WORD LIFE CHURCH

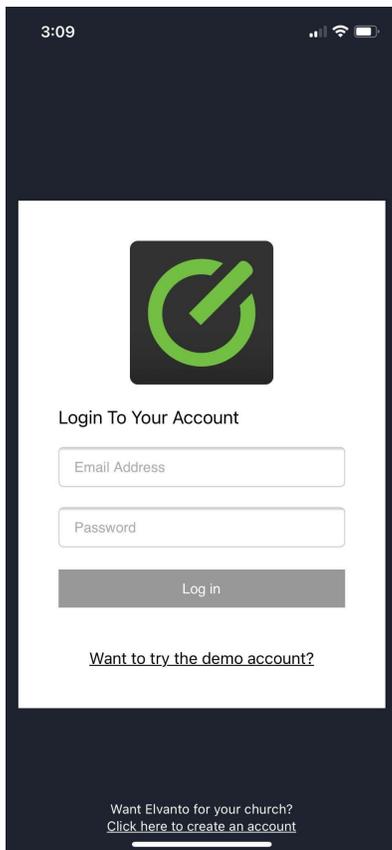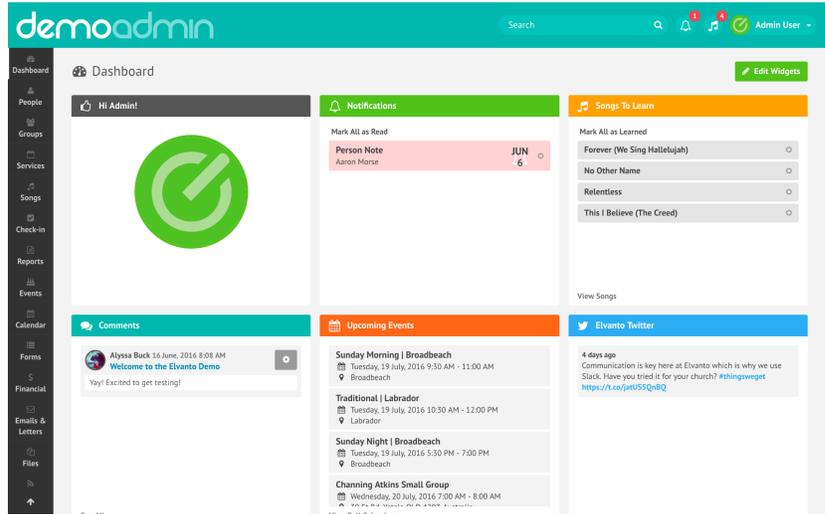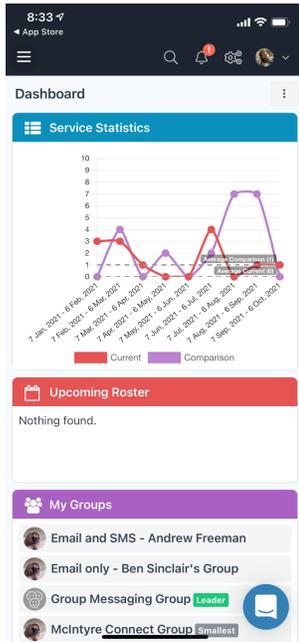**Elvanto App User Guide**

Hello! Once you [download the Elvanto app](#) your screen will look like this:

From there login to your account using the email address you received your login information.

- **Enter your login information**
- **Click "Log in"**

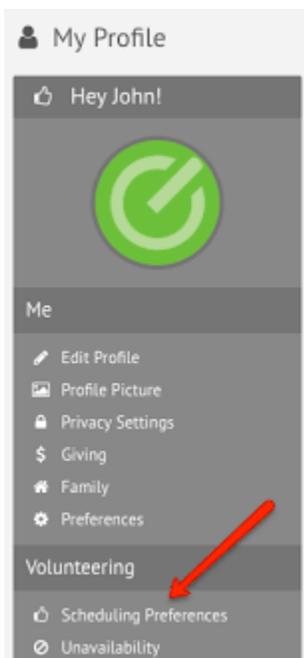**The App will open up to display your Dashboard which will look similar to this:**

Use the hamburger menu to navigate through the app.
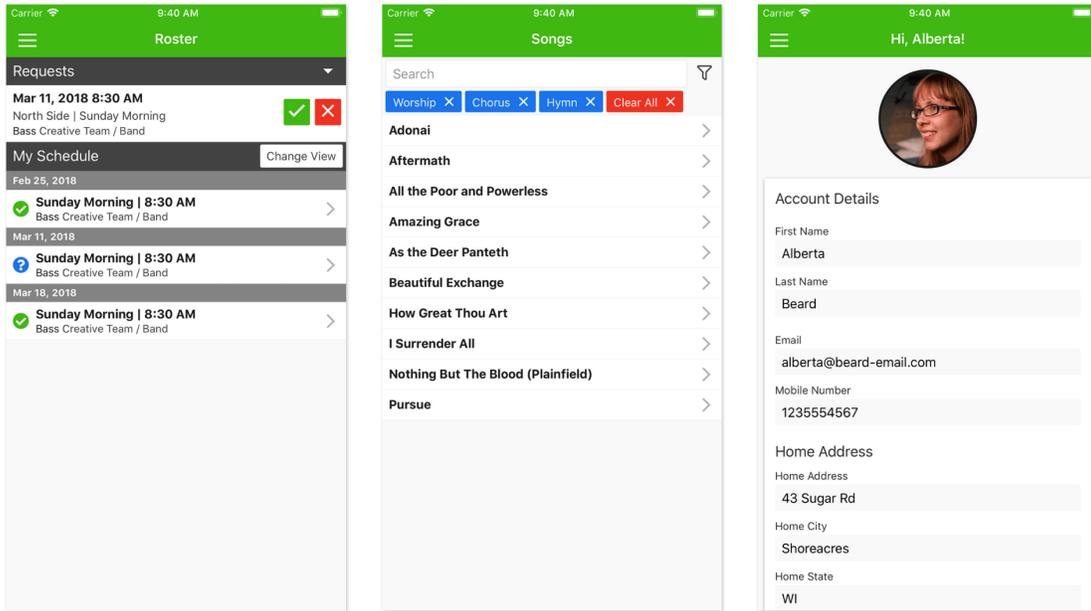
The hamburger menu looks like this:

To update your profile information go to the profile drop down menu at the top right corner of the page. This is right next to the circle/smiley face that looks like this:
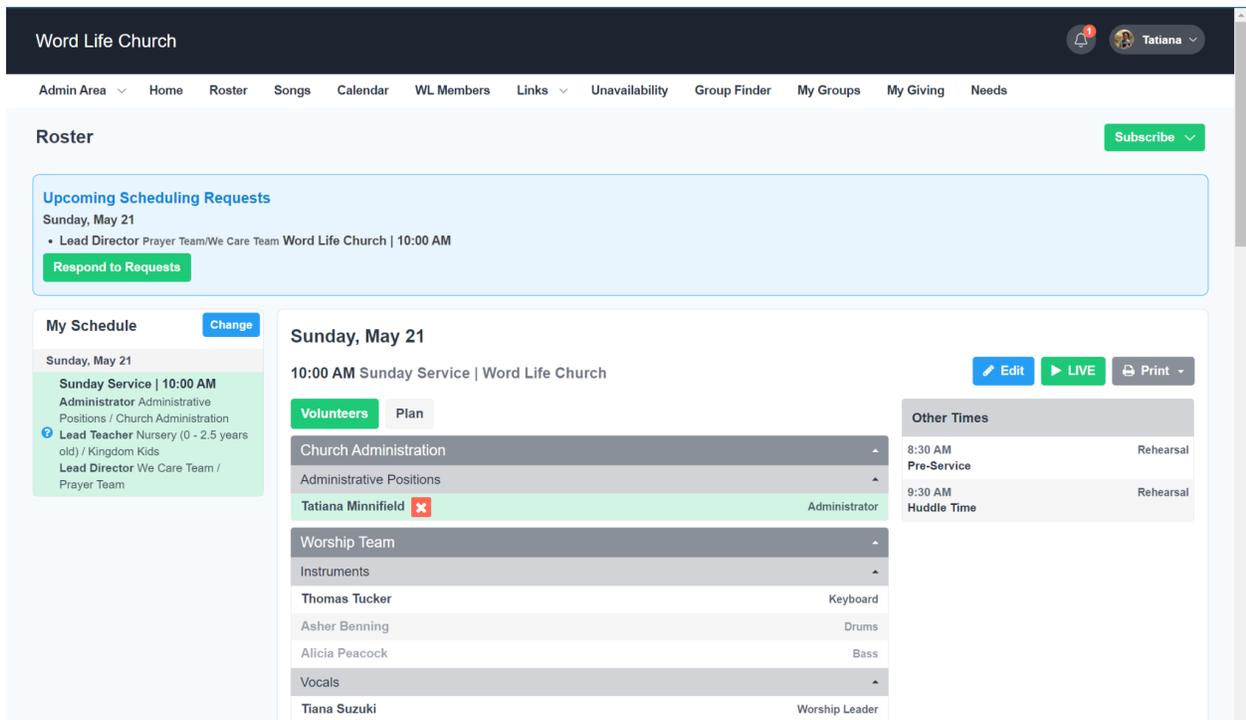

To edit your volunteering preferences go to your profile and under Volunteering click "Scheduling Preferences"
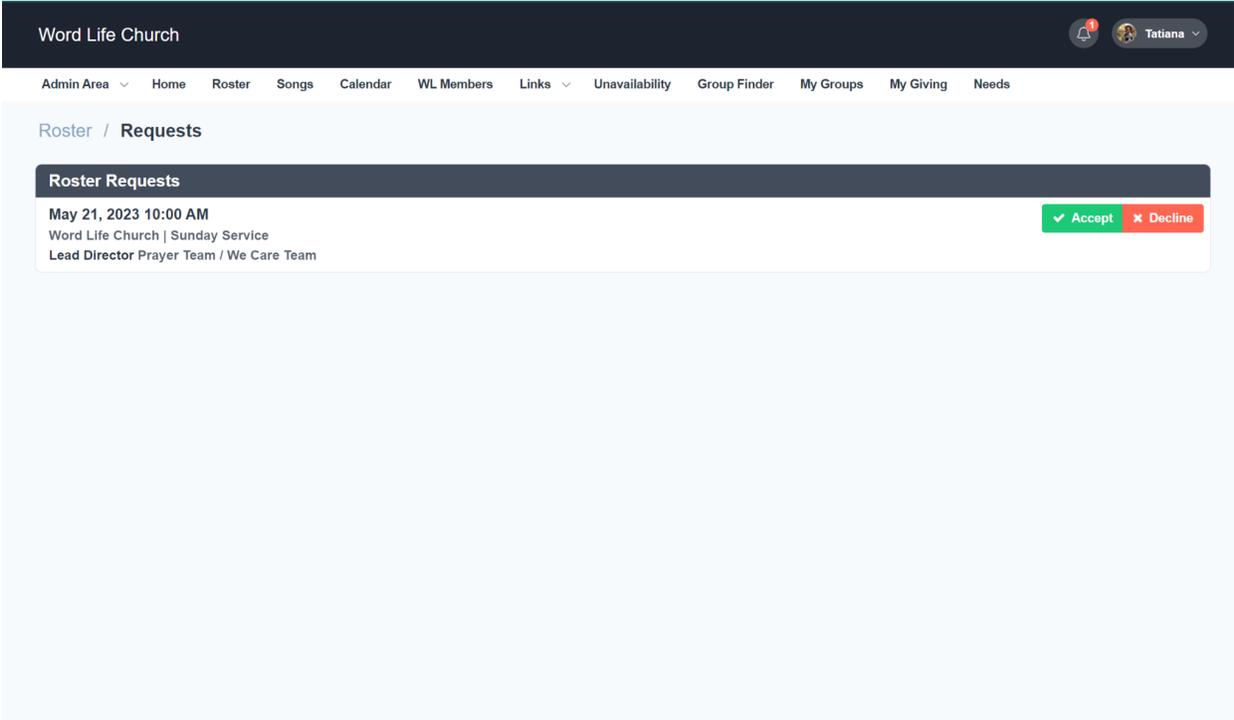
To view your schedule go to "Roster," view "Requests," and be sure to accept or decline using the green check mark to accept and the red "X," to decline.
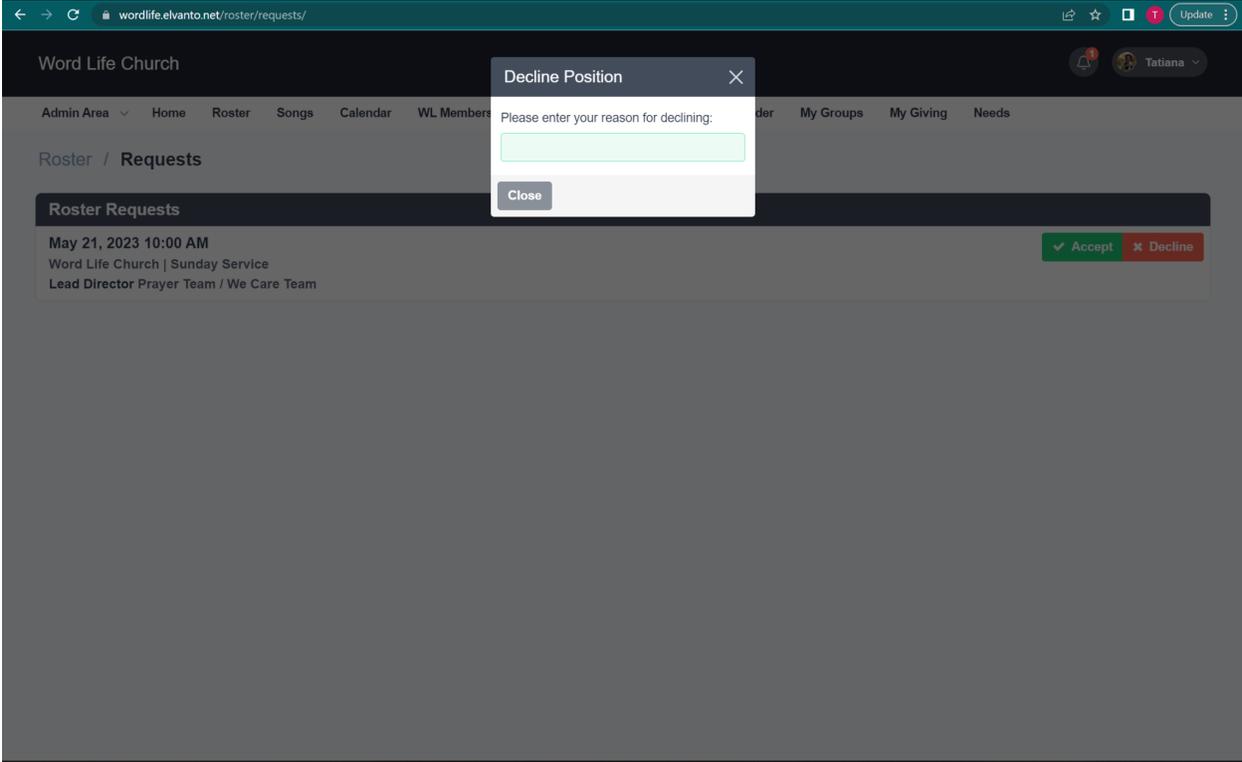

When you are sent a schedule request it will look like this:

It will give you the option to "Accept," or "Decline," the position.

If you choose "Decline," it will ask you to provide a reason before sending in your decline request.

How to add your unavailability

- 1. Login to elvanto
- 2. Go to the hamburger menu
- 3. The menu will have the option "Unavailability"
- 4. Click "Unavailability"

- - Follow these next steps for every date you'll be gone

- 5. Individually enter each date you'll be gone in the start and end date section
- 6. Set the "Time," for "All Day,"
- 7. Set "Repeat," at "Do Not Repeat,"
- 8. Set "Locations," for "All Locations"
- 9. Enter in the reason you'll be out.
- 10. Click "Add +" to add another date
- 11. When all dates have been entered click submit.

- This will make it so there's no confusion when scheduling out positions for the next couple of months.

If you have any questions or issues with your account please contact Tatiana via email at tatiana@wordlife.church.