

COUNTRY
HOPE
CHURCH



INTRODUCTION
TO
ONLINE
ROSTERING



Here at Country Hope Church we use an online rostering system called Elvanto for our church volunteer teams. Elvanto is a fantastic way to help teams communicate and prepare for Sundays.

This booklet explains how Elvanto works and how to access it.

You can use Elvanto to:

- Check your roster
- Let us know you'll be away
- See service details (e.g. Song lists, MC sheet, chord charts, who else is rostered)
- Swap with someone when a rostered date doesn't suit

You can access Elvanto 2 ways: via the app or via the Elvanto website.

You need a login and password:

We will send you an email that contains a link so you can set your own personal password. We can resend this whenever needed.

The App

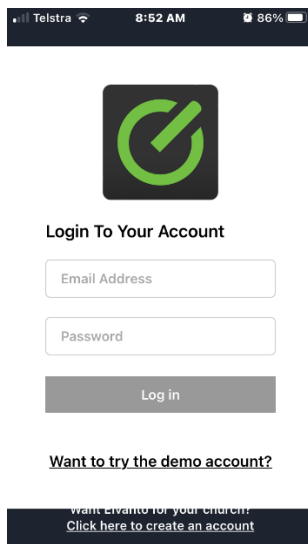
The app is the easiest way for team members to use Elvanto.

1. Download the free app



Search for **Elvanto** in the Apple App store or the Google play store.

2. Login

A screenshot of a mobile phone screen showing the Elvanto login interface. At the top, the status bar shows 'Telstra', signal strength, '8:52 AM', and '86%' battery. Below the status bar is the Elvanto logo (a green circle with a diagonal line). Underneath the logo is the text 'Login To Your Account'. There are two input fields: 'Email Address' and 'Password'. Below these fields is a grey 'Log in' button. At the bottom, there is a link that says 'Want to try the demo account?' and a dark grey button that says 'Want Elvanto for your church? Click here to create an account'.

Enter your email address and password*

* You must set your password first by following the link in the email we sent you.

Once you have logged into the app, go to settings and set up a pin or enable touch ID to make logging in easier next time.

If you allow notifications from the app, you will get reminders so you never forget a Sunday.

Website Access (if you do not have the app)

Go to Elvanto.com and log in

using the domain name countryhopechurch

Or go straight to our domain

countryhopechurch.elvanto.com.au

and use your email and password to login.

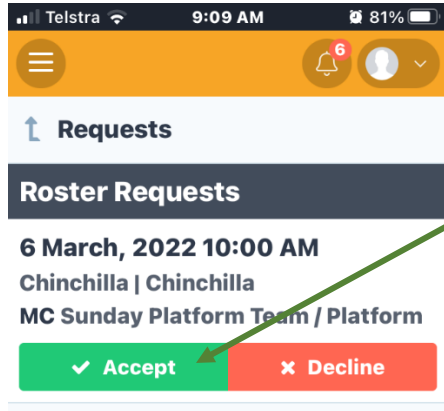
Scheduling

Good communication helps reduce team stress.

Rosters are usually prepared about a month in advance. You will receive an email and notification via the app.

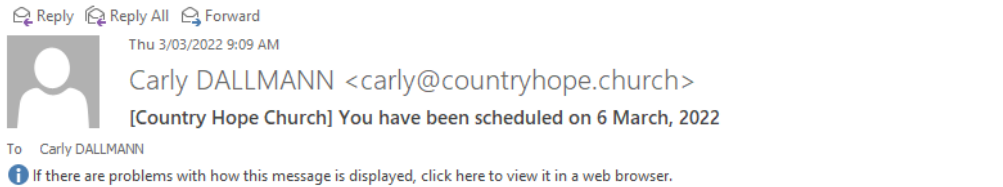
It is important that you **ACCEPT** or **DECLINE** the schedule request once you know your availability. You can do this on the app, website or using the link on the email.

How to accept using the app



Click the green button

How to accept or decline using email



Hi Carly,

You have been requested to be scheduled at Chinchilla (Chinchilla) on 6 March, 2022 at 10:00 AM (10am Service) by DALLMANN, Carly.

Please review and then click the button below to respond if you haven't done so already.

Kind regards,

Country Hope Church

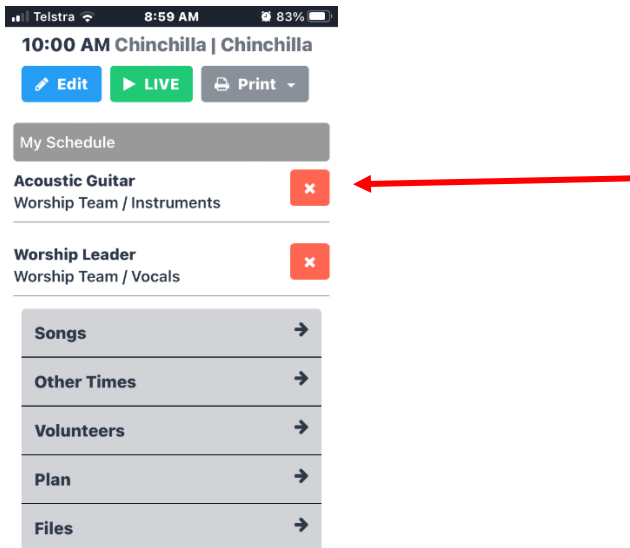
Chinchilla (Chinchilla) 6 March, 2022	
Sunday, 6 March, 2022 Chinchilla Chinchilla	
MC Unconfirmed	
Sunday Platform Team / Platform	
Service Times	
• 10am Service 10:00 AM	
Decline Request	Accept Request

Click the appropriate button

How to arrange a swap or replacement using the app

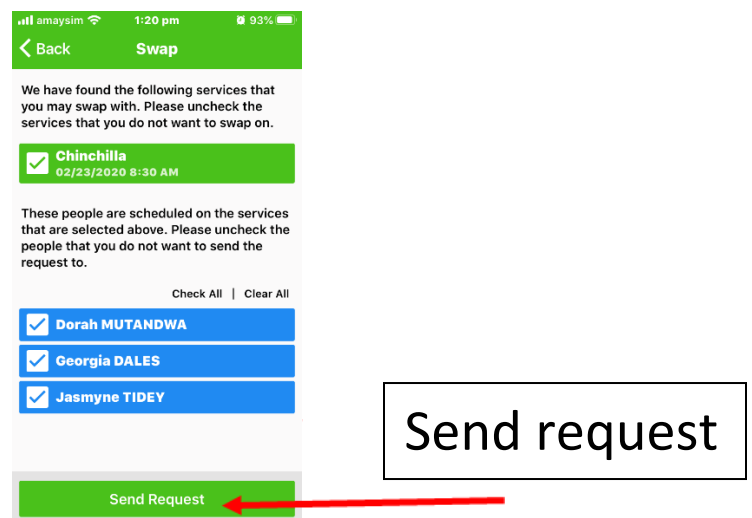
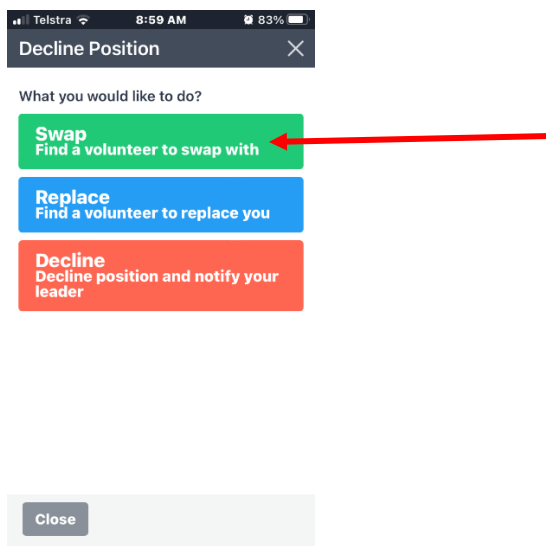
If you can't make a particular Sunday but you'd like to swap or help find a replacement,

Press the **red cross** to decline the request

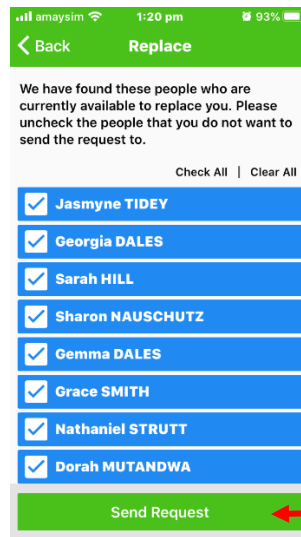
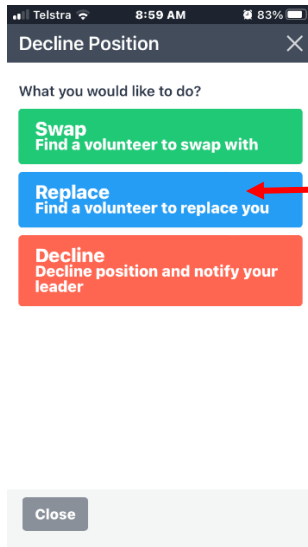


You will then be given 3 options

Choose **Swap** if you would like to swap dates with someone then follow the prompts

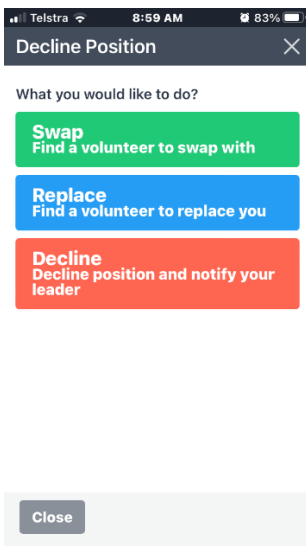


Choose **Replace** if you don't want to swap for another date, you just want someone to cover your slot:



Send request

Choose **Decline** if you are unavailable that day.



Submitting Unavailability

If you have an upcoming event and you know you will be away for a weekend, please submit an unavailability ahead of time. It will save having to swap or replace other team members if you are rostered on.

To do this on the app:

Click - menu 

Then - unavailability

enter appropriate dates (reason is optional)

submit

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and use your email and password to login.

Need help?

Elvanto can be a little confusing at first, so please don't hesitate to contact us if you're having trouble.

It's simple for us to reset your password or resend your login details, so just let us know.

You can contact the church office or see Marie Worthing or Kent Lithgow for assistance.

Church Office

Phone 4668 9471 Email connect@countryhope.church