How to use the Swap and Replace functions in Elvanto

Even when we submit our Unavailability in advance, there may be times when our availability changes due to last minute holiday plans or unforeseen illness etc. In these instances we can use the SWAP or REPLACE functions in Elvanto, as shown in this step by step guide.

<u>Step 1</u>

Log in to Elvanto. You can do this by clicking the link in your notification email, or by going directly to **campbelltownanglican.elvanto.com.au.** If you do not know your username and password please contact the church office (office@campbelltownanglican.org) and we will send you your details.

4	CA	Campbelltown Anglican ROSTER REMINDER Campbelltown Anglican Churches To: Sarah Manning, Reply-To: Campbelltown Anglican Churches	🖿 Inbox - tnnings.net.au	10:10 am	
Hi Th	Sarah, nis is a q	uick email to remind you that you are scheduled on the followin	ıg:		
		Saturday, 10 Sept 10am Church - TEST	ember, 2022 St Peter's Church		
0	DId Te	stament Reader Unconfirmed			
S	Service • Live	Times Re e Time I 10:00 AM	hearsal Times PRehearsal Time I 8:30 AM		
cook forward to seeing you there! Remember, you oan view your roster online by logging into your account at: https://campbelltownanglican.elvanto.com.au/roster/ Kind Tegeads. Campbelltown Anglican					

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	Camp	belltow	n Anal	ican		
			Sec.			
		G Goo	igle			
	or					
	Email or Username					
	Password					
	Remember m	e				
	Log in					
	Forgot password?					

Step 2

Once you have logged in you will see any requests that you need to respond to on your home page.

Click on the green 'Respond to Requests' button.

Campbelltown Anglican	Ç ⁶ ⓒ Sarah ∨						
Admin Area $ arsigma$ Home Roster Songs Calendar Member Directory Unavailability Group Finder My Groups Needs							
Home							
Upcoming Scheduling Requests							
Saturday, 10 September							
Old Testament Reader Church@ten crew/Service Leaders St Peter's Church 10:00 AM							
Sunday, 9 October	Sunday, 9 October						
Morning Tee ADULT coordinator Church@ten crew/Hospitality crew St Peter's Church 10:00 AM							
Morning Tea CHILDRER Coordinator Church@ten crew/Hospitality crew St Peter's Church 10:00 AM Respond to Requests							
	Subscribe To RSS Feed						

How to SWAP

In this example, you have received a request to be the Old Testament Reader on 10th September but perhaps you are attending a friend's baptism at another church that day, so you would like to SWAP your reading with someone for another date. You simply need to:

Click Decline - the 'Decline Position' screen will then pop up.

Click the green **SWAP** button.

Campbelltown Anglican	Decline Position	×	
Admin Area \vee Home Roster Songs Calendar Member Dir	What you would like to do?	My Groups Needs	
Roster / Requests	Swap Find a volunteer to swap with		
Roster Requests	Replace Find a volunteer to replace you		Decline this schedule request
10 September, 2022 10:00 AM St Peter's Church 10am Church - TEST Old Testament Reader Church@ten crew / Service Leaders	Decline Decline position and notify your leader		✓ Accupt ¥ Decline
9 October, 2022 10:00 AM St Peter's Church 10am Church Morning Tea ADULT coordinator Church@ten crew / Hospitality crew	Close		✓ Accept ¥ Decline
9 October, 2022 10:00 AM St Peter's Church 10am Church Morning Tea CHILDREN Coordinator Church@ten crew / Hospitality cre	ew		✓ Accept X Decline

You can now choose to request to swap for a specific date, a specific person, or simply request to swap with anyone who is available and see who responds first!

To SWAP for a specific DATE - use the green column on the left and select the date or dates that you would like to swap for. The blue right hand column will then update to display only those people who are available on those dates. Once you have selected your dates, click the green 'Send Requests' button in the bottom right corner.



To SWAP with a specific person (perhaps a friend who you have already asked) - select that person in the blue right hand column. Once you have selected the person (or people) you want to swap with, click the 'Send Requests' button in the bottom right hand corner.

Campbelltown Anglicar	Swap			×	🗯 💿 Sarah 🗸
	Choose Services	Check All Uncheck All	Choose People	Check All Uncheck All	
Admin Area V Home R	Sunday, 11 September, 2022 10:00 AM		🔲 Ioannidis, Chey		
Roster / Requests	✓ 10am Church - TEST		Burns, Leanne		
Roster Requests	Saturday, 17 September, 2022 10:00 AM		Veitch, Heather		✓ Accept All
8 October 2022 10:00 A	Sunday, 18 September, 2022 10:00 AM		Veitch, Jason		
St Peter's Church 10am Ch	Saturday, 24 September, 2022 10:00 AM	1	Atkins, Barrie		Accept X Decline
9 October, 2022 10:00 A	Sunday, 25 September, 2022 10:00 AM		✓ Twist, Simon		✓ Accept × Decline
St Peter's Church 10am Ch	✓ 10am Church - TEST		Gruning, Markus		
	- Saturday, 1 October, 2022 10:00 AM		🔲 Jackson, Rahmi		
St Peter's Church 10am Ch	Sunday, 2 October, 2022 10:00 AM		Culbert, Rebekah		✓ Accept X Decline
Morning Tea CHILDREN Coc	Sunday, 16 October, 2022 10:00 AM		Blencowe, Michael		
	Sunday, 23 October, 2022 10:00 AM				
	Sunday, 30 October, 2022 10:00 AM				
	Close			Send Requests	

To SWAP with anyone who is available - leave all the buttons checked/ticked (both service dates and people), then click the green 'Send Requests'

Campbelltown Anglicar	Swap			×	🖉 💿 Sarah 🗸
Admin Area \vee Home R	Choose Services	Check All Uncheck All	Choose People	Check All Uncheck All	
Roster / Requests	Sunday, 11 September, 2022 10:00 AM		Jansen, Cameron		
	I0am Church - TEST	и;	Veitch, Jason		
Roster Requests	Saturday, 17 September, 2022 10:00 AM		🖌 O'Brien, Alanna		✓ Accept All
10 September, 2022 10:0	Sunday, 18 September, 2022 10:00 AM		🖌 Bailey, Val		🛩 Accept 🗙 Decline
Old Testament Reader Chur	Sunday, 25 September, 2022 10:00 AM		Schroder, Lindsay		
9 October, 2022 10:00 A St Peter's Church I 10am Ch	Sunday, 2 October, 2022 10:00 AM		🗹 Twist, Simon		✓ Accept 🗙 Decline
Morning Tea ADULT coordin	10am Church - TEST		🖌 Ioannidis, Joshua		
9 October, 2022 10:00 A	Saturday, 8 October, 2022 10:00 AM I Dam Church Sunday, 16 October, 2022 10:00 AM	Muller, Marcelle		✓ Accept X Decline	
St Peter's Church 10am Cr Morning Tea CHILDREN Coc			Pullin, Laura		
	Sunday, 23 October, 2022 10:00 AM				
	Sunday, 30 October, 2022 10:00 AM				
	Close			Send Requests	

How to REPLACE

There may be an occasion where rather than swapping with someone for another week, you simply want to have someone replace you for the week you are rostered on for. Say, for instance, you become unwell on Friday afternoon and you ask someone from church to do your reading for you. You simply need to:

Click **Decline** - the 'Decline Position' screen will then pop up.

Click the blue **REPLACE** button.



You can now send requests to a specific person or persons to replace yourself with, or just sent a general request to everyone who is available and see who responds first!

Simply select one, several or all people on the list then click the green 'Send Requests' button in the bottom right hand corner of the pop up window on your screen.



What happens now?

You will receive an email to let you know when someone has accepted or declined your SWAP or REPLACE request (see below). This will be updated on the roster automatically.

Likewise, you will receive and email if no-one responds to your requests within a certain time frame. You can then start the process again, OR notify the service leader for that service so that they can fill the gap on the day.

CA	Campbelltown Angli [Campbelltown Angli To: Sarah Manning, Reply-To: Campbell	glican can] Your swap request has been accep town Anglican Churches	🖻 Inbox - tnnings.net.au	11:36 am				
Hi Sarah,								
Twist, Simo	on has accepted your re	equest to swap the following service:						
	Your new schedule							
		Saturday, 8 Octobe 10am Church - TEST si	ər, 2022 Peter's Church					
Old Te	stament Reader	Confirmed Church@ten crew / Service	e Leaders					
Service • Live	Times e Time I 10:00 AM	Rehe • F	arsal Times Rehearsal Time I 8 October, 2022					
		Your previous scl	nedule					
		Saturday, 10 Septem 10am Church - TEST St	iber, 2022 Peter's Church					
Old Te	stament Reader	Declined Church@ten crew / Service	Leaders					
Service Times Live Time I 10:00 AM 		Rehe • F	Rehearsal Times Rehearsal Time I 10 September, 2022 					
Kind regard	ds, own Anglican							