



## How-To Guide

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[elvanto.tnchurch.org.au](http://elvanto.tnchurch.org.au)

Updated February 2021

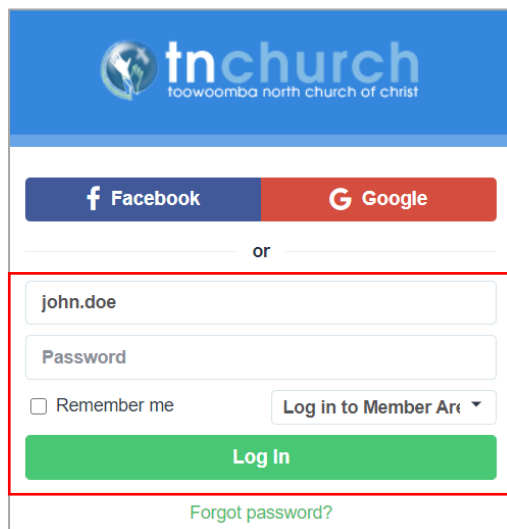
## Accessing Elvanto

### Web Browser

1. Visit the church's Elvanto website:

[elvanto.tnchurch.org.au](https://elvanto.tnchurch.org.au) 

2. Log in using your email address or user name (firstname.lastname), and your password.
  - **If you don't know your password**, select the **Forgot password?** link, and enter your email address.



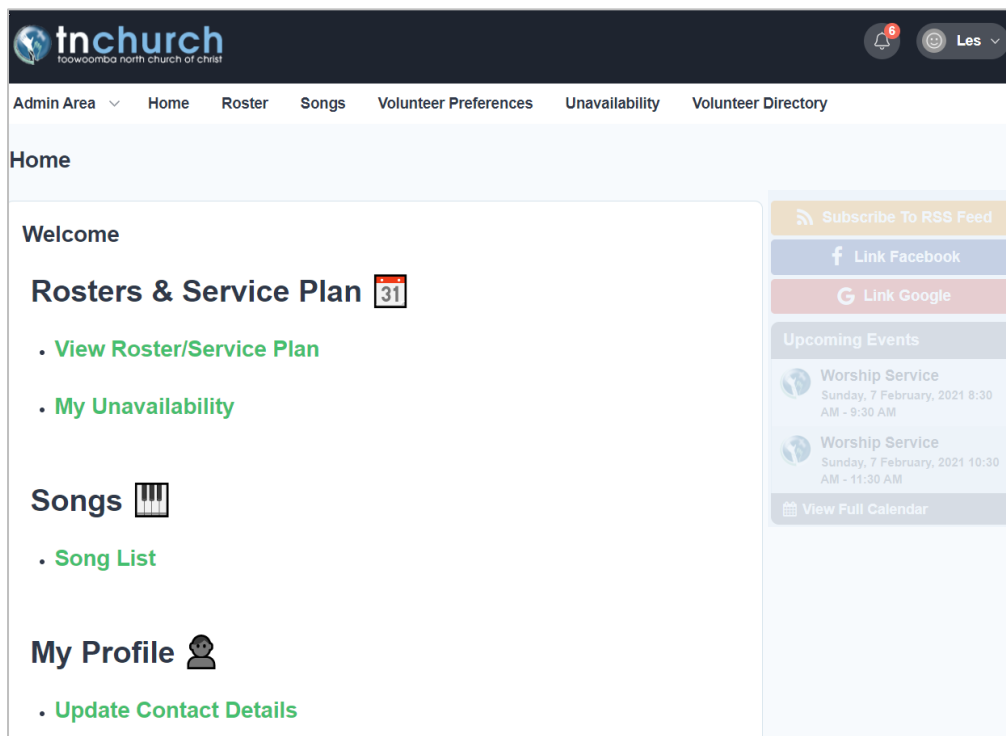
### Mobile App

An Elvanto mobile app is available which has most of the features of the website.





1. Download and install the **Elvanto** app from either the Apple App Store or Google Play Store (depending on your phone/tablet).
  - **iOS:** <https://apps.apple.com/au/app/elvanto/id1060450907>
  - **Android:** [https://play.google.com/store/apps/details?id=com.elvanto.elvanto&hl=en\\_AU](https://play.google.com/store/apps/details?id=com.elvanto.elvanto&hl=en_AU)
2. Enter [elvanto.tnchurch.org.au](https://elvanto.tnchurch.org.au) after opening the app and enter your log in details.

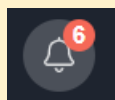
The Elvanto mobile app and website will appear differently on mobile devices. This document explains how to use the Elvanto website through a web browser on a computer.

# Navigating Elvanto



The home page in the **Member Area** provides links to several sections:

- [View Roster/Service Plan](#) 
  - viewing your **scheduled roles**
  - arranging **swaps/replacements**
  - viewing **service plans**
  - [editing service plans](#) (worship leaders only)
  
- [My Unavailability](#) 
  - specify **unavailability dates** for future rosters
  
- [Song List](#) 
  - look up **lyrics, keys, and chord/music sheets** for songs in the church song list
  - watch/listen to **YouTube videos**
  
- [Update Contact Details](#) 
  - Ensure your **email address** is always up-to-date



The notification bell provides useful alerts, such as when a new song has been added to the song list.

## Song List

Songs				
Search <input type="text"/>		Filter <input type="text"/>		
20 ▾	Switch to List		1-20 of 489	< >
Title ▾	Arrangements	Artist	Album	Learn
TN292 - Great Are You Lord <a href="#">Learn</a>	Standard Arrangement	David Leonard, Jason Ingram, Leslie Jordan		<input checked="" type="checkbox"/>
TN291 - At The Cross (Love Ran Red) <a href="#">Learn</a>	Standard Arrangement	Chris Tomlin, Ed Cash, Jonas Myrin, Matt Armstrong, Matt Redman		<input checked="" type="checkbox"/>
TN290 - Way Maker <a href="#">Learn</a>	Standard Arrangement	Osinachi Kalu, Okoro Egbu		<input checked="" type="checkbox"/>
TN289 - Jesus <a href="#">Learn</a>	Standard Arrangement	Chris Tomlin, Ed Cash		<input checked="" type="checkbox"/>
TN288 - Behold Our God <a href="#">Learn</a>	Standard Arrangement	Jonathan Baird, Meghan Baird, Ryan Baird, Stephen Altrogge		<input checked="" type="checkbox"/>
TN287 - Jesus, Strong And Kind <a href="#">Learn</a>	Standard Arrangement	Colin Buchanan, Jonny Robinson, Michael Faren, Rich Thompson		<input checked="" type="checkbox"/>
TN286 - Just As I Am (I Come Broken)	Standard Arrangement	Charlotte Elliott, David Moffitt, Sue C. Smith, Travis Cottrell, William Batchelder Bradbury		
TN285 - Goodness Of God	Standard Arrangement	Ben Fielding, Brian Johnson, Ed Cash, Jason Ingram, Jenn Johnson		
TN284 - Christ Be All Around Me	Standard Arrangement	David Leonard, Jack Mooring, Leeland Mooring, Leslie Jordan		
TN283 - O The Blood	Standard Arrangement	Mary Elizabeth Miller, Thomas Miller		
TN282 - King Of My Heart	Standard Arrangement	John Mark McMillan, Sarah McMillan		
TN281 - This I Believe (The Creed)	Standard Arrangement	Ben Fielding, Matt Crocker		

You can view a song by either selecting the song in the list, or using the **Search** feature which will search song titles and lyrics (which is helpful if you cannot remember the name of the song).

Title ▾

You can sort songs by title (descending) to list newer songs before older songs.

## Song Page

- The song page includes:
  - lyrics (usually in the arrangement used by the church)
  - a YouTube video under the **Media** section (when available).
  - typical song key
  - chord/lead/vocal/piano sheets (**please do not print or permanently save these files to your device**). Music sheets will be progressively available for all songs.

Songs / TN292 - Great Are You Lord

**Details**

Artist  
David Leonard, Jason Ingram, Leslie Jordan

**Media**

YouTube Video Video

**Standard Arrangement**

Details		Files	
Length	3:00	Chord (G)	Chart
<b>Keys</b>		Lead (G)	Chart
Charts	G	Vocal (G)	Chart
		Lead (A)	Chart


**Notes**

**Verse**

You give life You are love  
You bring light to the darkness  
You give hope  
You restore ev'ry heart that is broken  
And great are You Lord

**Chorus**

# Rosters & Service Plans


Roster
Subscribe 


**My Schedule** Change


**Sunday, 14 March**

8:30 AM Worship Service

Volunteers
Plan


Service Participants 

Speakers 

Edit 


Other Times

7:40 AM Rehearsal

Subscribe 

If you use Google Calendar, Outlook, etc, you can have your scheduled roles automatically appear in your calendar by selecting the **Subscribe** button.


## Viewing scheduled roles & arranging swaps/replacements


1. Select a service under **My Schedule**.
2. Ensure the **Volunteers** button is selected, and then select the red cross button  next to your name to arrange a swap/replacement.

Sunday, 14 March


8:30 AM Worship Service


Volunteers
Plan

Service Participants 

Speakers 


[Name]
Worship Leader
✕

Music Team 

Vocals 

[Name]
Male Singer

[Name]
Female Singer


Instruments 

[Name]
Piano

[Name]
Guitar


[Name]
Bass Guitar

[Name]
Other Instrument

Production 

[Name]
Sound Desk

3. Choose **Swap** or **Replace** (or **Decline** if necessary).

Decline Position


What you would like to do?

Swap
Find a volunteer to swap with

Replace
Find a volunteer to replace you

Decline
Decline position and notify your leader

Close

5

- Select alternative services when you are available (for swaps), and the people to contact (listed people volunteer for the same role). Then select **Send Requests**.

An email notification will be sent with a link which allows each contacted person to either accept or decline a swap/replace request.

## Viewing/editing service plans


- Select a service under **My Schedule**.
- Select the **Plan** button to view a service plan which has been entered by the worship leader.
  - To listen to the service's songs, select the **Media Player** button.
  - To view lyrics/music, select the song under the **Songs** heading.

8:30 AM	Duration	
8:30 AM	02:00	Welcome Comments
8:32 AM	03:00	Hymn 538 - Blessed Assurance Standard Arrangement Comments Notes Lyrics & Charts
8:35 AM	00:00	TN292 - Great Are You Lord Standard Arrangement Comments Notes Attachments Lyrics & Charts
8:35 AM	03:00	Announcements Comments
8:38 AM	00:00	TN077 - Ancient Of Days Standard Arrangement • 87 BPM Comments Notes Attachments
8:38 AM	05:00	Church Prayers Comments
8:43 AM	00:00	TN288 - Behold Our God Standard Arrangement Comments Notes Attachments Lyrics & Charts
8:43 AM	30:00	Sermon & Communion Comments
9:13 AM	43:00	

- (Worship Leaders only) To edit your service plan, select the **Edit** button











## For Worship Leaders Only:

[Contact Volunteers](#)
[Print](#)



Plan **Volunteers**

No Series Title [+ Add Item](#) [+ Add Song](#) [+ Add Heading](#)

8:30 AM	10:30 AM	Duration		
 8:30 AM	10:30 AM	02:00	<b>Welcome</b>	
<small>Comments Notes Attachments</small>				
 8:32 AM	10:32 AM	03:00	<b>Announcements</b>	
<small>Comments Notes Attachments</small>				
 8:35 AM	10:35 AM	05:00	<b>Church Prayers</b>	
<small>Comments Notes Attachments</small>				
 8:40 AM	10:40 AM	30:00	<b>Sermon &amp; Communion</b>	
<small>Comments Notes Attachments</small>				
9:10 AM	11:10 AM	40		

- Select **Add Song** to add each song to the service plan. Enter a song title in the search box and select **Add**. On the next screen, select **Save**.


Add Song ✕

Ancient of Days  Last Used & Times Used Filters

Name ↑ 1-1 of 1

Name	Last Used	Times Used	
<b>TN077 - Ancient Of Days</b>	07/02/2021	1	<a href="#">Add</a>

[Close](#)

- Move the song into the required order by clicking and dragging the  button.
- Repeat for each song. For other service items (eg. baby dedication), use the **Add Item** button. Enter a title and choose **Save**. Drag-and-drop the item into the required position in the service plan.
- To print your service plan**, click the **Print** button. Select the **Service Plan** pre-set, and then select **Print**. A PDF document will be generated which can be printed or saved.

**Print Presets**

Custom Preset

**Service Plan**

Service Plan (Full)






- To (optionally) contact volunteers for your service**, select the **Contact Volunteer** button. Select **Filter Volunteers**, then enter a message before selecting **Send** (ensure %scheduled\_positions% is still included at the end of the message).

## Unavailability

When you are unavailable to volunteer, submit your unavailability dates through the Unavailability page.

**A reason is not required**, although it can be specified.

### Submit Unavailability

Start Date	End Date
03 / 02 / 2021 	03 / 02 / 2021 
Time	
All Day 	
Repeat	Location
Do Not Repeat 	All Locations 
Reason	
<input type="text"/>	
<input checked="" type="radio"/> Submit for myself only	
<input type="radio"/> Submit all family members	
<input type="radio"/> Submit selected family members	
<input type="button" value="+ Add"/>	
<input type="button" value="Submit"/>	



# Profile

You can update your contact details (including your email address) in the **Profile** page. Remember to select **Save** after making changes.

### Your Information

First Name * <input type="text" value="John"/>	Gender Male
Preferred Name <input type="text"/>	Date of Birth Day: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>
Middle Name <input type="text"/>	Marital Status Married
Last Name * <input type="text" value="Doe"/>	Anniversary Day: <input type="text"/> Month: <input type="text"/> Year: <input type="text"/>
<b>Email Address</b> <input type="text" value="johndoe@gmail.com"/>	
<input checked="" type="checkbox"/> Receive general emails	
<input checked="" type="checkbox"/> Receive scheduling emails	
Phone Number <input type="text"/>	
Mobile Number <input type="text"/>	
<input type="checkbox"/> Receive general messages	
<input type="checkbox"/> Receive scheduling messages	

<h3>Home Address</h3> <p>Address Line 1 <input type="text"/></p> <input type="checkbox"/> Update family home address <a href="#">Copy to Mailing Address</a> <p>Address Line 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Postcode <input type="text"/></p> <p>Country Australia</p>	<h3>Mailing Address</h3> <p>Address Line 1 <input type="text"/></p> <input type="checkbox"/> Update family mailing address <a href="#">Copy to Home Address</a> <p>Address Line 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Postcode <input type="text"/></p> <p>Country -- None --</p>
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### Country and Timezone

Country  
-- None --

Time Zone

### Log In Details

These are the details used to log in. You are required to enter the current password to edit these details.

Current Password

Username

Password

Confirm Password

**Save**