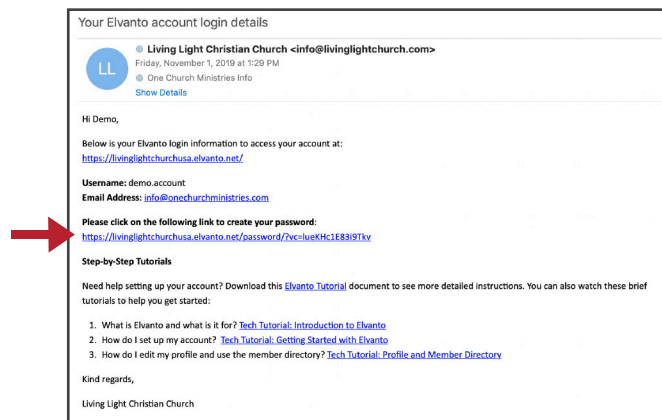


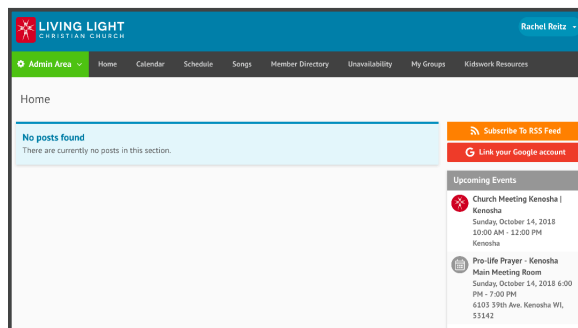
# ELVANTO TUTORIAL

## SETTING UP YOUR ACCOUNT

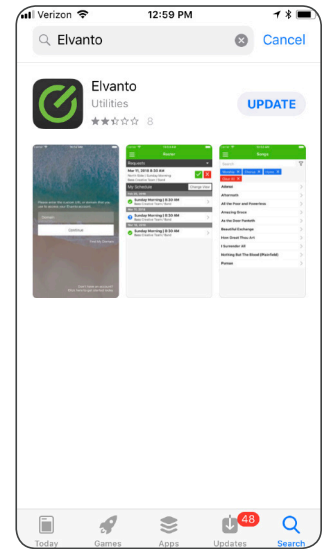
1. **Download the mobile app** (or you can access online through web browser if you don't wish to or cannot download the app)
  - To login online, go to [livinglightchurcho.usa.elvanto.net](http://livinglightchurcho.usa.elvanto.net)
2. **Set-up your Elvanto member account**
  - You should have received an email from Elvanto/Living Light inviting you to create or set-up your account. Follow the link in that email to set your password.



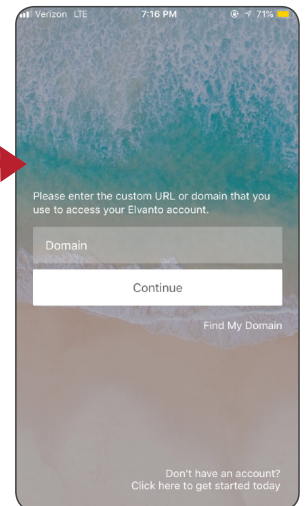
- When you login through the app, it will ask you for the domain.
- Type in: **livinglightchurcho.usa**
- Next, it will ask for your username and password. For your username, it will be **firstname.lastname** or you can use **your email** (it must be the same email that your login link was sent to). Your password is the password you *just* created.
- Once you log in, you will see your Elvanto Member area. Here you will see options to view your upcoming schedule, set your unavailability, view member directory, etc.



WEB BROWSER: MEMBER AREA DASHBOARD



MOBILE APP



MOBILE APP

# VOLUNTEER SCHEDULE

## 3. Turn on notifications in the mobile app

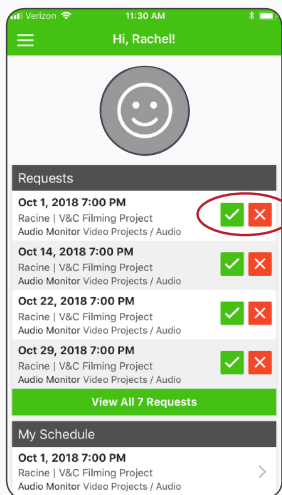
- The first time you open the mobile app, it will ask you to allow notifications. It's up to you, but we recommend you turn on notifications so you see when you are added to the schedule.

## 4. View your schedule

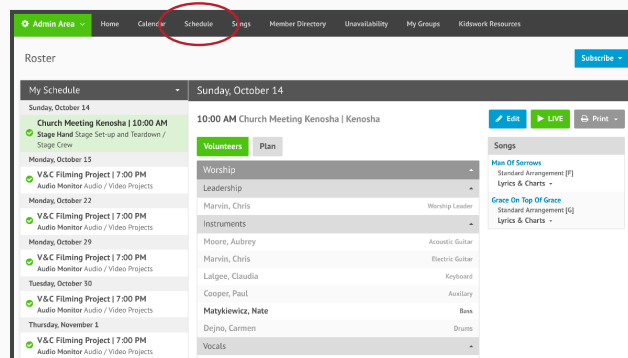
- You can see your upcoming serving schedule for all the areas in which you serve. You will also see any pending requests for you to accept or decline.

## 5. Accept/decline requests

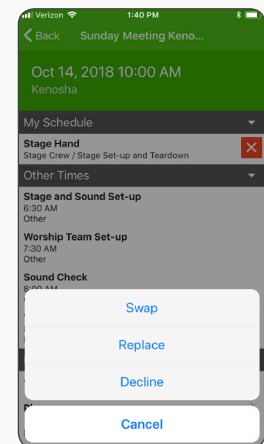
- On your member area dashboard, you will see requests for services you've been added to as a volunteer. Click either the green check box to accept or red x box to decline the request.



SCHEDULE REQUESTS



SCHEDULE REQUESTS



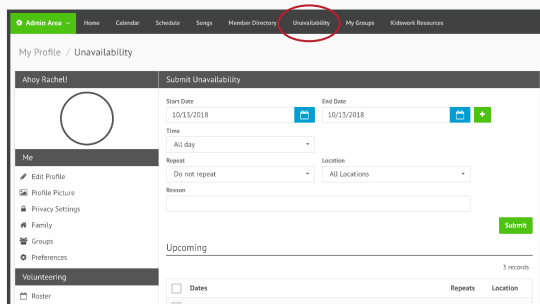
SWAP AND REPLACE

## 6. Swap and replace

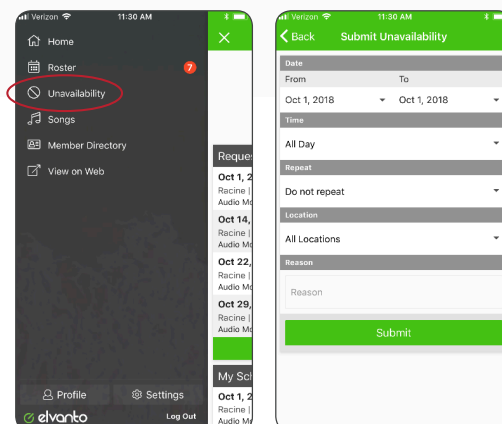
- If you check the red x box to decline a request, the option appears to swap or replace with someone else. This is a really easy way to find someone to cover for you, as it automatically generates a list of people who are available to switch with you. Then, once you select someone or a list of people, it will send a request to them.

## 7. Set your unavailability

- With Elvanto, you can go to the section called "unavailability" and put in dates you are unavailable to serve as far into the future as you want. This means you cannot be scheduled on a day you are unavailable. Please proactively put in the dates you are unavailable to make sure you don't get scheduled when you can't serve.



UNAVAILABILITY

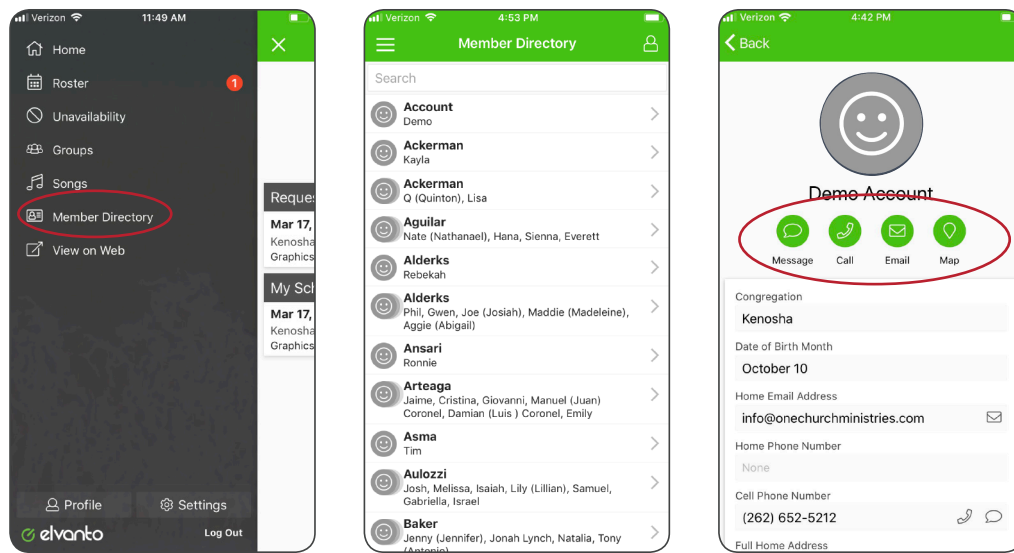


UNAVAILABILITY

# MEMBER DIRECTORY

## 8. View the Member Directory

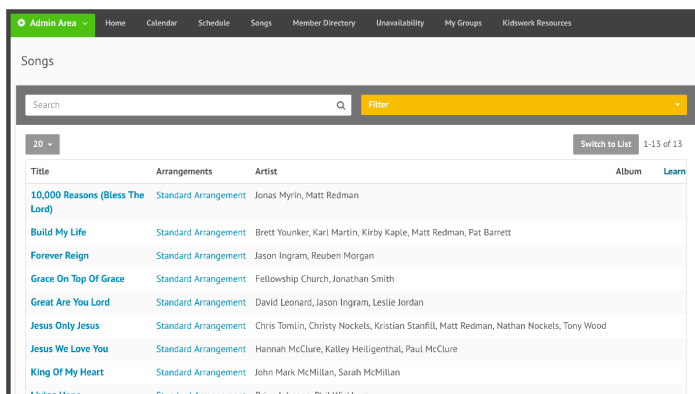
- You can view the member directory through your evlanto account. From the mobile app, click on Member Directory in the menu on the left.
- Next, you will see a list of everyone in the directory in alphabetical order. They are grouped by families, so when you click on the family group, you will see a list of options for everyone in the family.
- When you click on one person, you will see contact details with buttons that will open those apps directly in your phone. For example, if you click on the map button, it will open the address in your default map application.
- 



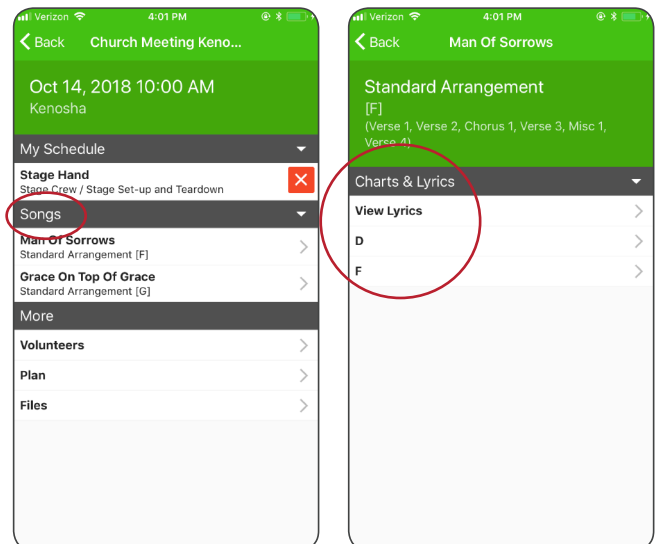
# SONGS

## 9. Look up songs

- You can look up any of the worship songs we have in our database, which is connected with CCLI. When you click on the song, you will be able to view the lyrics and chord charts.
- This means you will have access to all the songs wherever you are!
- If you are leading worship on Sunday, you can add the songs to the “service,” which not only makes it easier to keep track for CCLI reporting, it is an easy way for everyone (including graphics and sound teams) to see what songs will be used that Sunday.



WEB BROWSER



MOBILE APP