

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

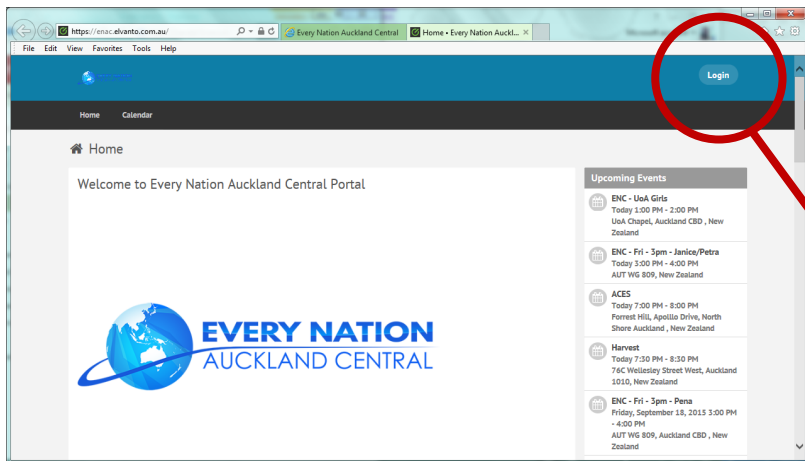
Go to our ENAC webpage: www.everynationcentral.co.nz

Click “CONTACT US” to reveal the dropdown menu.

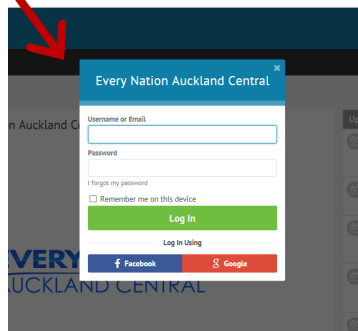
Then Click “dNA Member Login” as pictured to the right.

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”



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.

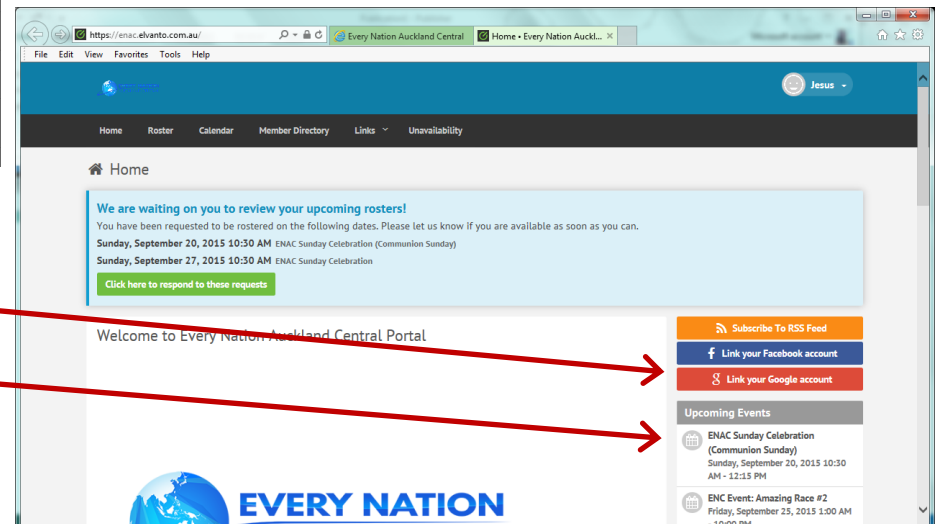
Once you’ve had a successful log-in...

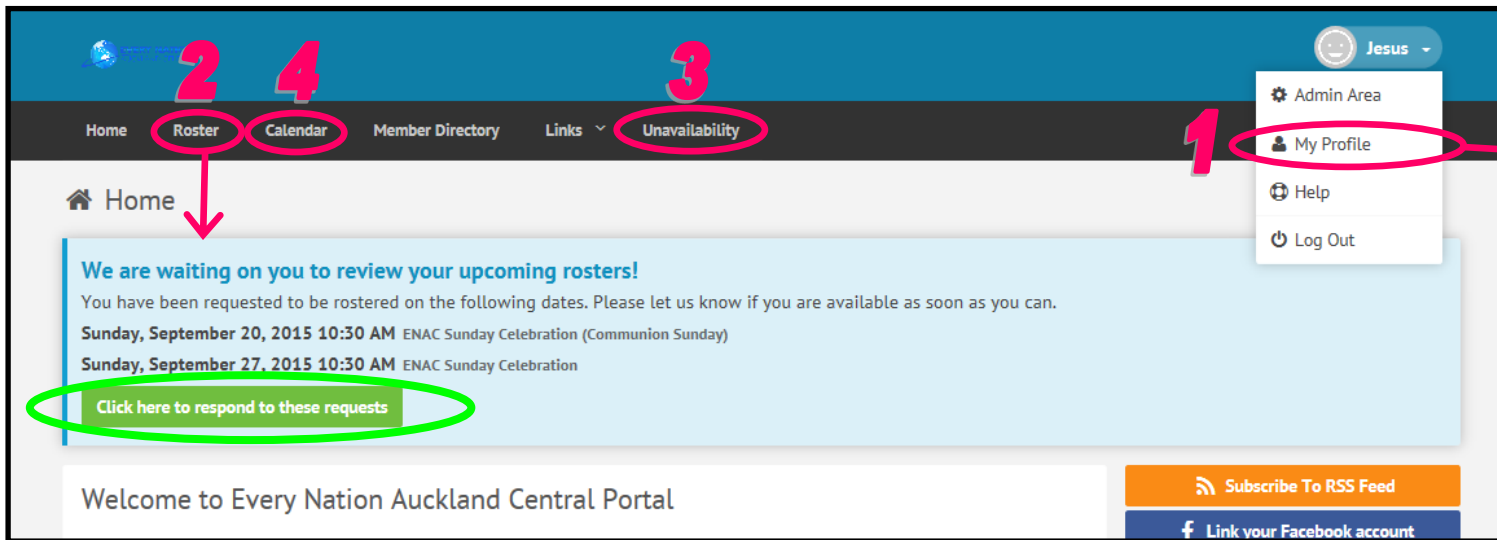
You will be presented with your ‘Home Screen’ as pictured to the right.

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.



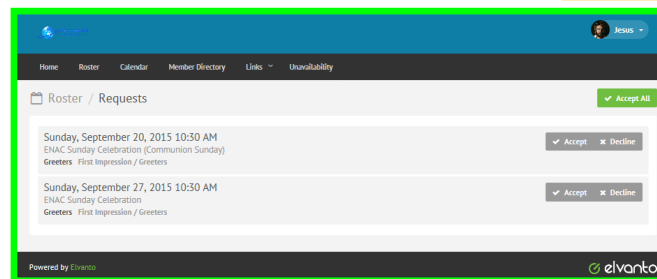


1) My Profile — Hovering over your name in the top right corner, the dropdown menu reveals the option to click on “My Profile”. This takes you to the next page.

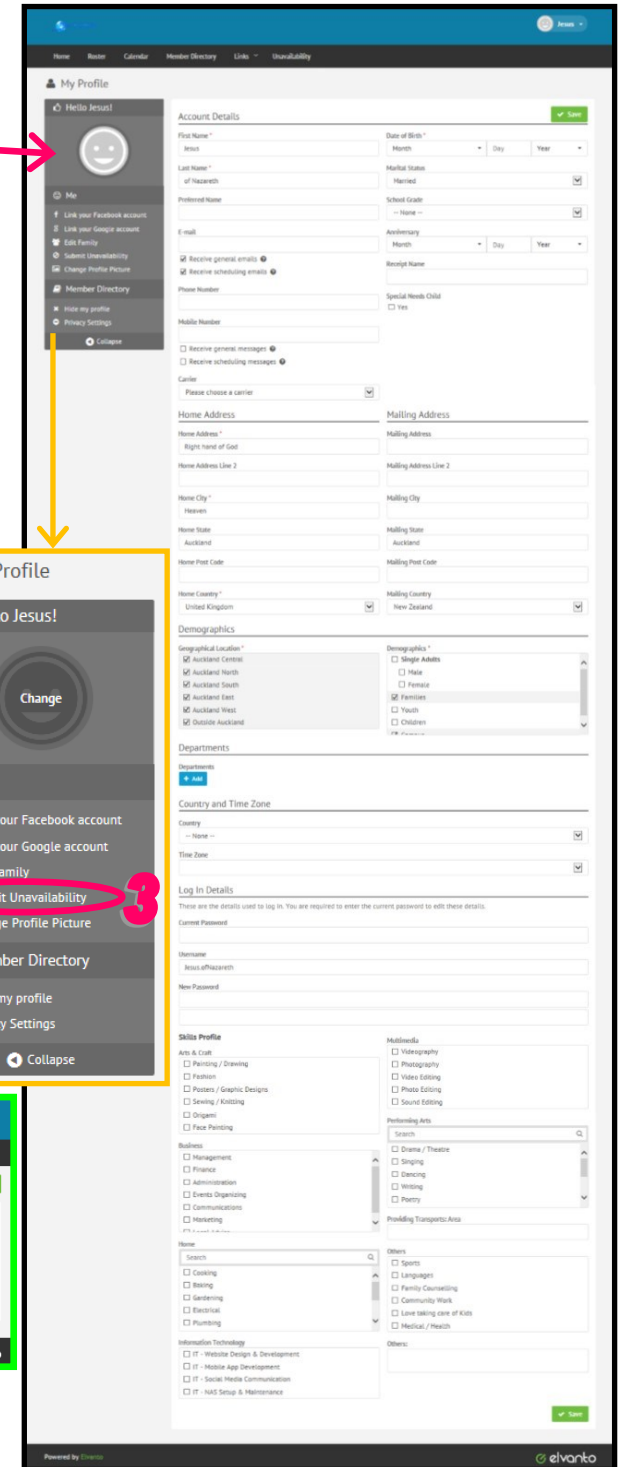
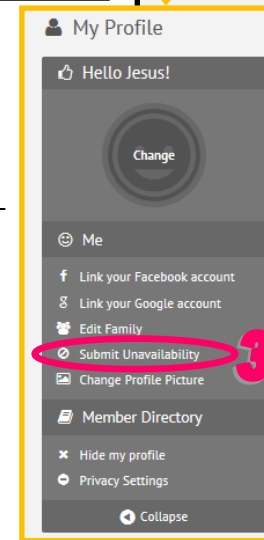
Clicking on the Happy Face icon, allows you to change the profile picture. Follow the onscreen instructions to locate a picture in your files to upload it. OR When you link your Facebook Account, your Elvan-to profile picture will mirror your Facebook profile picture.

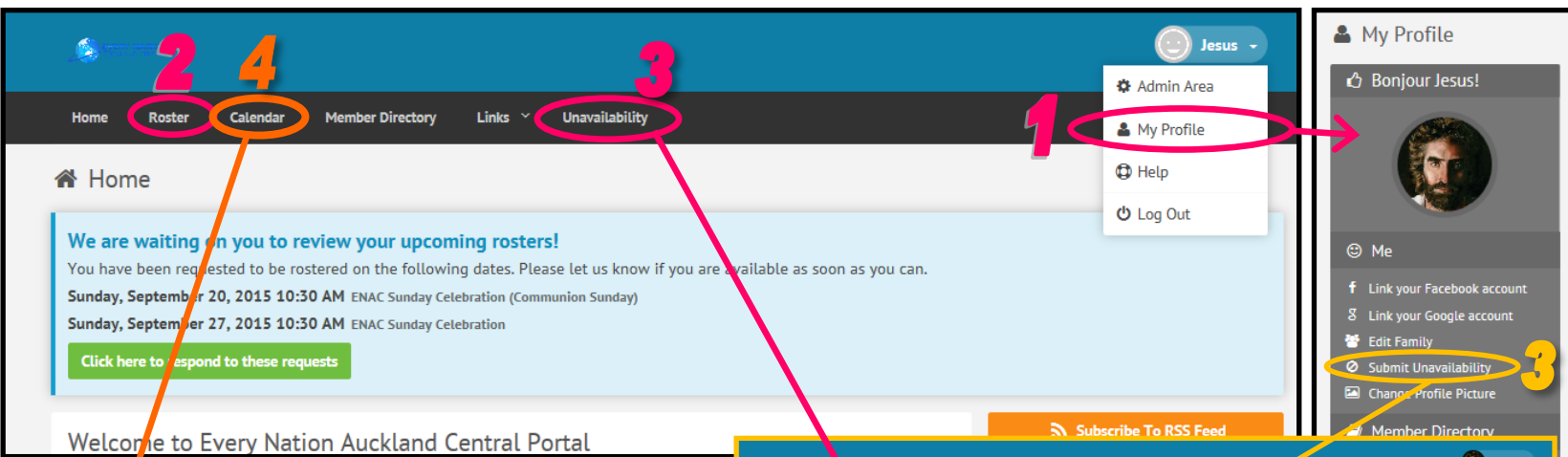
Please check that the contact details on file for you are correct. Please use this page to update the Church should you move house, change phone numbers or e-mail addresses. Please enter skills that you have in the lower portion of the profile, too.

2) Roster — This is a function used by the various church departments to roster volunteers for the Celebration services. When you’ve been rostered for a position—be it Worship, Ushers, Multimedia, Hosting, Now Generation, First Impressions, etc. — your home page will display the blue note, as above, to review your upcoming rosters. In clicking the green button, you’re taken to the green boxed screen to the right where you can respond by clicking ‘Accept’ or ‘Decline’ to the assignments.



3) Unavailability — If you will be out of town you can submit dates that you are unavailable, so that your department director knows you are unable to serve during that time frame. You can reach that page through clicking either portion labelled with the Number 3 above.

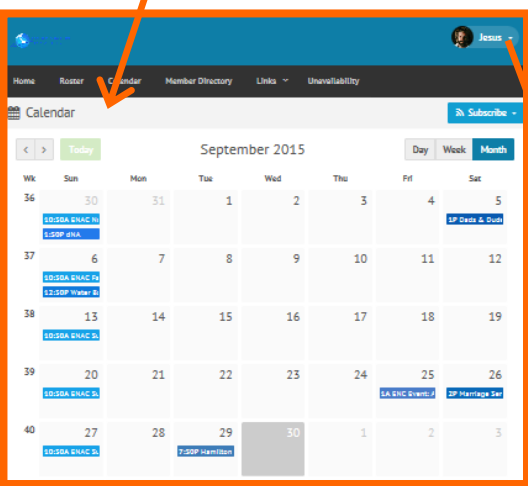




3) **Unavailability Continued**—When submitting dates for unavailability, please include a brief reason.

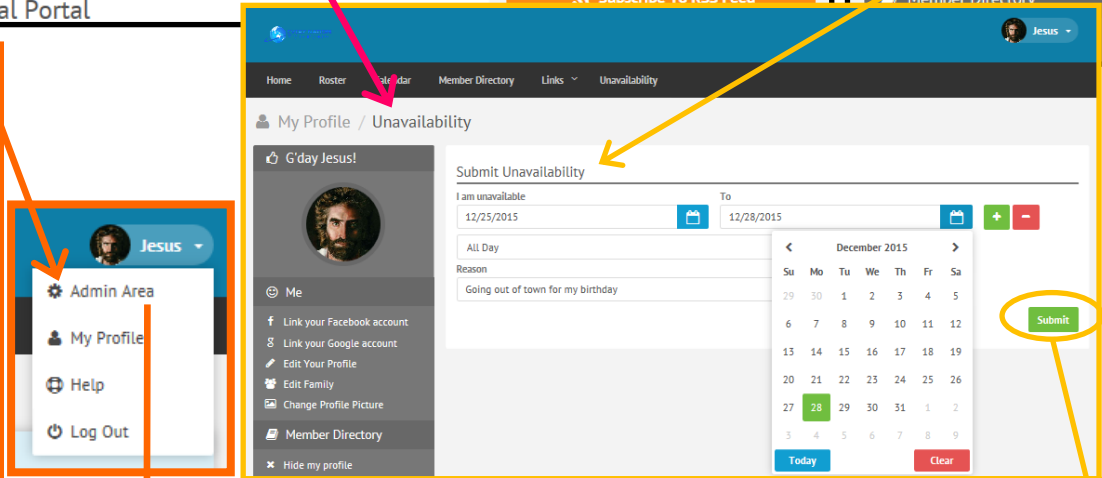
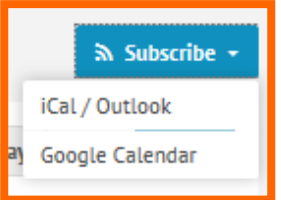
Upon hitting the green Submit button, the screen will reload and your unavailable dates should appear on screen in the form of a list.

Listing when you're unavailable, prevents anyone from rostering you as exhibited directly below with the red "unavailability" appearing.

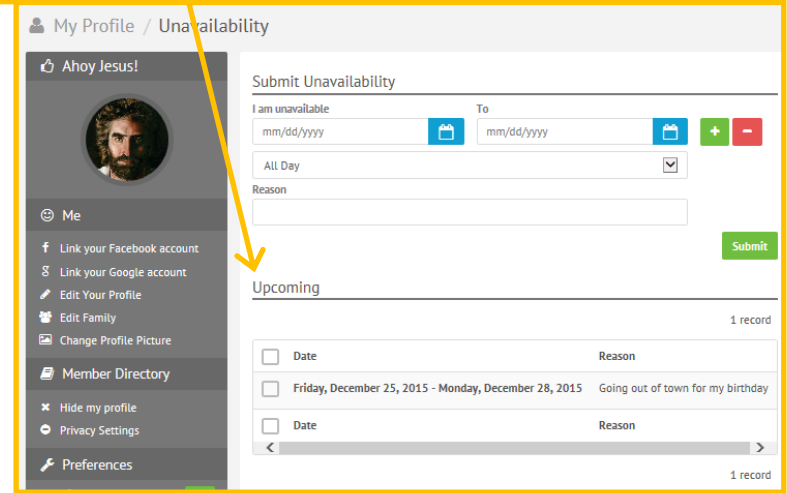
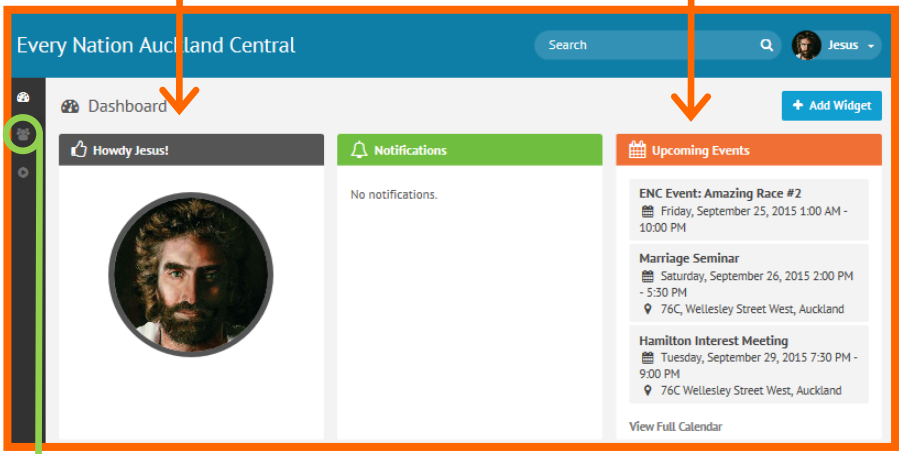


4) **Calendar** — This portion of Elvanto will list the upcoming church events. You can view by day, week and month.

Clicking "Subscribe," will allow you to sync the church calendar with yours if it's compatible with the two options.



Entering the "Admin Area" of Elvanto will reveal another dashboard, where more upcoming events are listed.



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