

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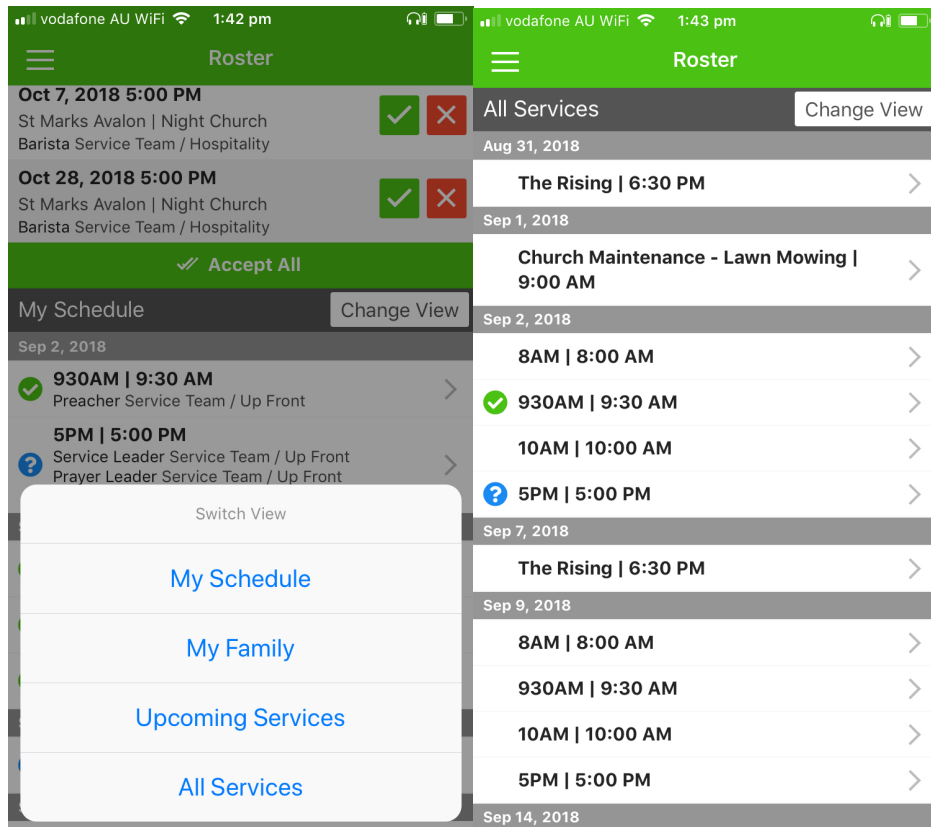
Now click on one of the services, and you will see this:
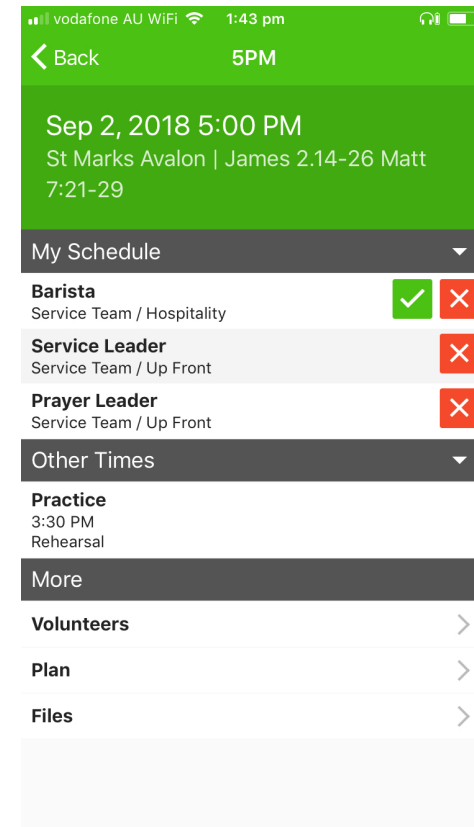
In this example, I am on 3 things: Barista, Service Leader and Prayer Leader. The green tick is next to the Barista because I have not yet confirmed I am doing that. If I need to decline any of these, I can do that by clicking the red cross.

If you want to see everyone else who is serving at the same service click on **Volunteers** and you will see this:
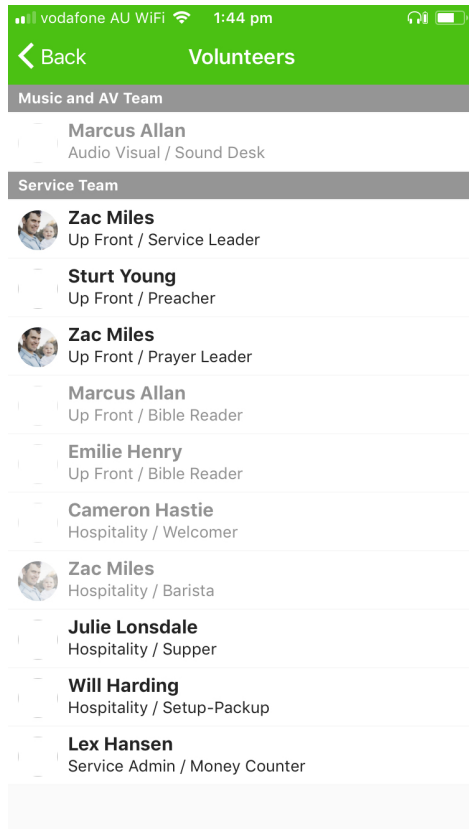
The people who are greyed out have not yet confirmed. Everyone else has confirmed.

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:
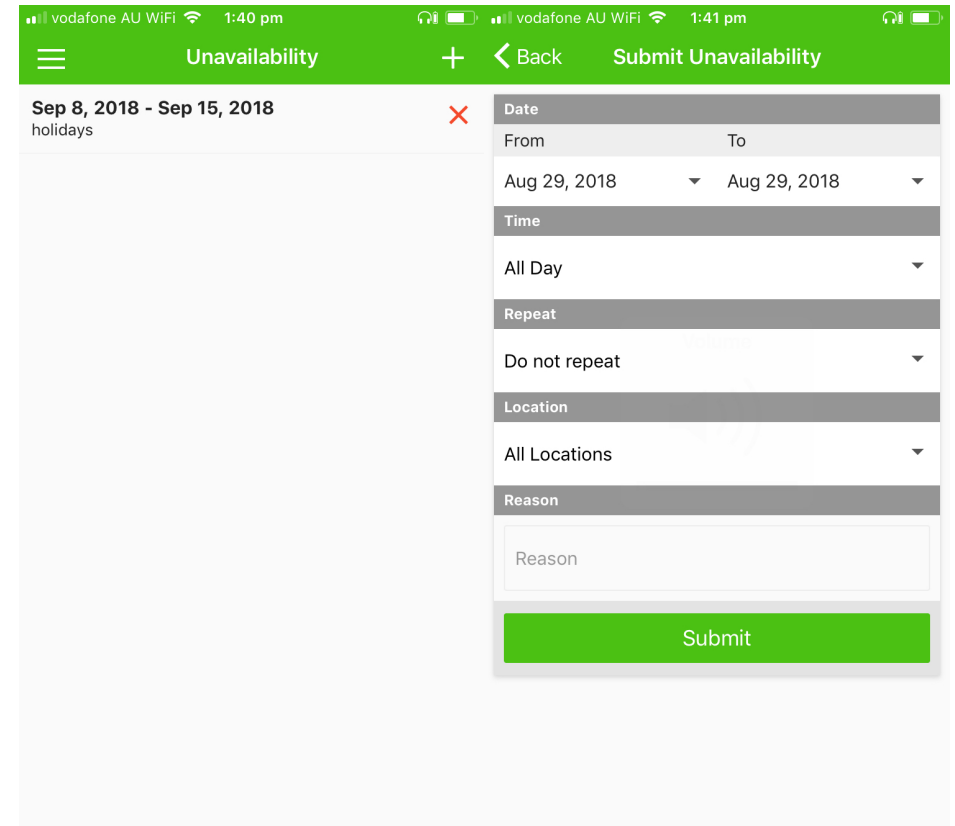
The image on the left is showing me the unavailability that I have already submitted (8-15 September). If you want to submit a new unavailability, then click on the + symbol at the top right. Then you will see something like the image on the right. It should be pretty clear what to do from here.

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.