



**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.

Carrier 🗢 9:40 AM	-	Carrier 🗢	9:40 AM	-	Carrier 🗢	9:40 AM	
		$\equiv$	Songs		=	Hi, Alberta!	
Requests	-	Search		V			
Mar 11, 2018 8:30 AM North Side   Sunday Morning	<ul> <li>×</li> </ul>	Worship X	Chorus X Hymn X Cl	ear All 🗙			
My Schedule	Change View	Aftermath		>			
Feb 25, 2018		All the Poor an	nd Powerless	>	Account D	etails	
Bass Creative Team / Band	>	Amazing Grac	e	>	First blome		
Mar 11, 2018		As the Deer Pa	anteth	>	Alberta		
Bass Creative Team / Band	>	Beautiful Exch	ange	>	Last Name		
Mar 18, 2018		How Great Th	ou Art	>	Beard		
Bass Creative Team / Band	>	L Currender Al		~	Email		
		i Surrender Al		/	alberta@b	eard-email.com	
		Nothing But T	he Blood (Plainfield)	>	Mobile Numbe	r	
		Pursue		>	12355545	67	
					Home Add	ress s	
					Home City	iu .	
					Shoreacre	6	
					Home State		
					WI		

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

	Inbox 16			
Chat	🖞 🕁 Starred	🗌 🚖 ≽ me	[Word Life Church] You have been scheduled on May 21, 2023 - Hi Tatiana, You have been requested to	10:30 AM
ŝ	Snoozed	🗌 🚖 ⋗ Vimeo	The only way to find out if you'll ever get a Staff Pick? - Upload today. Vimeo Your video could be next The b	10:26 AM

Word Life Church			🖨 🚯 Tatiana 🗸
Admin Area \vee Home Roster	Songs Calendar WL Members Links $\vee$ Unavailabil	ity Group Finder My Groups	My Giving Needs
Roster			Subscribe 🗸
Upcoming Scheduling Requests Sunday, May 21 • Lead Director Prayer Team/We Care Team Respond to Requests	Word Life Church   10:00 AM		
My Schedule Change Sunday, May 21 Sunday Service   10:00 AM	Sunday, May 21 10:00 AM Sunday Service   Word Life Church		✓ Edit ► LIVE
Administrator Administrative Positions / Church Administration <b>2</b> Lead Teacher Nursery (0 - 2.5 years old) / Kingdom Kids Lead Director We Care Team / Prayer Team	Volunteers Plan		Other Times
	Church Administration	8:30 AM Rehearsal	
	Administrative Positions Tatiana Minnifield	Administrator	9:30 AM Rehearsal Huddle Time
	Worship Team		
	Instruments		
	Thomas Tucker	Keyboard	
	Asher Benning	Drums	
	Alicia Peacock	Bass	
	Vocals	*	
	Tiana Suzuki	Worship Leader	

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.

← → C  ⓐ wordlife.elvanto.net/roster/requests/				🖻 🖈 🔲 🚺 Update 🔅
Word Life Church De	ecline Position $ imes$			
Admin Area -> Home Roster Songs Calendar WL Members Plea	ase enter your reason for declining:	der My Groups	My Giving Needs	
Roster / Requests				
Roster Requests	ose			
May 21, 2023 10:00 AM Word Life Church   Sunday Service Lead Director Prayer Team / We Care Team				✓ Accept X Decline

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.