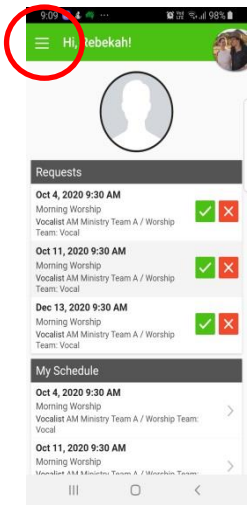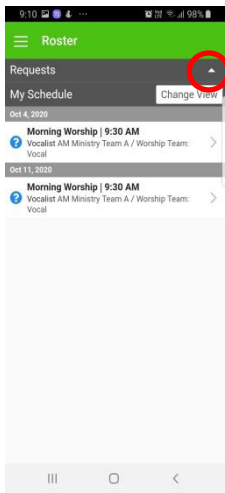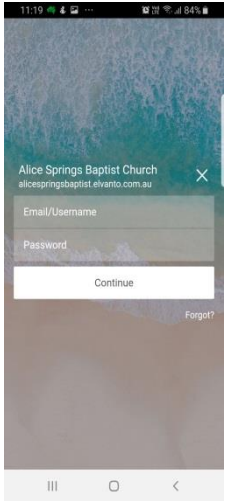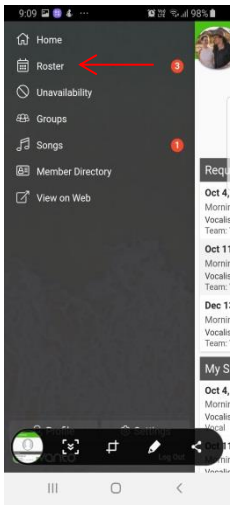First open your "Elvanto App", this should take you straight to a login page.
(If not, use the domain **alicespringsbaptist.elvanto.com.au**)
Once you reach the Login page, you'll need your Username (or the email address attached to your Elvanto Account) and Password.
(If you have trouble with either of these, please don't create a new account, just contact the office and we'll get you sorted)
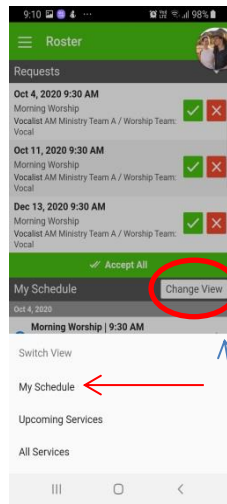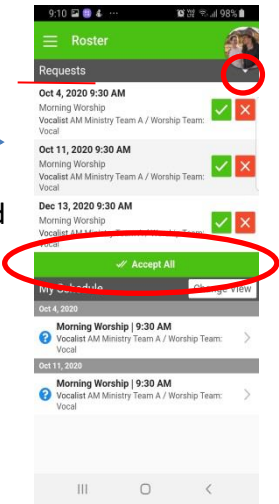This should take you straight to your "Home Page"

In the top left of your screen, you should find three, horizontally, parallel lines.
Clicking on these will take you to your Menu, which look something like this.
You want to go to the "Roster" page.

Your "Roster" page should look something like one of these two pictures.
The difference is as simple as clicking the little white triangle on the top right, opposite the word "Requests"
Once this section is open, you'll have the option of accepting or rejecting requests, simply by clicking the green tick or red X.
(You can also click the green, "Accept All" bar just below this section)

On the "Roster" page, you'll find a range of dates, with a general description under them.
- Service Type – "Morning Worship" or "Evening Worship"
- Requested Position – "Worship Leader", "Vocalist", "Guitar", "Drums", "Sound", "Projectionist", "Duty Member", Etc.
  (You've probably noticed the blue circles with question marks in them.
  This just means, that these requests are still unconfirmed)

You'll find a second grey bar across the page with one of three titles;
"All Services" "Upcoming Services" or "My Schedule"
On the right side of this bar, you'll find a whitish box with the words, "Change View".

Clicking this box will give you options of the three titles listed above.
The "All Services" and "Upcoming Services" options are fairly similar.
They show you a list of our upcoming agenda, but the one you want is "My Schedule"

Clicking on one of the dates, (in either the "Requests" or "My Schedule" section will bring you to a page like this.
You'll find a grey bar across the page titled "More", under which you'll find a tab called "Volunteers"
Clicking on this tab will take you to a page with a list of all rostered volunteers for this service.
(Black font means they're confirmed, grey font means they're unconfirmed)