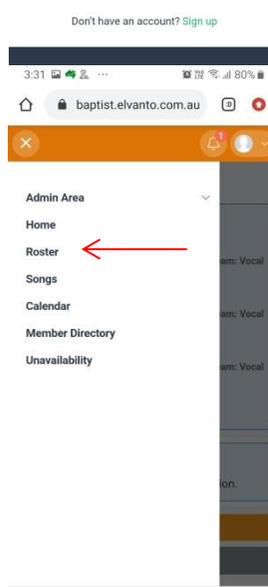


First go to - <https://alicespringsbaptist.elvanto.com.au/>  
 this should take you straight to the login page.  
 (If not, use the domain **alicespringsbaptist.elvanto.com.au**)  
 Once you reach the Login page, you'll need your Username  
 (or the email address attached to your Elvanto Account) and  
 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"

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



On your "Homepage" or "Roster"  
 page, you'll find a green box 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)

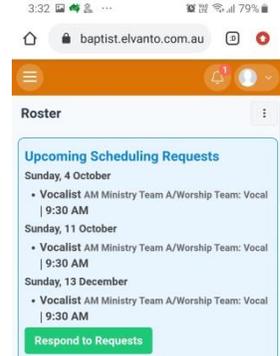


On the "Roster" page, you'll find a range of dates, with a  
 general description under them.

- Service Type – "Morning Worship" or "Evening Worship"
- Requested Position – "Vocalist", "Guitar", "Sound",  
 "Projection", "Duty Member", Etc.

(You've probably noticed 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.)

