How to Log-in to Elvanto—our new Online Church Community Site

Go to our ENAC webpage: www.everynationcentral.co.nz

Click "CONTACT US" to reveal the dropdown menu.

Then Click "dNA Member Login" as pictured to the right.

A screen regarding a "certificate error" or safety message may appear. Click to continue to the website. The wording of this page will vary depending on the internet browser you use.

The below "home" screen will appear. In the top right corner, click "log-in"





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Edit View Favorites Tools Help

Every Nation Auckland Centra

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The following screen will appear. Log-in details have been e-mailed out from the Elvanto system; however, your log-in (in most cases) will be your FirstName.LastName. The first time you log-in, you must use the Every Nation Auckland Central Elvanto log-in details. Then you can associate your Elvanto account with other social media accounts for easier future log-ins.

When you create your password it must be at least 8 characters in length and contain Letters and Numbers.

The example Log-in of: Jesus.ofNazareth will be used for this Manual.

Once you've had a successful log-in...

You will be presented with your 'Home Screen' as pictured to the right.

This is where you can link your facebook account and/or Google account.

Underneath that, there are upcoming church events listed. -

The next segment will explore how to update your profile, view & respond to Sunday Celebration Rosters for various voluntary church departments, how to list your unavailability to volunteer and view the Church Calendar.



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|--|--|------------------|--|---|--|
| 24 3 | | Admin Area | Aure Roster | Catendar Member Directory Links ^o Unuvaliability | |
| Home Rester Calender Member Directory Links V Unavailability | | r Admin Area | 🖒 Hello Jesus | Account Details | er Sae |
| Home Roster Caterioan Hember Directory Links Onevaluation | _ | My Profile | | Prist Name* | Date of Birth * Month • Day Year • |
| A Home | | Help | © Me | of Nazareth Professed Name | Harried M |
| | | | f Link your Facet S Link your Goog | ok account E-muit | None 🗹 |
| We are waiting on you to review your uncoming restard | e | Log Out | Edit Femily Submit Unavail Chance Portie | Nity 🛛 Receive general emails 🛛 | Month • Day Year • Recolpt Name |
| We are waiting on you to review your upcoming rosters! You have been requested to be rostered on the following dates. Please let us know if you are available as soon as you can | | | Member Dire | tory Phone Number | Special Needs Colid |
| Sunday, September 20, 2015 10:30 AM ENAC Sunday Celebration (Communion Sunday) | | | Hide my profile Privacy Setting Com | Mobile Number | Li ve |
| Sunday, September 27, 2015 10:30 AM ENAC Sunday Celebration | | | | | |
| Click here to respond to these requests | | | Please choose a carrier | Melline Address | |
| | | | | Home Address * Right hand of God | Mailing Address |
| Welcome to Every Nation Auckland Central Portal | | | Home Address Line 2 | Mailing Address Line 2 | |
| | | | Home City * Heaven | Mailing City | |
| | F Link vour | Facebook account | | Home State Auckland | Mulling State Auckland |
| 1) My Drofile Hovering over your name in the ten right corner | the drandown many reveals th | antion | 🔺 My Profile | Home Post Code | Mailing Post Code |
| 1) INITY Promie — Hovering over your name in the top right corner, the dropdown menu reveals the option | | | United Kingdom Demographics | New Zealand | |
| to click on "My Profile". This takes you to the next page. | | | | Geographical Location * | Demographics * |
| Clicking and the line of Free income line of the state of Free line of the state of Free line of the state of | | | Change | Ø Auckland North Ø Auckland South Ø Auckland East | Male Female Female Female |
| Clicking on the Happy Face icon, allows you to change the profile picture. Follow the onscreen instruc- | | | | 97 Auckland West 97 Outside Auckland | Children V |
| tions to locate a picture in your files to upload it. OR When you | u link your Facebook Account, y | our Elvan- | | Departments Departments | |
| to profile picture will mirror your Facebook profile picture. | | | 🕲 Me | Country and Time Zone | |
| | | | f Link your Facebook account | Country None | ۲ |
| Please check that the contact details on file for you are correct. Please use this page to update the | | | Edit Family | Time Zone | Y |
| Church should you move house, change phone numbers or e-mail addresses. Please enter skills that you | | | Submit Unavailability | Log In Details These are the details used to log in. You are required to | enter the current password to edit these details. |
| have in the lower portion of the profile too | | | | Current Password Usename | |
| | | | Member Directory | Jesus.ofNazareth New Password | |
| 2) Roster — This is a function used by the various church departments to roster volunteers for the Celebra- | | | | | |
| tion services When you've been rostered for a position—he it y | Worshin Ushers Multimedia H | osting | Collapse | Skills Profile Arts & Calt [] Painting / Drawing | Mutilmedia |
| | worship, oshers, wattinedia, h | | | Peshion Posters / Graphic Designs Sealars / Volition | Video Editing Photo Editing Source Editing Source Editing |
| Now Generation, First Impressions, etc. — your nome page | Section 2010 | | 👰 Jesus 🔹 | Origami Face Painting | Performing Arts Search Q |
| will display the blue note, as above, to review your upcoming | Home Roster Calendar Member Directory Links ^v Unavailability | | | Business Management Finance | Drama / Theatre Singing Descript |
| rosters. In clicking the green button, you're taken to the green | 🛱 Roster / Requests | | ✓ Accept All | Administration Events Organizing Communications | Witting Poetry |
| haved screep to the right where you can respond by clicking | Sunday, September 20, 2015 10:30 AM ENAC Sunday Celebration (Communion Sunday) Foretex: First Inversela Cenetra: | ✓ Acco | pt 🛪 Decline | Marketing Point and an an and an | Providing Transports: Area |
| to the light where you can respond by clicking | Sunday, September 27, 2015 10:30 AM | ✓ Acce | pt 🛪 Decline | Search | Q Differs |
| 'Accept' or 'Decline' to the assignments. | Ervik Salmag Ceteoration Greeters First Impression / Greeters | | | Gardening Gardening Discortical | Femily Counterling Community Work Love taking care of Kids |
| 3) Unavailability — If you will be out of town you can submit | Powered by Elvanto | | <pre>@ elvanto</pre> | Information Technology | D Hedial / Helith |
| detection of the sector of the | | | If - Mobile App Development If - Social Media Communication If - NA5 Setup & Maintenance | | |
| dates that you are unavailable, so that your department director knows you are unable to serve during that time | | | | | w See |
| frame. You can reach that page through clicking either portion l | labelled with the Number 3 abo | ve. | Powered by Elvance | | () elvanto |
| | | | | | |



- Unavailability Continued—When submitting dates for unavailability, please include a brief reason.
- Upon hitting the green Submit button, the screen will reload and your unavailable dates should appear on screen in the form of a list.
- Listing when you're unavailable, prevents anyone from rostering you as exhibited directly below with the red "unavailability" appearing.



| Profile / Unavailat | bility | |
|--|---|-----------------------------------|
| oy Jesus! | Submit Unavailability | |
| | I am unavailable To mm/dd/yyyy | |
| your Facebook account your Google account Your Profile | Upcoming | Submit |
| Family nge Profile Picture | | 1 record |
| mber Directory | Friday, December 25, 2015 - Monday, December 28, 2015 | Going out of town for my birthday |
| : my profile acy Settings | Date | Reason |
| ferences | | 1 record |

This is where you can find the Connect Group info so you can attend & help connect others to church family.