

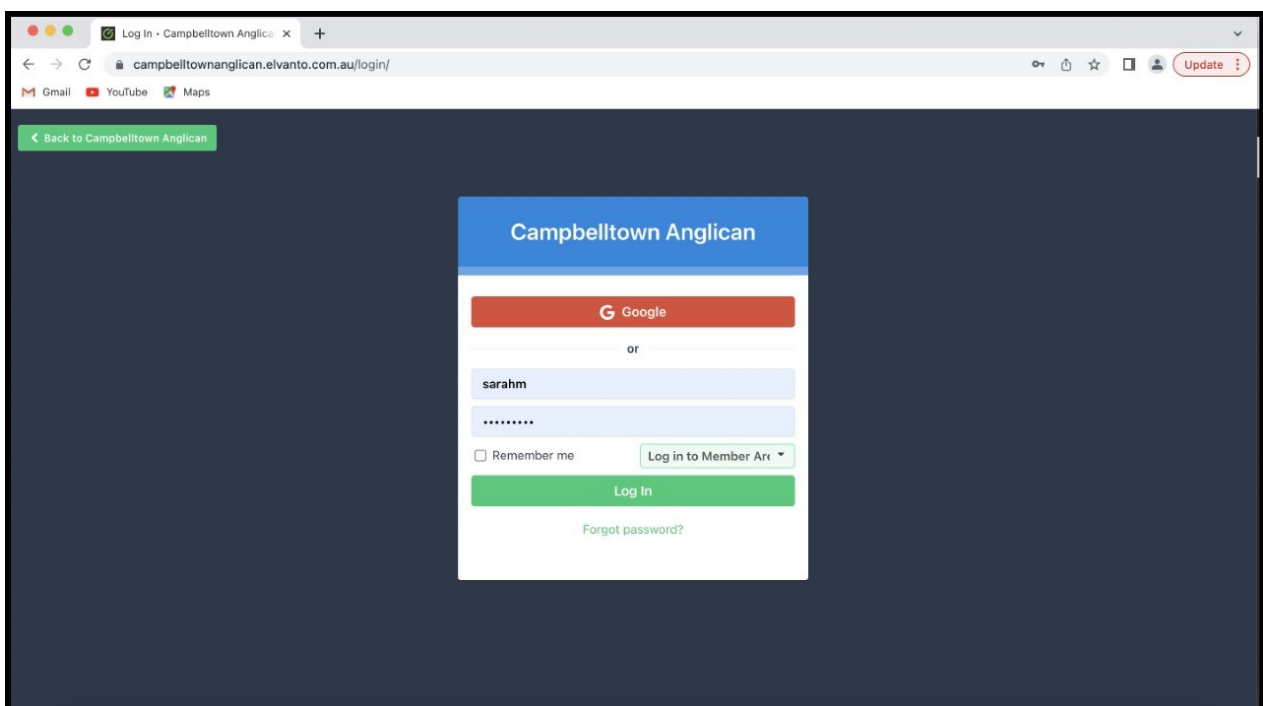
How to inform Church of your Unavailability on Elvanto

There may be times when you know in advance that you are unavailable to serve at church e.g. planned holidays, different seasons of life. Updating your Unavailability frequently, perhaps the first week of each school holidays before the rosters are set, will help avoid you needing to swap or find a replacement for yourself later. This guide will show you how to submit your unavailability in **3 easy steps**.

Step 1

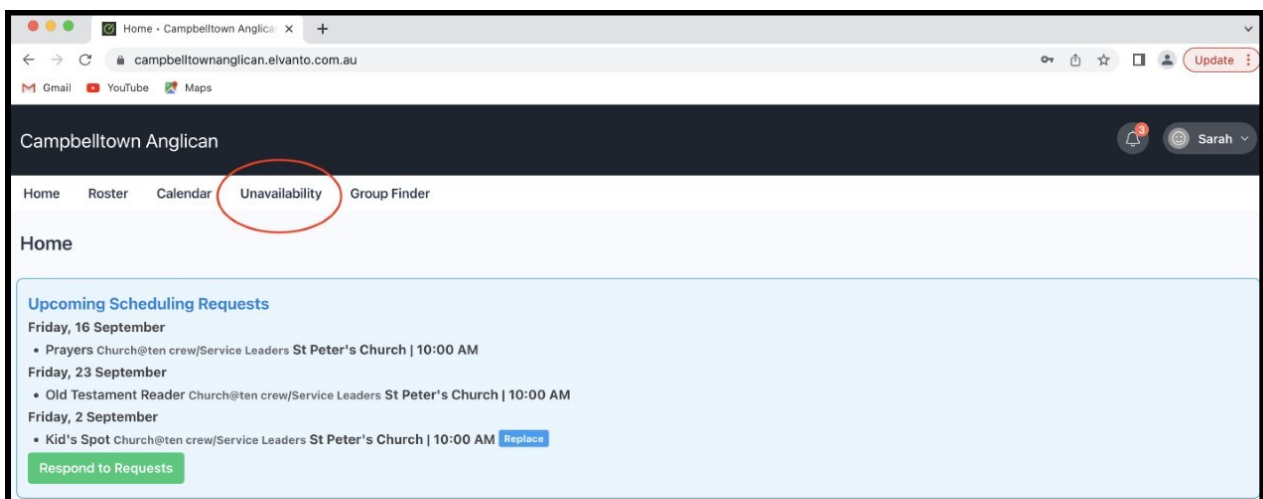
Go to **campbelltownanglican.elvanto.com.au** to login. If you do not know your username and password please contact the church office (office@campbelltownanglican.org) and we will send you your details.

Depending on your level of access, you may need to enter the 'Member Area' - this can be done by hovering or clicking on your name in the top right hand corner and selecting 'Member Area' from the drop down menu.



Step 2

Click on the **Unavailability** tab.



Step 3

Enter the **Date** (or date range) of your Unavailability, then enter your **Reason** and click **Submit**. You do not need to worry about the 'Time', 'Repeat' or 'Location'.

You can add additional (multiple) dates or date ranges by clicking the green '+Add' button. When you are done simply click Submit.

The screenshot shows the 'Submit Unavailability' form. The 'Start Date' is 11 / 09 / 2022 and the 'End Date' is 11 / 09 / 2022. The 'Time' is set to 'All Day', 'Repeat' is 'Do Not Repeat', and 'Location' is 'All Locations'. The 'Reason' field contains 'Holidays'. A green '+ Add' button is located below the reason field, and a green 'Submit' button is at the bottom right. Red arrows point to the 'End Date' field, the 'Reason' field, and the 'Submit' button.

When you have submitted your dates they will appear in the box at the bottom of the screen (see image below). If they are incorrect or change at any stage, you can simply click the **Delete** button to remove or start again.

The screenshot shows the 'Unavailability' list. The list contains two entries:

Repeat	Location	Reason	Action
None	None	Holidays	Delete
None	None	Mum is unwell and needs extra care	Delete

The second entry, 'Sunday, 2 October, 2022 - Sunday, 23 October, 2022', is circled in red. The 'Reason' for this entry is 'Mum is unwell and needs extra care'. The page number '1-2 of 2' is visible in the top right corner.