



Instructions for Rosters

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We are aiming to complete rosters on a monthly basis and send out the roster via email to those who are scheduled.

When you receive an email like this you will have the opportunity to accept or decline the dates you have been rostered for.

If you do not respond a follow up email will automatically remind you 2 days later.

Once you have confirmed your dates, you will receive reminder 4 days before your rostered date.

If you have any queries please contact [Keryn M](#) or [Stephanie N.](#)

Message

I have rostered you for one or more services, from Sunday 28 February to Sunday 28 March. I hope the date/s suit you!

It will really help me if you could indicate your availability by using the button below to respond. (There may be a couple of buttons, if you're on multiple services.)

If you login to Elvanto you can view the full roster, however it is also attached as a PDF. Now that a number of services are rostered, you should also be able to make swaps after logging in.

Thank you for your patience as we continue to work on getting to know this new system.

As always, please contact me at the office if you have any questions or concerns, or if I can help in any way.

Blessings,

Keryn Middelmann
St Paul's Box Hill

Sunday, 28 February, 2021 Organ Streamed Service
Service Coordinator Worship / Preparation
Service Times • 10:30 10:30 AM
<div style="display: flex; justify-content: space-around;"> Decline Accept </div>
Sunday, 7 March, 2021 Contemporary Service
Welcomer Worship / Preparation
Service Times • 10:30 AM
<div style="display: flex; justify-content: space-around;"> Decline Accept </div>
Sunday, 14 March, 2021 Organ Streamed Service
Service Coordinator Worship / Preparation
Service Times • 10:30 10:30 AM
<div style="display: flex; justify-content: space-around;"> Decline Accept </div>
<div style="background-color: #27ae60; color: white; padding: 5px 20px; border-radius: 3px; display: inline-block;">Accept All</div>

Changing your schedule

As a volunteer, you're not always able to fulfill all your roster requests. Elvanto allows you to request other volunteers to replace you or to swap with you.

Creating a Swap or Replace Request

You can arrange for a swap using Elvanto up to 2 days before the service you are rostered for.

To create a swap or replace request, first, you must find a position you are scheduled on your Roster. Once you've found the position click on the red cross next to your name. Note, the green tick showed below will not appear if you've already confirmed.

Sunday, 2 July

5:30 pm Sunday Night | Broadbeach

Volunteers Plan

Creative Team

Worship Leaders

Adam Peck

After this, choose if you'd like to request someone to swap your schedule with theirs, or request someone to replace you.

Requesting Someone to Replace you

When you select the 'Replace' option, a list of available volunteers who can serve in the chosen position and at the same service will appear.

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

Replace
✕

Choose People Check All | Uncheck All

Casey Bailey

Hannah Becker

Gary Boyd

Armand Clark

Aaron Morse

Aretha Saunders

Close
Send Requests

Simply use the checkboxes to select the volunteers you want to send the request to, and click the “Send Requests” button. The chosen volunteers will be notified of the request and they’ll be able to either accept or decline. Once a volunteer accepts you will then be notified, and other volunteers who haven’t responded yet will be told that the request has been fulfilled.

Request Someone to Swap with you

When you select the ‘Swap’ option, a list of similar services you are available for will appear, as well as the volunteers that are scheduled on the same position as you. By default, all services and all volunteers are selected.

Swap
✕

Choose Services Check All | Uncheck All

Sunday Night
Sunday, 9 July, 2017 5:30 pm

Sunday Night
Sunday, 16 July, 2017 5:30 pm

Choose People Check All | Uncheck All

Aaron Morse

Aretha Saunders

Close
Send Requests

You can, however, choose to only swap with a particular service if desired, and the list of volunteers will change. Below the scheduled volunteer only wants to swap onto a particular service, and only the volunteer scheduled on that service appears in the list of people.

Swap
✕

Choose Services Check All | Uncheck All

Sunday Night
Sunday, 9 July, 2017 5:30 pm

Sunday Night
Sunday, 16 July, 2017 5:30 pm

Choose People Check All | Uncheck All

Aretha Saunders

Close
Send Requests

Unsuccessful Requests

A request to swap or replace may be unsuccessful at times if all volunteers decline. An email will be sent to you when that happens. This could be due to one of a few reasons.

- The request was cancelled automatically as it's occurring soon and you've run out of time to organize a swap request.
- All volunteers declined the request.

In these cases, you will need to organize your own swap or replace or talk to your leaders for help.

Viewing the roster in the member area

When you login to Elvanto you can see the whole roster as well as your dates.

Change the view from *my schedule* to *upcoming services* depending on what you would like to see by clicking on the blue *Change* button

Click other service days/times to see who's on.

The screenshot shows the Elvanto member area for St Paul's Box Hill. The top navigation bar includes 'Admin Area', 'Home', 'Calendar', 'Member and Friends Directory', 'Links', 'Roster', and 'Staying Safe at St Paul's'. The main content area is titled 'Roster' and features a 'Subscribe' button. A red circle highlights the 'Upcoming Services' list on the left, which includes dates from Sunday, 21 March to Sunday, 11 April. A red arrow points to the 'Change' button next to the 'Upcoming Services' header. Another red arrow points to the 'Sunday, 21 March' service details on the right, which shows '8:30 AM Organ Streamed Service | Lent 5' and lists volunteers for various roles such as Worship, Preparation, Production, and Service Support.

Updating Availability

You can enter dates you or your family members are unavailable by selecting *Unavailability and choosing whether the dates are applicable to just yourself, all your family members or particular family members.*

You can enter dates you and your family members are unavailable up to 10 days before a Sunday.

St Paul's Box Hill

Admin Area Home Calendar Members and Friends Directory Links Roster Staying Safe at St Paul's

My Profile / Unavailability

Submit Unavailability

Start Date: 16 / 03 / 2021 End Date: 16 / 03 / 2021

Time: All Day

Repeat: Do Not Repeat Location: All Locations

Reason:

- Submit for myself only
- Submit all family members
- Submit selected family members
 - Nidenko, Stephanie
 - Nidenko, Mark
 - Nidenko, Isabelle
 - Nidenko, Sam
 - Nidenko, Zoe

+ Add

Submit

Don't forget to click on the green submit button!

The *Add* button is for when you have more than one date/date range you wish to mark unavailable.

Scheduling Preferences

You can enter scheduling preferences for each role that you volunteer in.

My Profile / Volunteering Preferences

Preferences

Up to: unlimited services per month

Up to: unlimited services per day

Departments

- Bands**
 - As often as needed
 - As often as needed
 - Times per month
 - Weeks between serving
 - Weeks of the month
- Child, Youth & Family Ministry**
 - As often as needed
- FISH**
 - As often as needed

Save