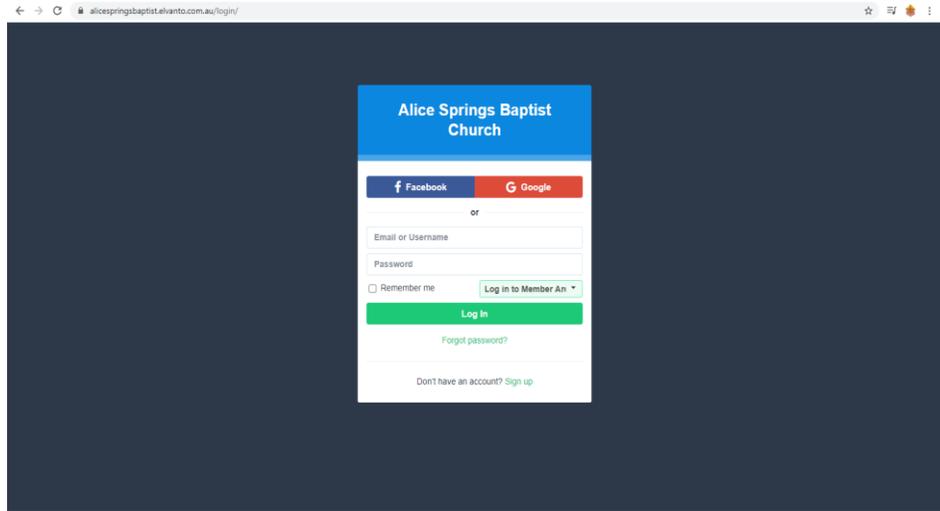


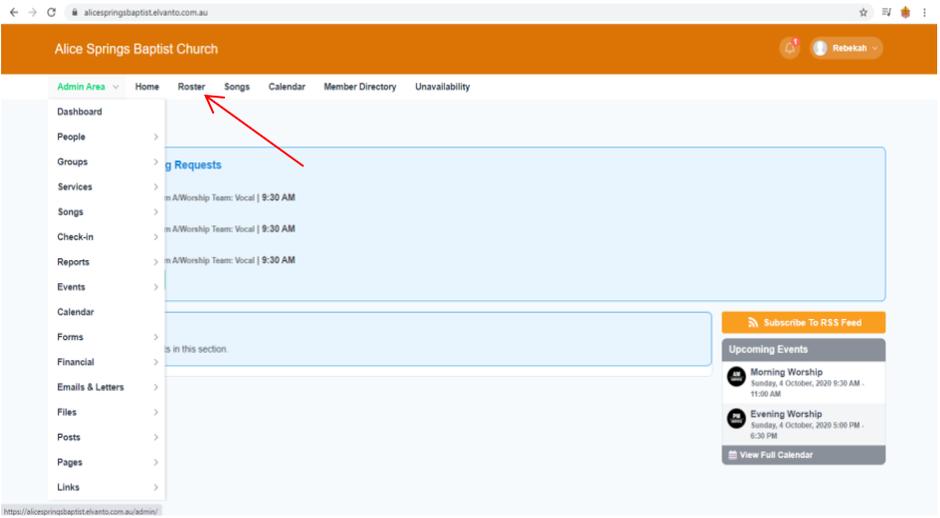
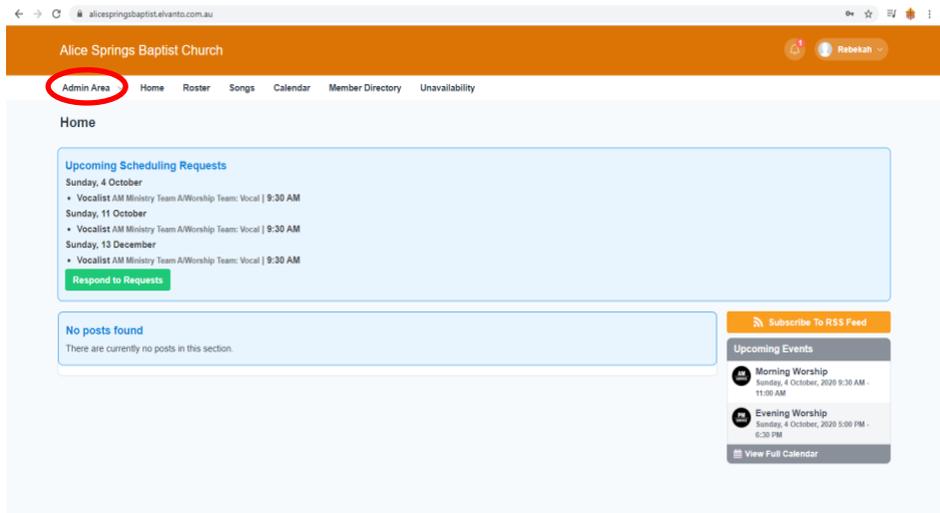
First go to - <https://alicespringsbaptist.elvanto.com.au/> this should take you straight to the login page. (If not, use the domain [alicespringsbaptist.elvanto.com.au](https://alicespringsbaptist.elvanto.com.au/))

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) There is also the option of connecting via Facebook or your Google Account, (I'd suspect the same is possible with Apple, or Samsung, etc.) This should take you straight to your "Home Page"



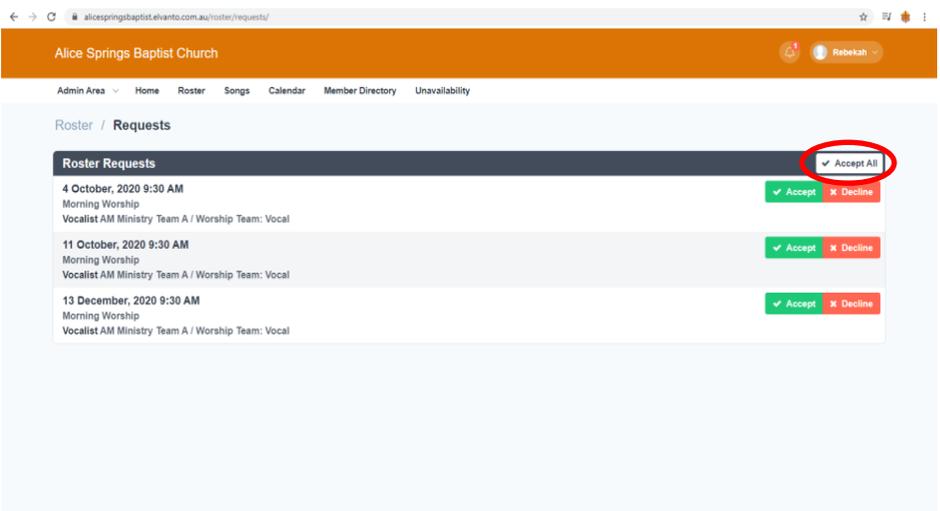
On the top of your screen, you should find a row of menu items. Or you may find a drop down menu in the top left corner of your screen, (likely this will look a little different to mine, but hopefully this should give you the general idea).

Either way, you want to head to the "Roster" page, (this will either be in the list at the top of your screen, or near the top of your drop down menu).



On your "Homepage" or "Roster" page, you'll find a green box, (centre left), on your screen with the words, "Respond to 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.

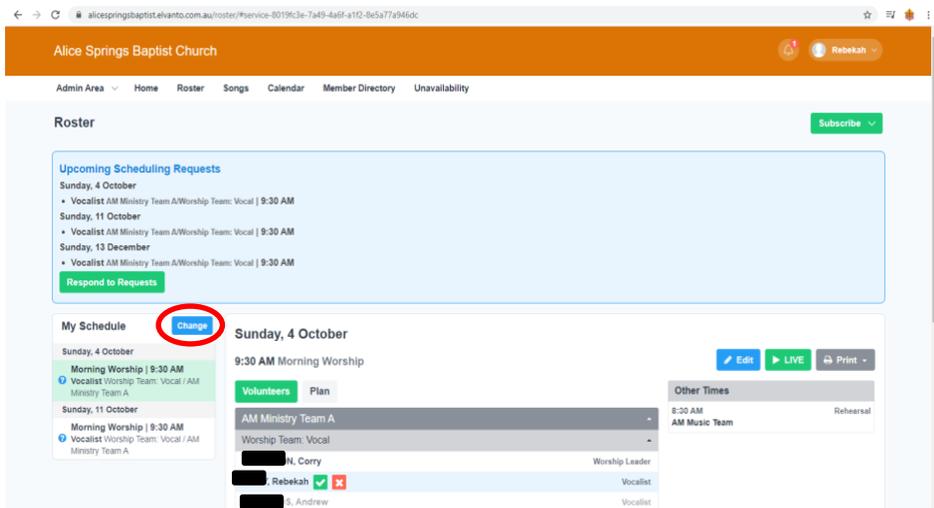
(You can also click the white, "Accept All" box just above this section)



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 – “Vocalist”, “Guitar”, “Sound”, “Projection”, “Duty Member”, Etc.

(You’ve probably noticed on the left side of the screen, the blue circles with question marks in them. This just means, that these requests are still unconfirmed)

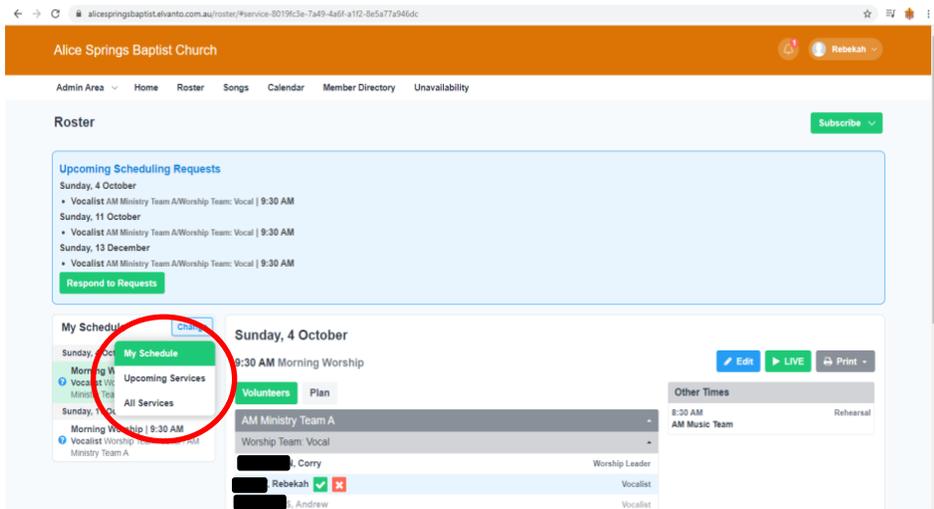


You’ll find a second section on the page with one of three titles; “All Services” “Upcoming Services” or “My Schedule”

On the right side of this section, you’ll find a blue box with the word, “Change”.

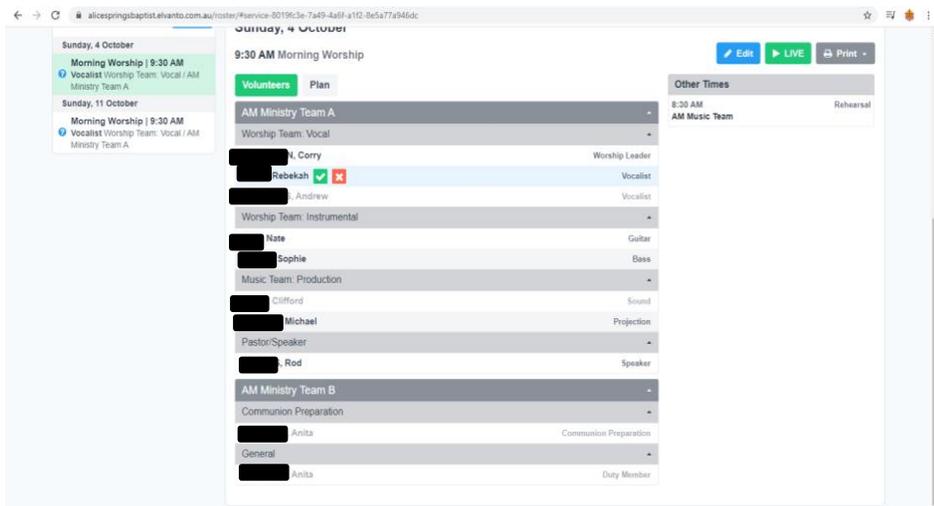
Clicking this box will give you options of the three titles listed above.

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 the “My Schedule” section should bring you straight to a the “Volunteers” page, (if not, click on the grey “Volunteers” button)

Black font means the volunteer is confirmed, grey font means they’re unconfirmed.



You can also have a look at the “Plan” page, (i.e. the grey “Plan” button) Friday is your best bet for updated information, (songs, etc.)

