



INSTRUCTIONS
FOR
UPDATING YOUR PROFILE

How to change your profile settings:

The screenshot shows a web browser at the URL stpaulsboxhill.elvanto.com.au. The page has a navigation menu with 'Home', 'Calendar', 'Members and Friends Directory', and 'Links'. The main content area is titled 'Home' and features a section 'Making Connections at St Pauls' with a paragraph of text. Below this is a light blue box stating 'No posts found'. On the right side, there are several utility buttons: 'Subscribe To RSS Feed', 'Link Facebook', and 'Link Google'. Below these is an 'Upcoming Events' section listing four events: 'Contemporary Service' (Sunday, 24 January, 2021, 8:30 AM - 9:45 AM), 'Organ Streamed Sunday Service' (Sunday, 24 January, 2021, 10:30 AM - 11:45 AM), 'mainly music team meeting' (Wednesday, 27 January, 2021, 10:00 AM - 11:00 AM, 711 Station Street), and 'Young Adult and youth Gathering' (Friday, 29 January, 2021, 7:00 PM - 9:30 PM, St Pauls Ministry Center - 711 Station Street). At the bottom of the events list is a 'View Full Calendar' button. In the top right corner, the user's name 'Sita' is displayed with a dropdown arrow. A red box highlights this name, and a red arrow points to the 'Profile' option in the dropdown menu, which also includes a 'Log Out' option.

Click on the down arrow next to your name & then choose Profile

Profile
Log Out

Subscribe To RSS Feed

Link Facebook

Link Google

Upcoming Events

Contemporary Service
Sunday, 24 January, 2021 8:30 AM - 9:45 AM

Organ Streamed Sunday Service
Sunday, 24 January, 2021 10:30 AM - 11:45 AM

mainly music team meeting
Wednesday, 27 January, 2021 10:00 AM - 11:00 AM
711 Station Street

Young Adult and youth Gathering
Friday, 29 January, 2021 7:00 PM - 9:30 PM
St Pauls Ministry Center - 711 Station Street

View Full Calendar

No posts found
There are currently no posts in this section.

Making Connections at St Pauls
There are many ways you can connect with the community of St Paul's. You can join a life group, volunteer in a team, pray for people in need, text, call, email or visit someone via our directory information and keep up to date with events in our calendar. Use the menu to find your way to what interests you or contact the [office](#) for more information.

Home Calendar Members and Friends Directory Links

Home

stpaulsboxhill.elvanto.com.au

How to update your profile settings:

The screenshot shows a web browser at the URL `stpaulsboxhill.elvanto.com.au/profile/`. The user is logged in as 'Sita'. The page title is 'My Profile / Howdy Sita!'. The main content area is titled 'Your Information' and contains several form fields:

- First Name ***: Pretend
- Preferred Name**: Sita
- Last Name ***: Comedian
- Email Address**: xxxxxxxxxxxxxx
- Receive general emails
- Receive scheduling emails
- Phone Number**: (empty)
- Mobile Number**: 0000 100 700
- Receive general messages
- Date of Birth**: 1 April 1973
- Age**: 47
- School Grade**: -- None --
- Marital Status**: Married
- Anniversary**: 5 June 1995
- Years**: 25

A red box highlights the 'Your Information' section with the text: 'Check and fill in all of your details: Phone Numbers, Mailing and Home Address etc Scroll down to check Baptism & Confirmation dates'. A red arrow points from this box to the 'Your Information' header.

A yellow box highlights the 'Save' button with the text: 'When you have made Updates to your details Click the green Save button'. A green arrow points from this box to the 'Save' button.

The left sidebar contains navigation links: Home, Calendar, Members and Friends Directory, Links, Me (Edit Profile, Profile Picture, Privacy Settings, Giving, Family, Preferences), Volunteering (Roster, Unavailability), and Social Login (Link Facebook, Link Google).

How to update your profile settings:

stpaulsboxhill.elvanto.com.au/profile/

Home Calendar Members and Friends Directory Links

My Profile / Howdy Sita!

Your Information

First Name * Date of Birth

Preferred Name Age

Email Address Marital Status

Receive general emails Receive scheduling emails

Anniversary

Phone Number Years

Mobile Number

Receive general messages

Me

- Edit Profile
- Profile Picture
- Privacy Settings
- Giving
- Family
- Preferences

Volunteering

- Roster
- Unavailability

Social Login

- Link Facebook
- Link Google

If you have children, check their details as well

When you have made Updates to your details Click the green Save button

How to update your privacy settings:

The screenshot shows a web browser window with the URL `stpaulsboxhill.elvanto.com.au/profile/`. The user is logged in as 'Sita'. The page title is 'My Profile / Howdy Sita!'. The main content area is titled 'Your Information' and contains several form fields and checkboxes. A blue callout box with the text 'Change Privacy Settings here' and an arrow points to the 'Privacy Settings' link in the left sidebar.

Navigation: Home, Calendar, Members and Friends Directory, Links

Profile Summary: My Profile / Howdy Sita!

Me

- Edit Profile
- Profile Picture
- Privacy Settings**
- Giving
- Family
- Preferences

Your Information

First Name *
Pretend

Preferred Name
Sita

Email Address
xxxxxxxxxxxxxx

- Receive general emails
- Receive scheduling emails

Phone Number
[Empty field]

Mobile Number
0000 100 700

- Receive general messages

Date of Birth
1 April 1973

Age
47

School Grade
-- None --

Marital Status
Married

Anniversary
5 June 1995

Years
25

Occupation
[Empty field]

Allergies
[Empty field]

Save

How to change your privacy settings:

The screenshot shows a user's profile page with a navigation bar at the top containing 'Home', 'Calendar', 'Members and Friends Directory', and 'Links'. The user's name 'Sita' is visible in the top right corner. The main heading is 'My Profile / Privacy'. On the left, there is a profile picture placeholder and a sidebar menu with options: 'Me', 'Edit Profile', 'Profile Picture', 'Privacy Settings', 'Giving', 'Family', and 'Preferences'. The main content area is titled 'Privacy Settings' and includes instructions: 'Configure your privacy settings for each section below.' and 'Click on a field to change its setting. Fields shown in green will be visible. Fields shown in gray will be hidden.' The 'Members and Friends Directory' section is expanded, showing several green buttons for 'Photo', 'Last Name', 'Email Address', 'Mobile Number', 'Phone Number', 'Full Home Address', and 'Full Mailing Address'. A blue box with an arrow points to the 'Members and Friends Directory' header with the text 'You may need to click the down arrow here to see the fields'. A red box with two arrows pointing to the 'Full Mailing Address' and 'Full Home Address' buttons contains the text 'Click on any of the green buttons to make that item Private'.

Home Calendar Members and Friends Directory Links

My Profile / Privacy

Privacy Settings
Configure your privacy settings for each section below.
Click on a field to change its setting. Fields shown in green will be visible. Fields shown in gray will be hidden.

Members and Friends Directory

- Show my profile

Photo	Last Name	Email Address
Mobile Number	Phone Number	Full Home Address
Full Mailing Address		

You may need to click the down arrow here to see the fields

Click on any of the green buttons to make that item Private

Making a detail private:

Home Calendar Members and Friends Directory Links

My Profile / Privacy

Privacy Settings
Configure your privacy settings for each section below.

Click on a field to change its setting. Fields shown in green will be visible. Fields shown in gray will be hidden.

Members and Friends Directory

Show my profile

Photo	Last Name	Email Address
Mobile Number	Phone Number	Full Home Address
Full Mailing Address		

Me

- Edit Profile
- Profile Picture
- Privacy Settings
- Giving
- Family
- Preferences

When the green button turns white
that detail is now Private
It automatically saves