



Intro to using



at NPAC

Elvanto is a church management software developed right here in Australia. It is now used by thousands of churches around the world.

Using Elvanto, you will be able to see when you and your family are on roster, others who are also rostered on for that service, a few other details relating to the service, plus be able to enter your unavailability for the ensuing Roster. (Please be sure to do this by the deadline each 2 month period.)

Cleaners and Mowers - Look for the section that explains your roster a little more.

We hope you find the following pages helpful in getting started with using Elvanto, but please contact the [Office](#) if you need further help.

Getting set up

Elvanto has a Mobile App available through the App Store or Google Play.

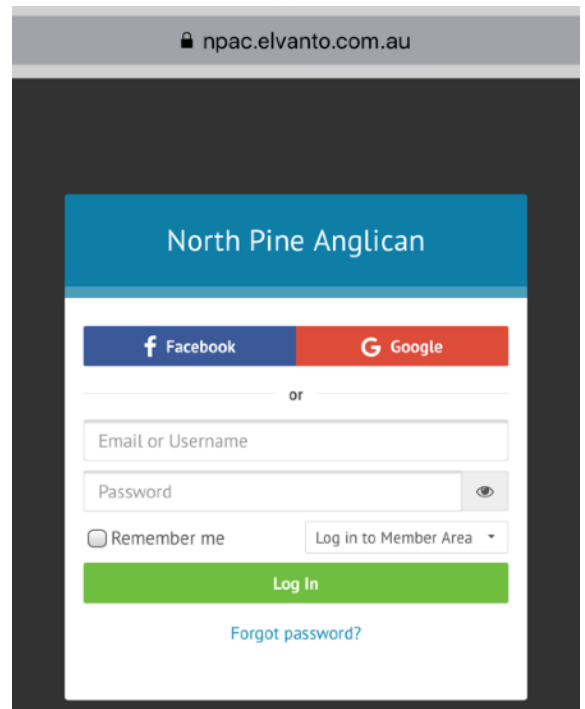
Elvanto is free for NPAC members to use.

What you need to login

In order to log in, you're going to need login details.

Email either admin@northpineanglican.org.au or jo@northpineanglican.org.au and let us know that you have the Elvanto app and are requesting login details. Once we enter the request into Elvanto you will receive an automated email with your username, some links and details on how to get set up.

We don't recommend using Facebook or Google for logging in.



What happens when you forget your password?

It happens to all of us from time to time: we forget things. It's no reason to panic, though. Just click on the 'Forgot password?' link located on the login page. It will send you an email with a link. Click on that link, and you'll be taken to a page where you can reset your password.

You will then be sent an email with a link to reset your password. If the link doesn't work, it could be because you've been sent another more recent link (which should work), or because a system administrator has sent your details to you again.

Using the app on your mobile device

Follow the instructions in the automated email to set up your login for Elvanto via your web browser and then the app.

Also be aware that when there are major updates to the app you may need to login again, starting with putting in **'npac' for the domain** before getting to the login screen.

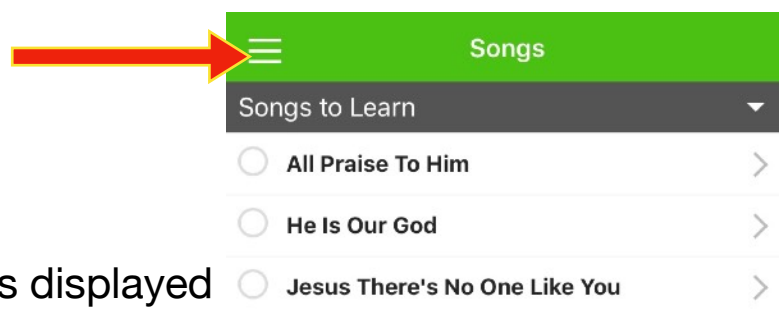
Pin login & Touch ID

In the app, you're able to speed up logins by setting a pin code (or using Touch ID if you have an iOS device) for the app. This is especially handy for those with multiple people using one device.

To set up a pin (or Touch ID) for login, go to Settings in the menu (access by pressing the three lines at the top left), then turn on 'Use Pin for Login', and follow the prompts.

A few things to help you navigate around the app.

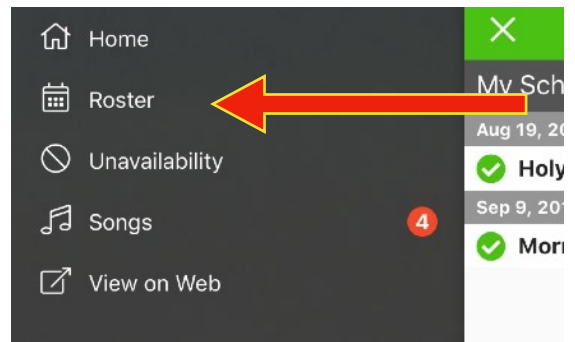
When we mention the **menu** on the mobile app, we're talking about this button:



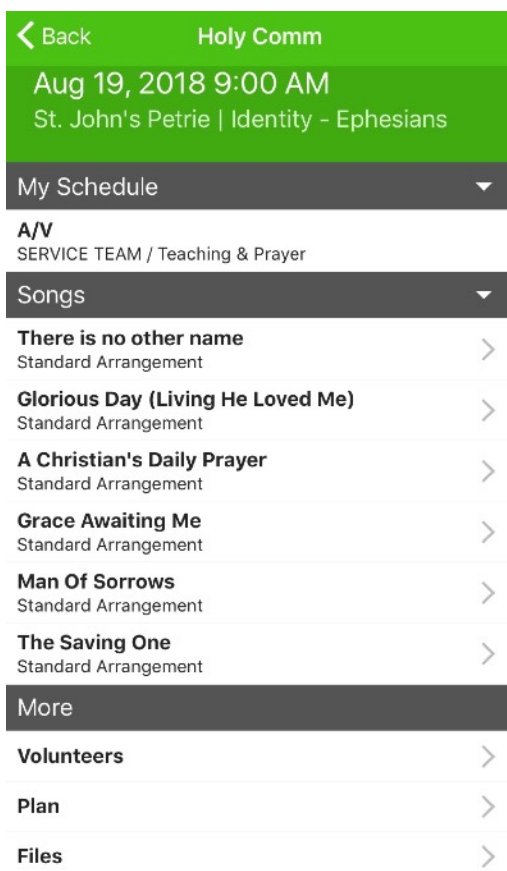
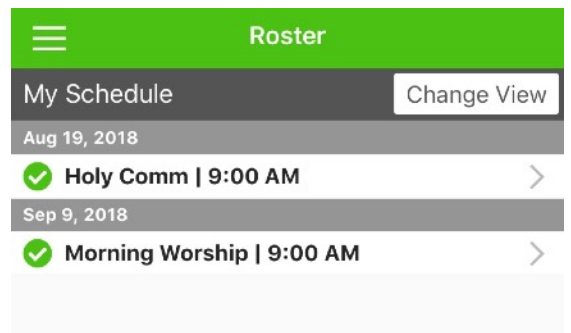
On an iPad, the menu is always displayed in the left hand column.

Checking your roster

Once you've logged in to the mobile app, you can access your roster through the side **menu** (the top left button - see above).



When you're on the Roster screen, you can see the upcoming services. To view a particular service, tap on it.



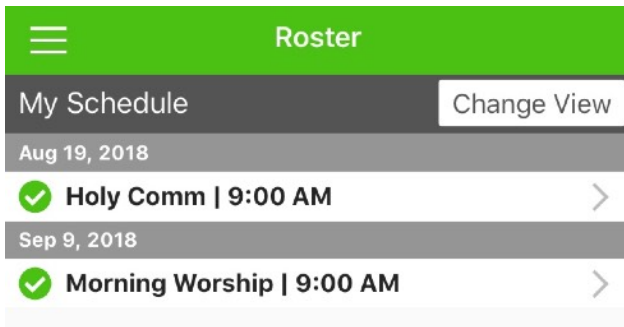
From there you can choose to see what songs are being played (**Songs**),
(Currently only available for the 9am & 530 Services.)

who else is rostered on (**Volunteers**),

and what else is happening in the service - including Readings (**Plan**).

Change View

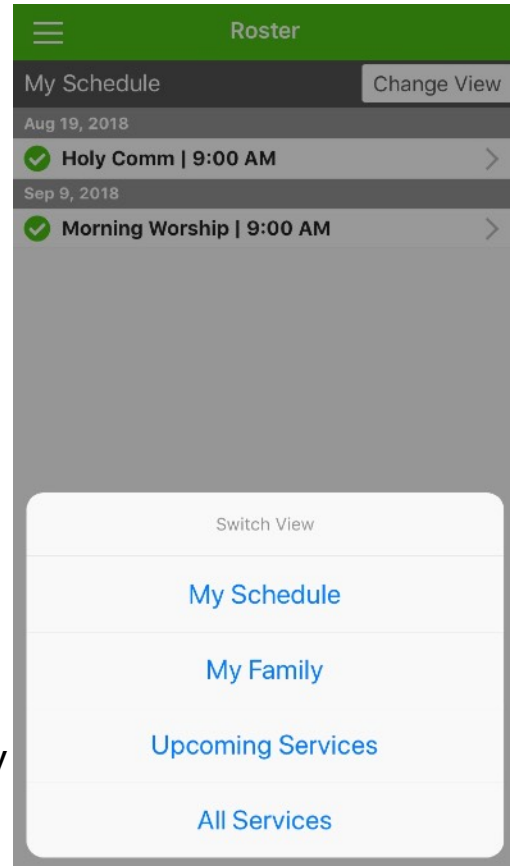
Seeing your family members' rosters and other services



When you choose 'Roster' from the Menu, your own roster will be shown.

Click on the 'Change View' at the top right hand corner and you can then switch views to see what services your family members are rostered on for, or see all upcoming services.

At the moment, 'My Family' shows a list of the all the services your family members are rostered on for but you can't tell which family member until you go into each service and then click on 'volunteers'.



Cleaning & Mowing

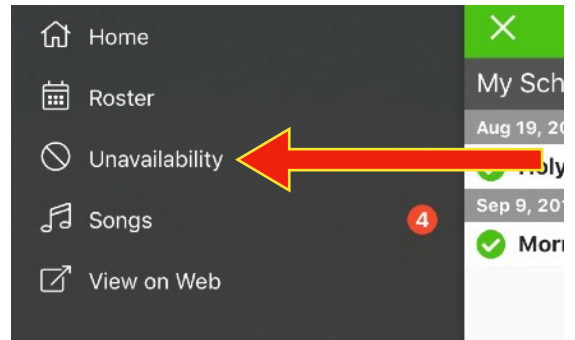
If you are on our Cleaning or Mowing roster, you will note that it is dated as a Saturday, but of course this ministry can be done in the days leading up to the Saturday.

When entering unavailability you might be available for the cleaning/mowing in the lead up to the Sunday but not available for Sunday ministry. If this is the case just add the Sunday's date. If you are only unavailable for cleaning/mowing on a particular week, please submit the date of the Saturday. Enter both Saturday and Sunday dates if you aren't available for any rosters that week. You can also enter a range of dates.

There is more info on adding unavailability on the following page.

Unavailability on the mobile app

To let us know dates for your unavailability, choose 'Unavailability' from the menu.

A screenshot of the 'Submit Unavailability' form in the mobile app. The form has a green header with a back arrow and the text 'Submit Unavailability'. Below the header are several sections with dropdown menus: 'Date' (From: Aug 10, 2018, To: Aug 10, 2018), 'Time' (All Day), 'Repeat' (Do not repeat), 'Location' (All Locations), and 'Reason' (a text input field). At the bottom is a green 'Submit' button.

From there, you can view and add your unavailability.

When submitting unavailability, you can pick a date or a range of dates.

You can leave times as 'All Day'; or if you can make it to one service but not another, enter the beginning and ending times for the service you are not available for.

It is not necessary to give a reason unless you particularly want to let us know why.

Be aware that once submitted, details can't be edited. You will need to delete the whole entry and resubmit.

If the roster deadline has passed, the system **won't** make changes to when you are rostered on. If your unavailability changes during the roster period you need to advise the office.

It is important to let us know the dates you are unavailable for an upcoming roster by the deadline so that the scheduling system can work properly.

If you become aware of a date you aren't available after the deadline, please arrange a swap with another volunteer and advise the office of the details.

On the music team?

(Currently only for 9am & 530)

Songs is a really handy tool for anyone wanting to practice for an upcoming service.

If you want to look up songs generally, this is the best method. But, if you want to look up a song because you're playing it in an upcoming service, it's normally easiest to find it through your roster. At this stage it is only the lyrics and chord charts that are available.

Songs to Learn

Songs to Learn may be new songs for your church. They will – by default – appear at the top of your browsing list, so you can find them easily.

Accessing Songs in the mobile app

Songs in the mobile app can be accessed through a link in the menu. Once you're there, you can browse songs, and access lyrics and/or chord charts.

