

# Introducing Elvanto

Version 2 (21<sup>st</sup> May, 2018)

## What is Elvanto?

Elvanto is a church database management system. That is, it's a useful way of managing the administration of a church. It manages service rosters and the member directory, among other things.

Every church member will have access to Elvanto and will be able to see their upcoming roster, respond to scheduling requests, submit unavailability dates, and access the member's directory.

## The Basics

### Logging in For the First Time

When you first get access to Elvanto, you receive an email with your login details and a link to the site. Please login and save your password. It is a good idea to bookmark the page wherever you access the internet (computer, mobile phone, tablet), so it is easy to find later. The address is [www.barrenjoey.elvanto.com.au](http://www.barrenjoey.elvanto.com.au).

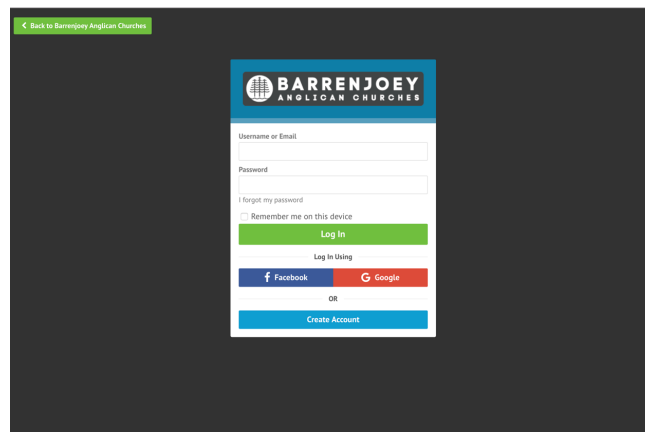


Figure 1: The Login Screen

## The Mobile App

Elvanto has a mobile app for Android and iPhone. You might find this a more convenient way to access your roster. Simply download the app, enter the domain name ([barrenjoey.elvanto.com.au](http://barrenjoey.elvanto.com.au)), and then your username and password.

## Forgetting your username and password

If you forget your password, simply click on 'I forgot my password', and follow the prompts.

If you didn't ever receive a login email, or if you still can't work it out, then get in touch with Tabby our church administrator ([mail@barrenjoey.church](mailto:mail@barrenjoey.church) or 02 9918 2829) and she will help you out.

## How the Rostering System Works

### Receiving the Roster

Each time we do a roster, you will receive an email asking you to respond to the scheduling requests for the time period. When you click on the buttons in the email, you will be asked to login to the Elvanto, where you can accept or decline the scheduling requests.

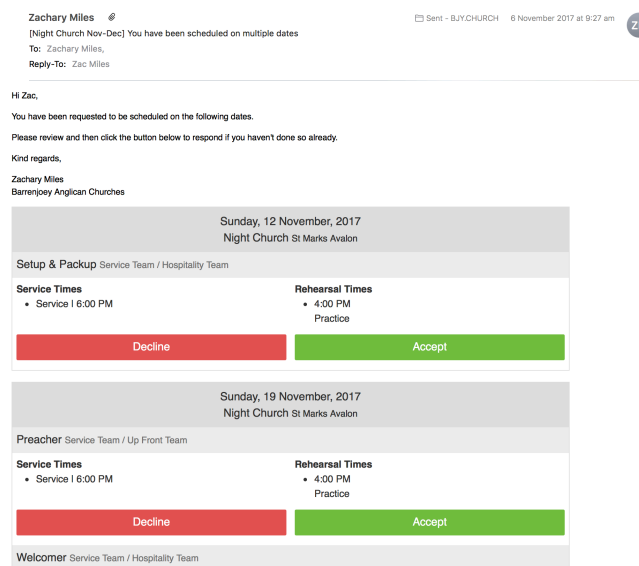


Figure 2: What the Scheduling Request Email Looks Like

You are able to login to Elvanto at any time to view your upcoming roster. Just click on **Roster** in the menu bar of the Member's Area.

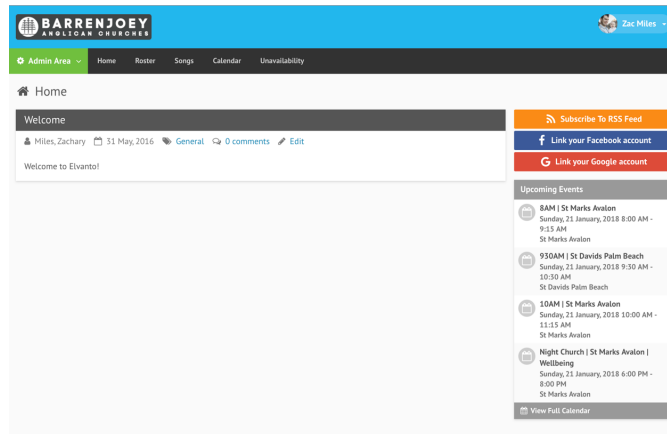


Figure 3: The Member's Area

## The Reminder System

If you don't respond to the scheduling request, you will receive a text message reminder in the week leading up to the weekend you are scheduled, asking you to accept or decline the request. Please respond to this rather than having our administrator chase you up.

Everyone will also get an automatic text message reminder 2 days before they are scheduled.

## Submitting your Unavailability

When you know you are going to be away, or for some reason you don't want to be scheduled on a certain date, please 'submit your unavailability' into the system. This means, we won't be able to roster you on for that date. In the member's area, click on **Unavailability** on the menu bar, and fill out the relevant details, and click submit.

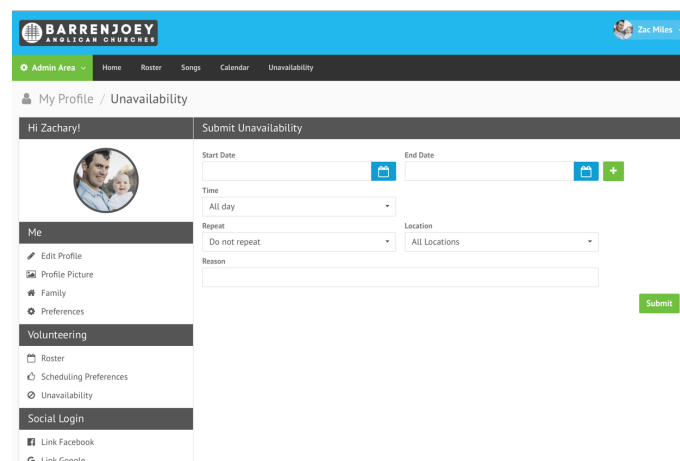


Figure 4: The Unavailability Section

## Swapping with People

If the roster has come out, and you realise that you are unable to do a certain date, then this is how you organise a swap:

(Please note that, currently, swapping is only available through the web app, not the mobile app).

First, find a position you are scheduled on your roster. Click on the red cross next to your name.

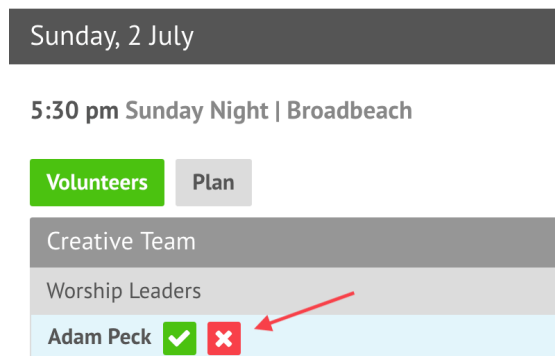


Figure 5: clicking on the red cross

In the box that pops up, click on either 'swap' or 'replace'.

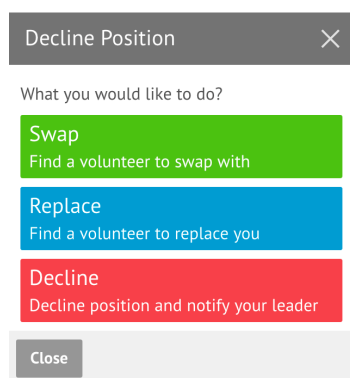


Figure 6: the swap/replace dialogue box

After this another dialogue box will come up, in which you can choose which people and/or services you would like to swap with. An email will be sent to all relevant people informing them of the swap or replace request.

### Seeing the Whole Roster, Instead of Just Your Service

If you are looking at the roster but would like to see the whole roster, instead of just the services you are scheduled for, you'll need to change the roster view from **My Schedule** to **All Services**.

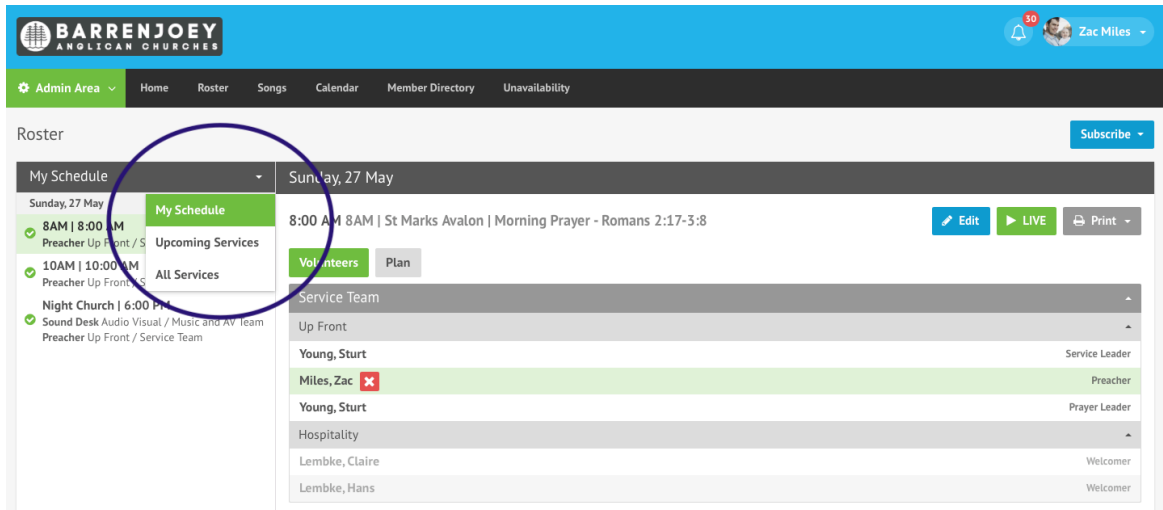


Figure 7: Changing Roster View

## The Member Directory

You will be able to access other members' phone numbers and email addresses by clicking on **Member Directory**. However, the Member Directory will be an 'opt-in' process. We will be sending an email soon, asking permission to list these details in the directory.