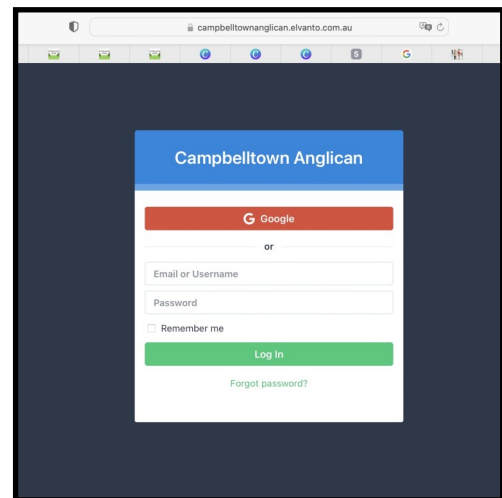
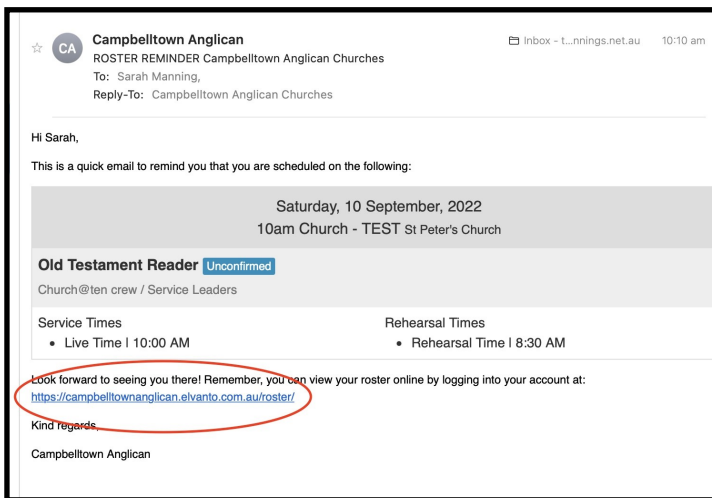


# How to use the Swap and Replace functions in Elvanto

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.

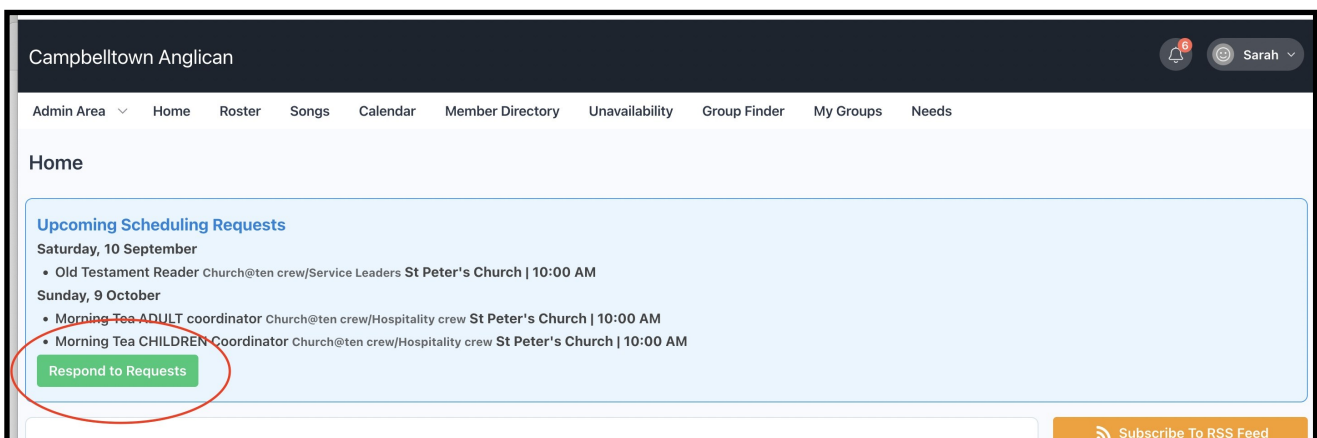
## Step 1

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](http://campbelltownanglican.elvanto.com.au)**. If you do not know your username and password please contact the church office ([office@campbelltownanglican.org](mailto:office@campbelltownanglican.org)) and we will send you your details.



## 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.

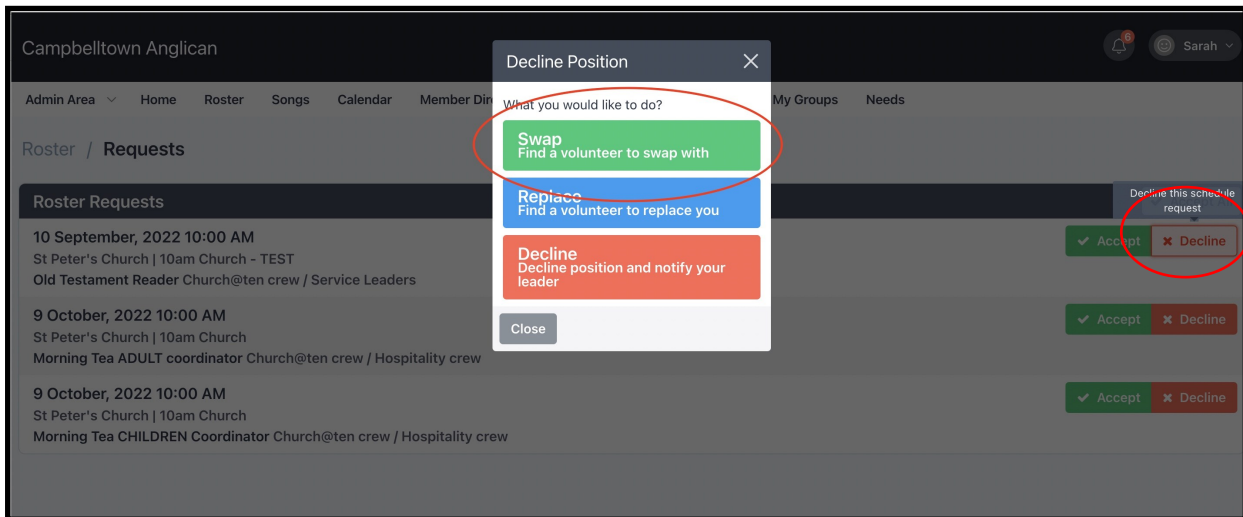


## How to SWAP

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:

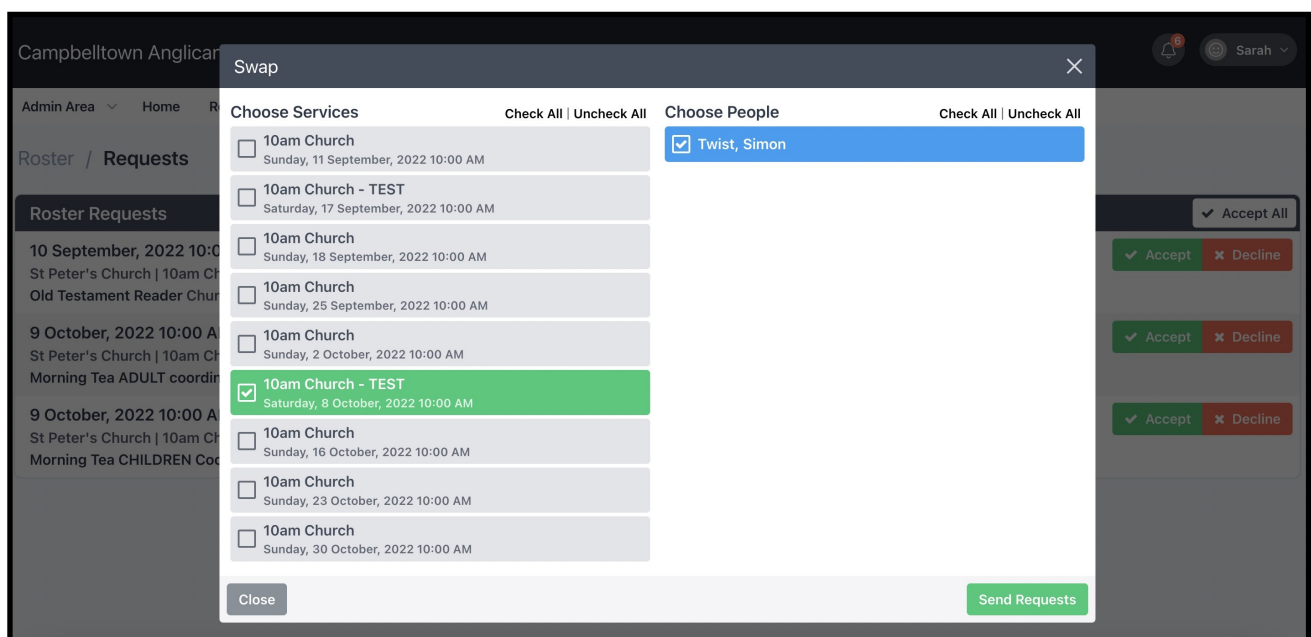
Click **Decline** - the 'Decline Position' screen will then pop up.

Click the green **SWAP** button.

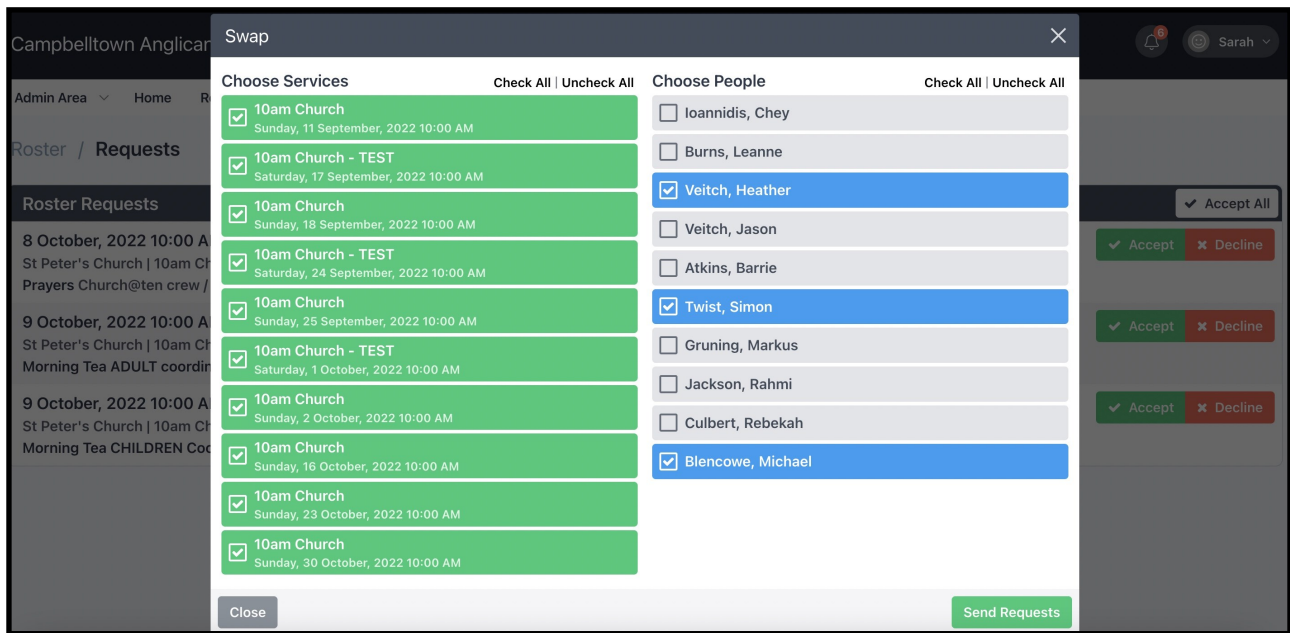


You can now choose to request to swap for a specific date, a specific person, or simply request to swap with anyone who is available and see who responds first!

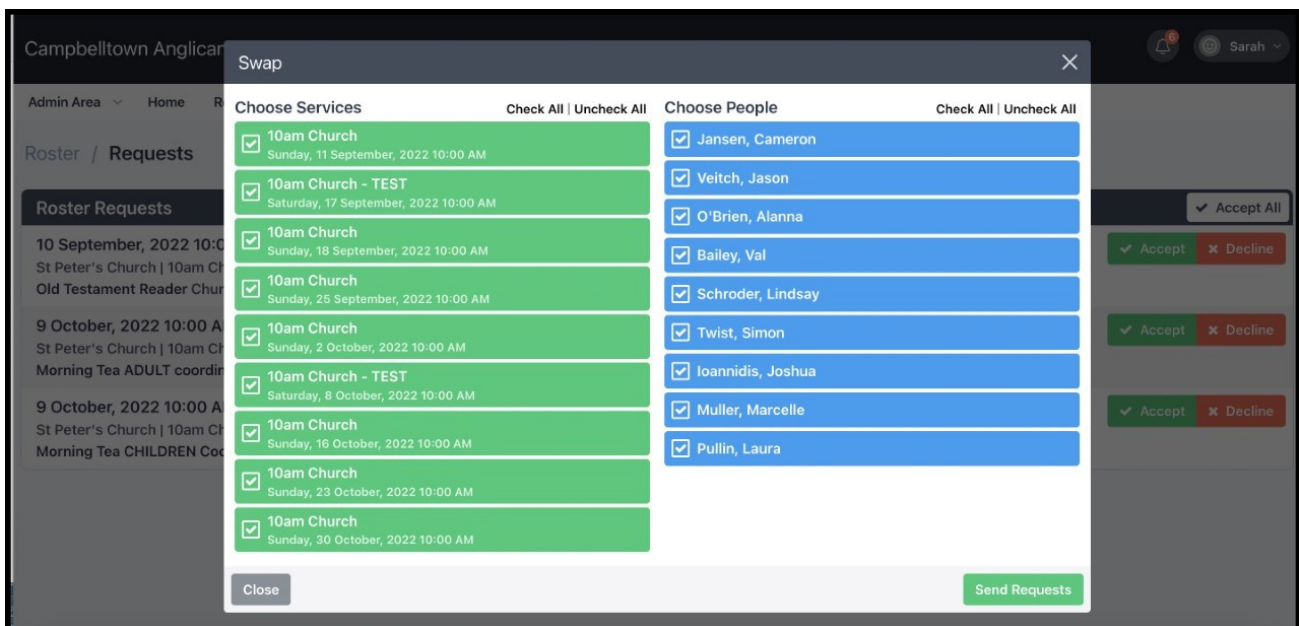
To SWAP for a specific DATE - use the green column on the left and select the date or dates that you would like to swap for. The blue right hand column will then update to display only those people who are available on those dates. Once you have selected your dates, click the green 'Send Requests' button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



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

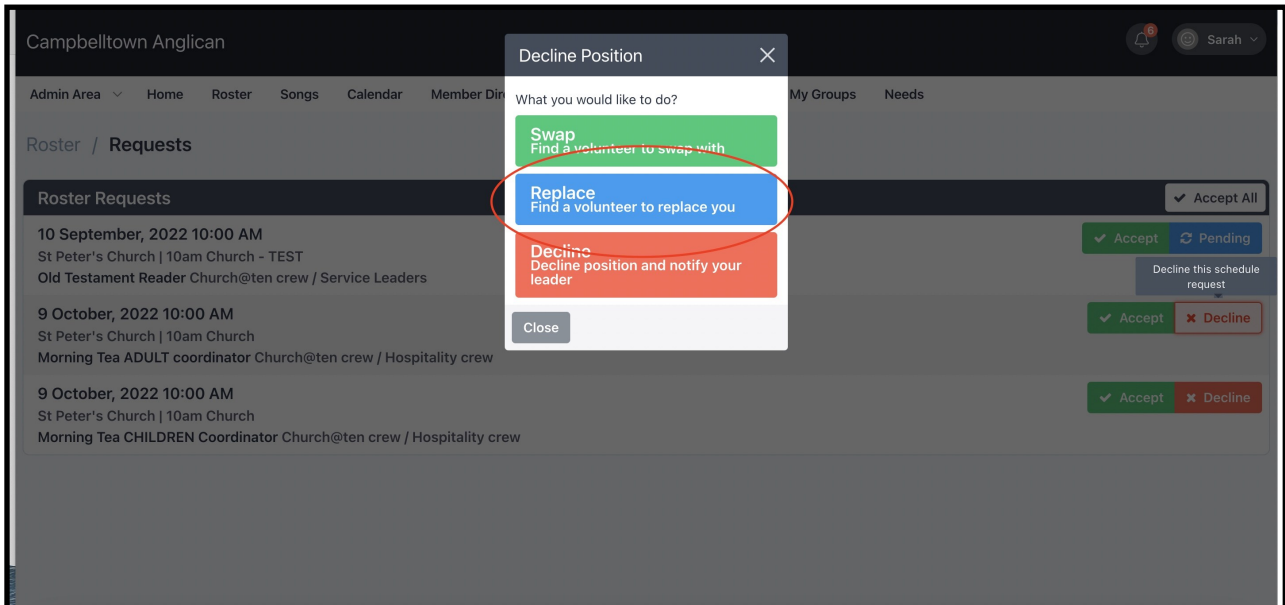


## How to REPLACE

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:

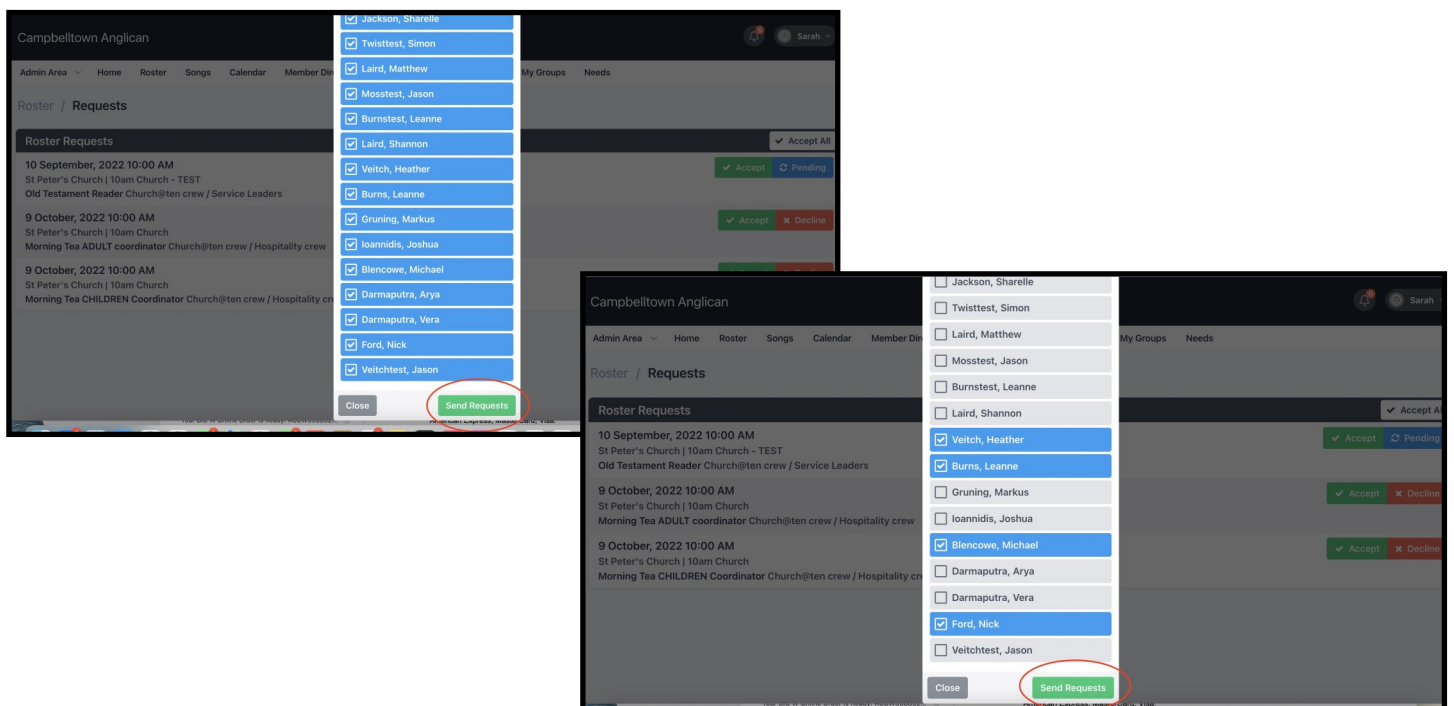
Click **Decline** - the 'Decline Position' screen will then pop up.

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 an 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.

 **Campbelltown Anglican** Inbox - t...nnings.net.au 11:36 am

[Campbelltown Anglican] Your swap request has been accepted  
To: Sarah Manning,  
Reply-To: Campbelltown Anglican Churches

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Hi Sarah,

Twist, Simon has accepted your request to swap the following service:

**Your new schedule**

Saturday, 8 October, 2022  
10am Church - TEST St Peter's Church

<b>Old Testament Reader</b> <span style="background-color: #28a745; color: white; padding: 2px;">Confirmed</span> Church@ten crew / Service Leaders	
<b>Service Times</b> <ul style="list-style-type: none"><li>• Live Time   10:00 AM</li></ul>	<b>Rehearsal Times</b> <ul style="list-style-type: none"><li>• Rehearsal Time   8 October, 2022</li></ul>

**Your previous schedule**

Saturday, 10 September, 2022  
10am Church - TEST St Peter's Church

<b>Old Testament Reader</b> <span style="background-color: #dc3545; color: white; padding: 2px;">Declined</span> Church@ten crew / Service Leaders	
<b>Service Times</b> <ul style="list-style-type: none"><li>• Live Time   10:00 AM</li></ul>	<b>Rehearsal Times</b> <ul style="list-style-type: none"><li>• Rehearsal Time   10 September, 2022</li></ul>

Kind regards,  
Campbelltown Anglican