☑ USING THE ELVANTO APP

1. Logging into the app

Once you have downloaded the app from either the Google or Apple store open it and it should ask for the 'domain'. This allows it to connect you to us as a church.

Our domain is: ephc
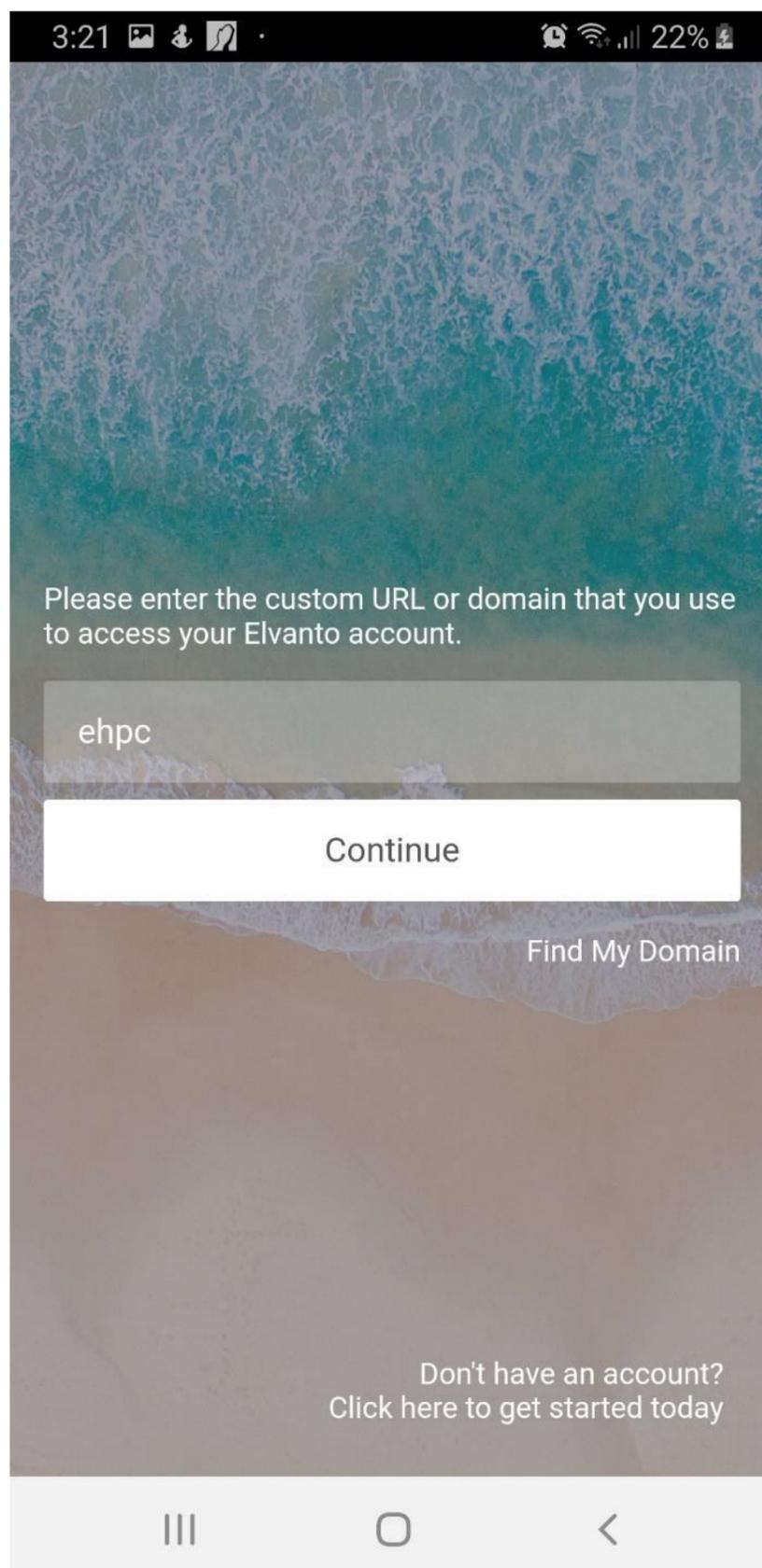
Next you will be asked to log in. We take your privacy seriously so to access any information you need your own secure username and password. If you don't have a username or password contact the office and we'll be able to set you up.

N.B. If you and your spouse are using the same email you won't be able to use your email to log in. You will need to use your unique username.

Once you've entered your username click **'continue'**
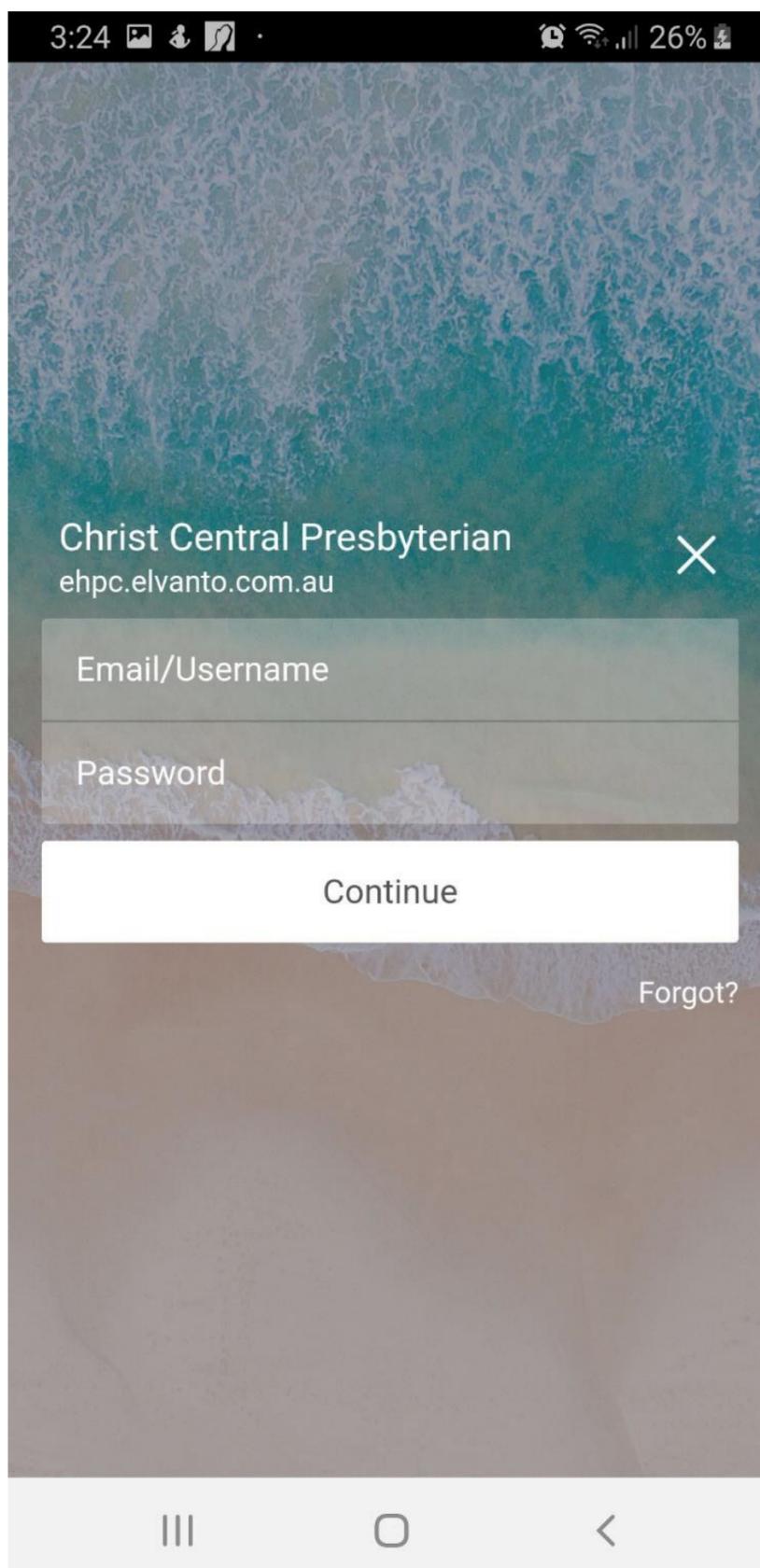
2. Using the App

When you first open the app the home screen will display what you are currently scheduled on for.

If you click the **menu button** in the top left hand corner you will be able to access the menu which will give you access to:

• **Your roster**

• **Unavailability**

• **Groups**

• **Songs**

• **Member Directory**
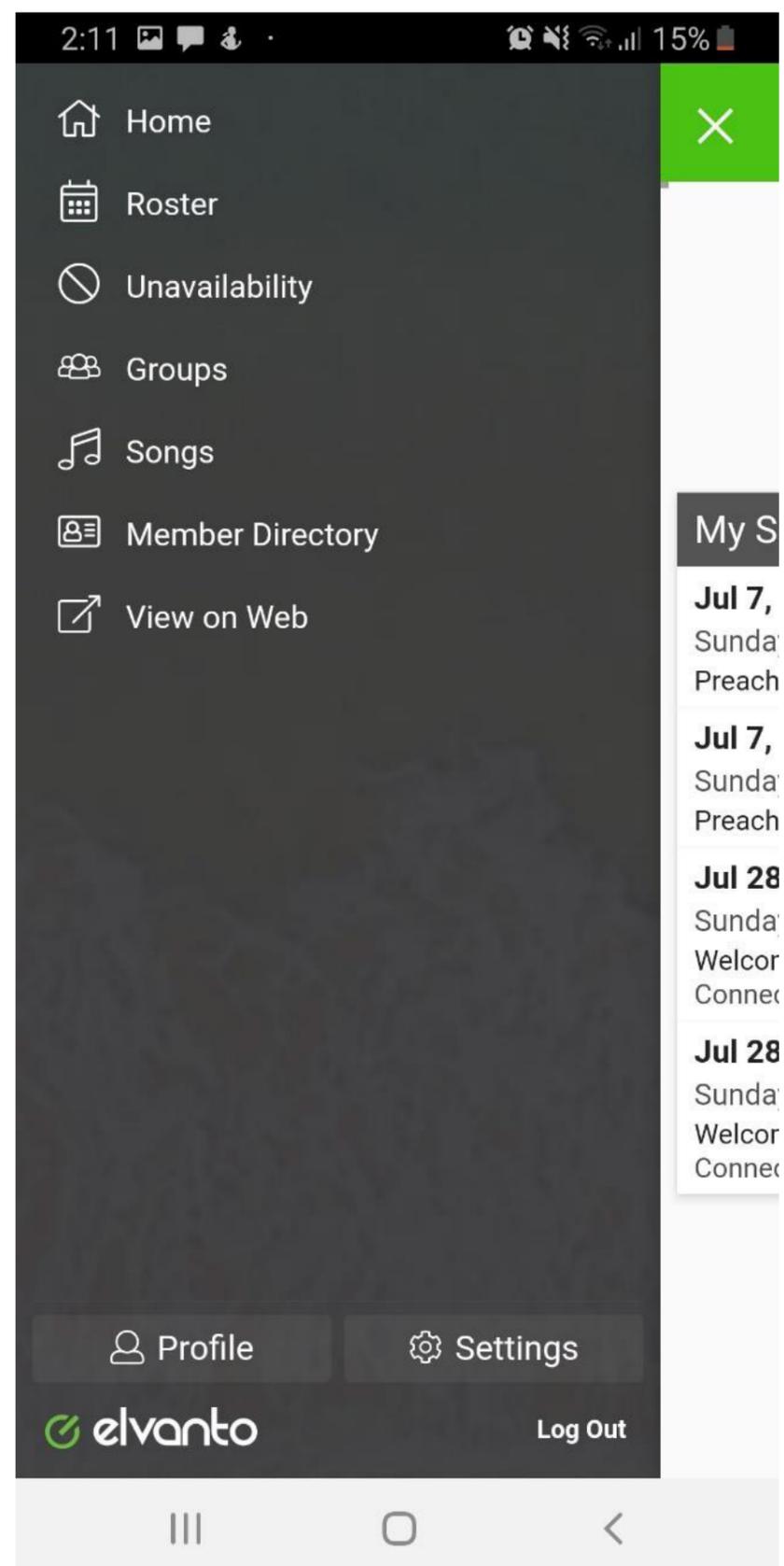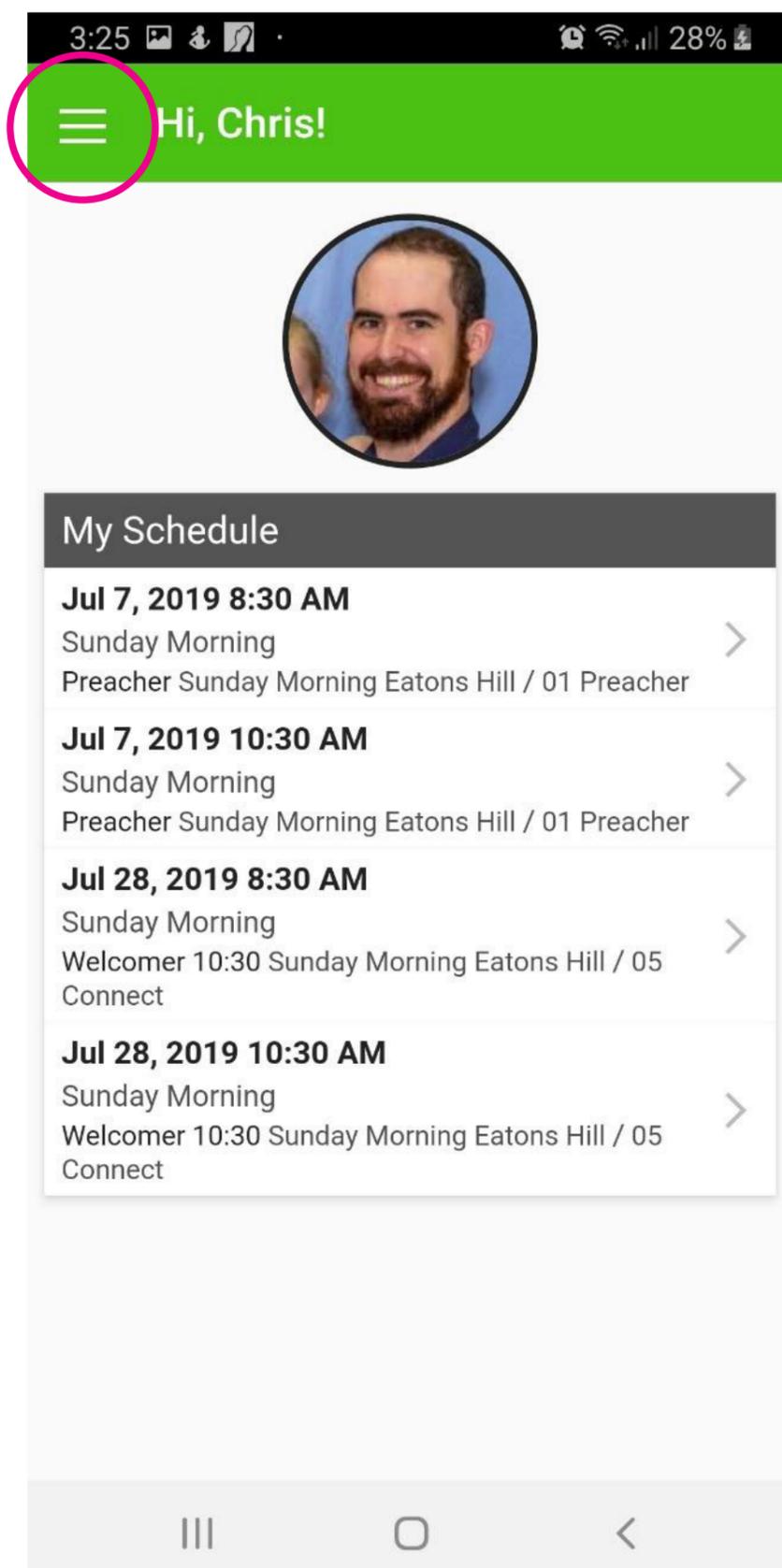
2.1 Seeing your or others roster

If you click on roster it will by default show all the services that you a scheduled on to serve. However, you can click **'Change View'** in the top right hand corner and change your view to see **'All Services'** if you wanted to view a service that you aren't scheduled on to serve in.
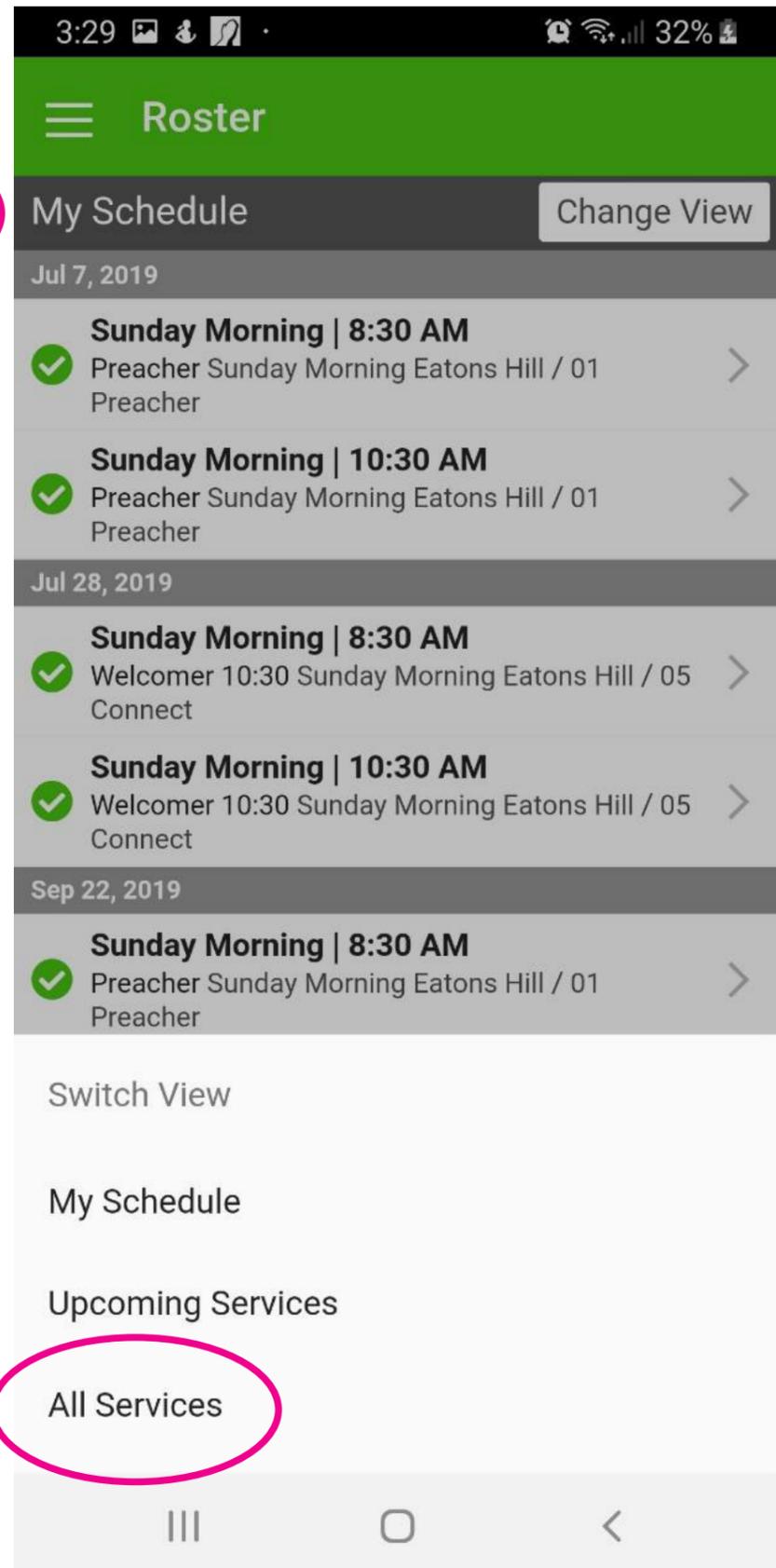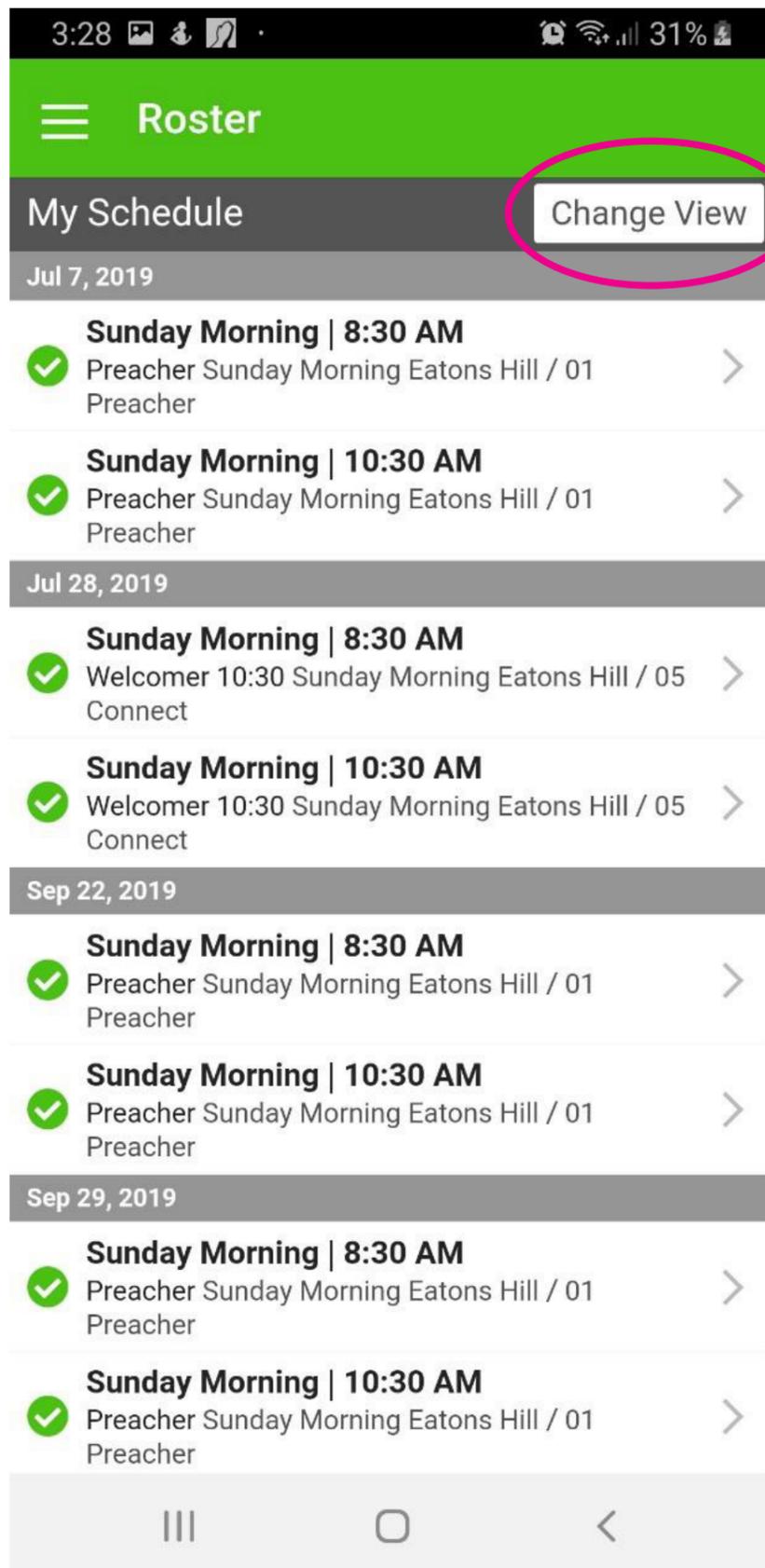
2.2 Viewing a service

Once you click on a service date you will be able to view:

- **The songs for the service**

- **The volunteers**

- **The service plan**

- **And any files that are associated with the service (like sheet music etc.).**
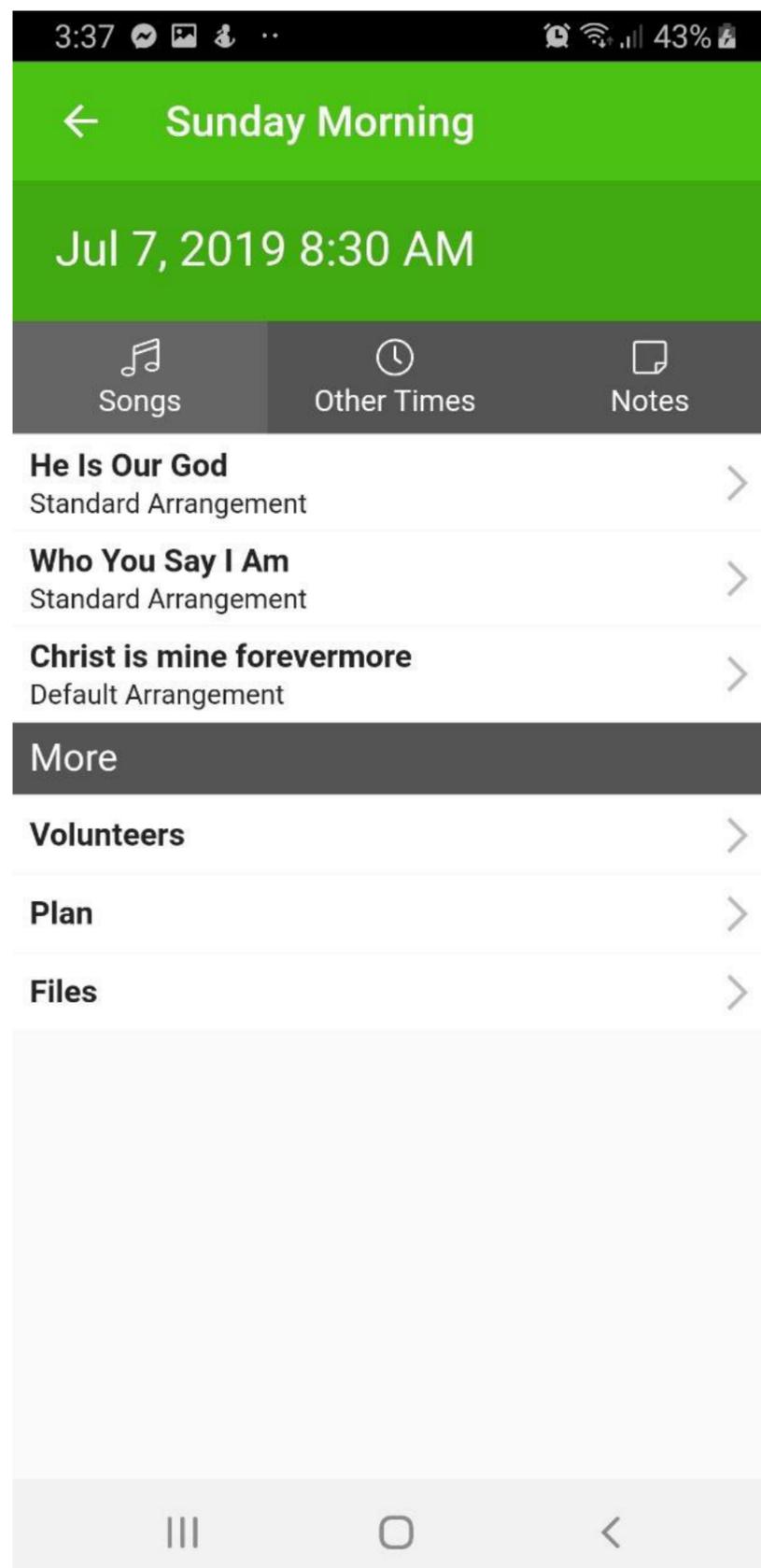
2.3 Adding your unavailability

If you go back to the menu you can let us know when you are unavailable to serve.
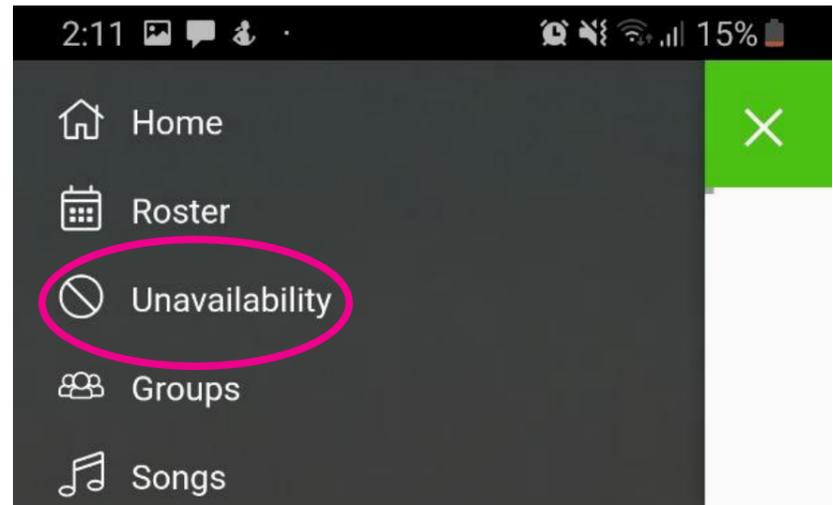
Simply click the **'+' sign**
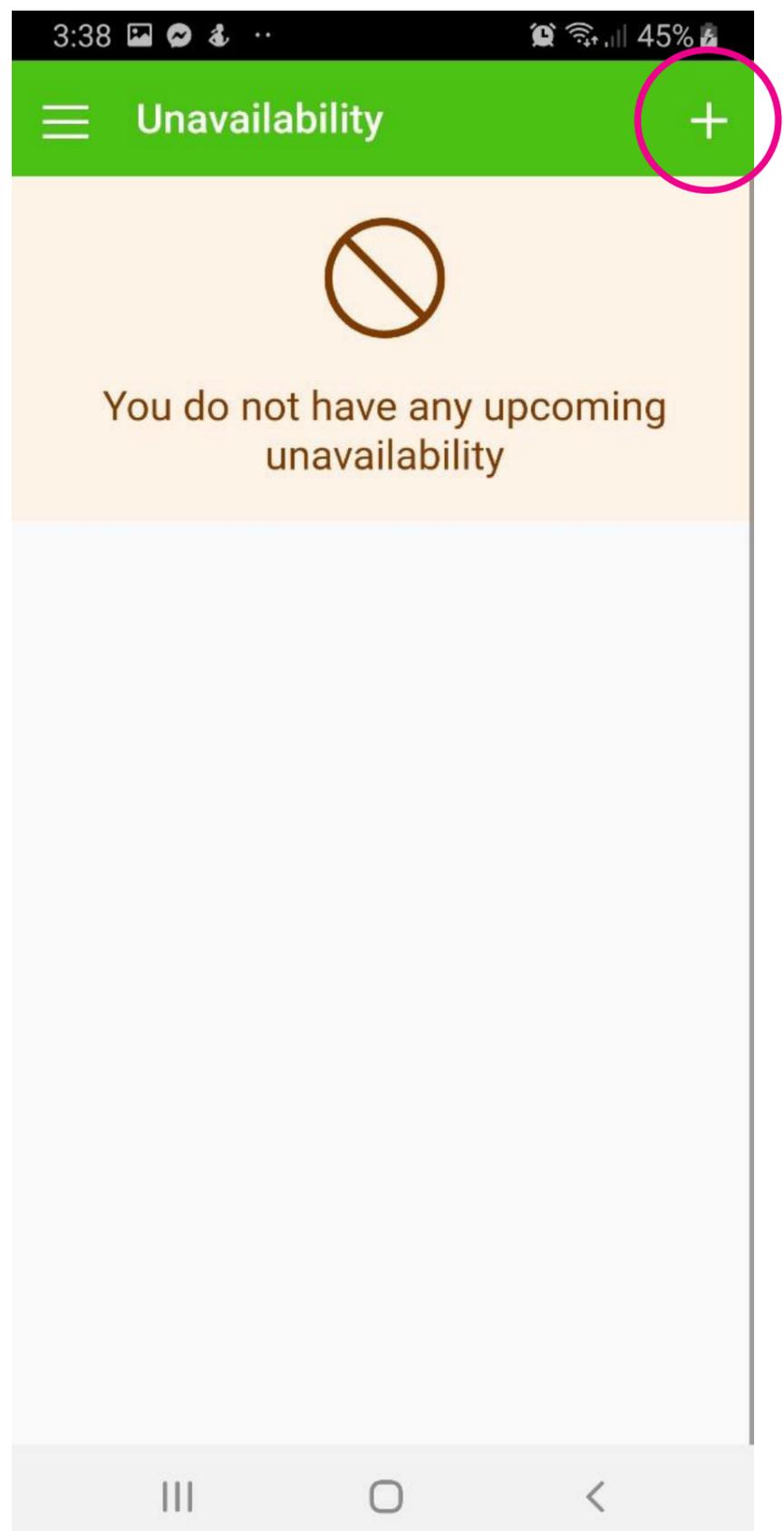
You can add the dates that you are unavailable, you add whether that is a repeating unavailability and there is the option to add a reason if you like. Then simply click **'Submit'**.

2.4 How to view the member directory

Simply click on the **'Member Directory'**.
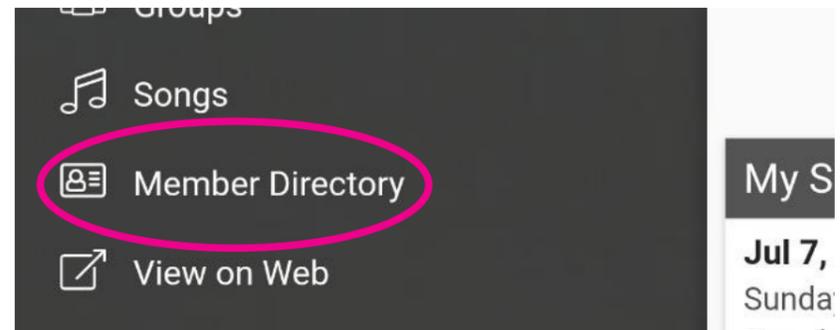
And a list of everyone who is currently in our directory is available. On the app we only put mobile number and email address and it only has those who've given us permission to have their details in the paper directory.