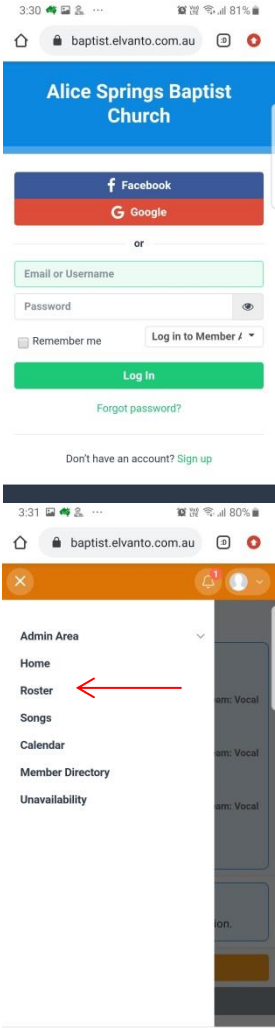


First go to - <https://alicespringsbaptist.elvanto.com.au/>
this should take you straight to the login page.
(If not, use the domain **alicespringsbaptist.elvanto.com.au**)
Once you reach the Login page, you'll need your Username
(or the email address attached to your Elvanto Account) and
Password. (If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

