

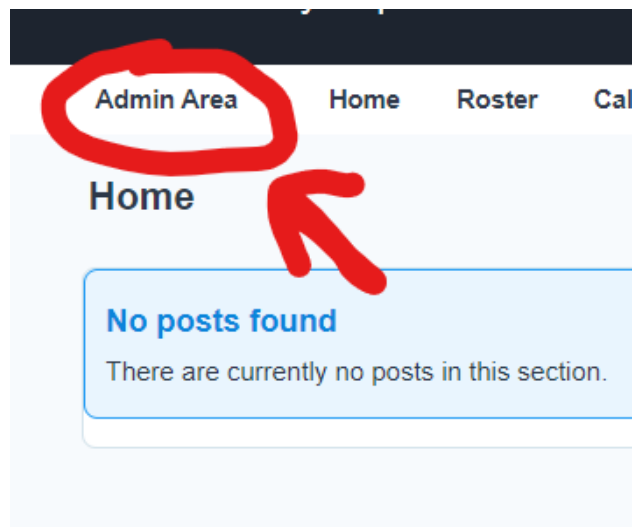
Youth Leader
Elvanto Guide
2024

Elvanto

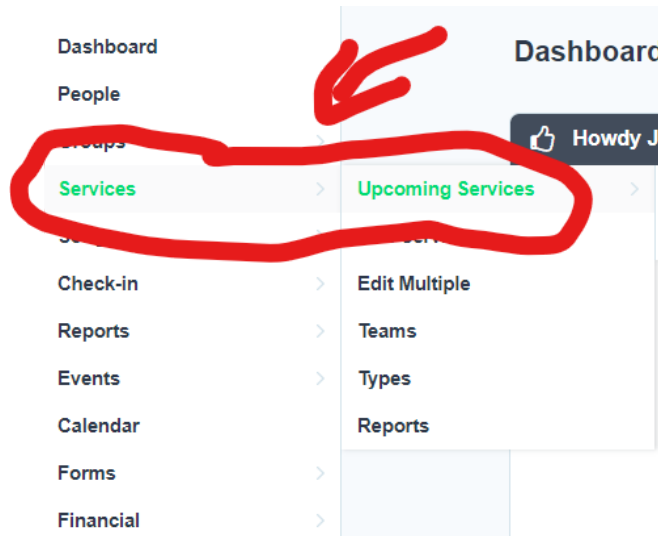
Elvanto has a vast amount of information and guides relating to all things church. From people, calendars, rostering, sign ins and more. You won't need to use all these things but I would encourage you to have a look through, this can help you find out emergency details as well as contact info for connect groups, allow you to roster your attendance and sign in the youth. The most important one for you is to correctly sign the youth in. I understand this can sometimes be confusing and difficult so here are some steps to follow from start to finish.

REGO SIGN IN

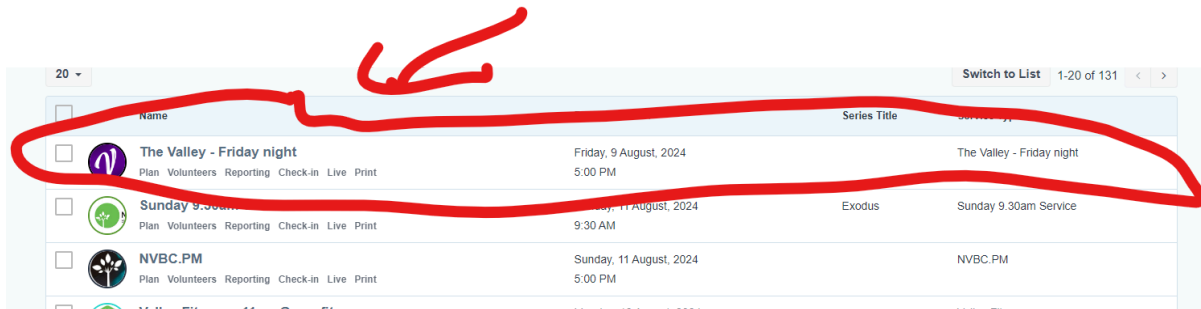
Step 1: Click on the Admin area to take you to the main home page



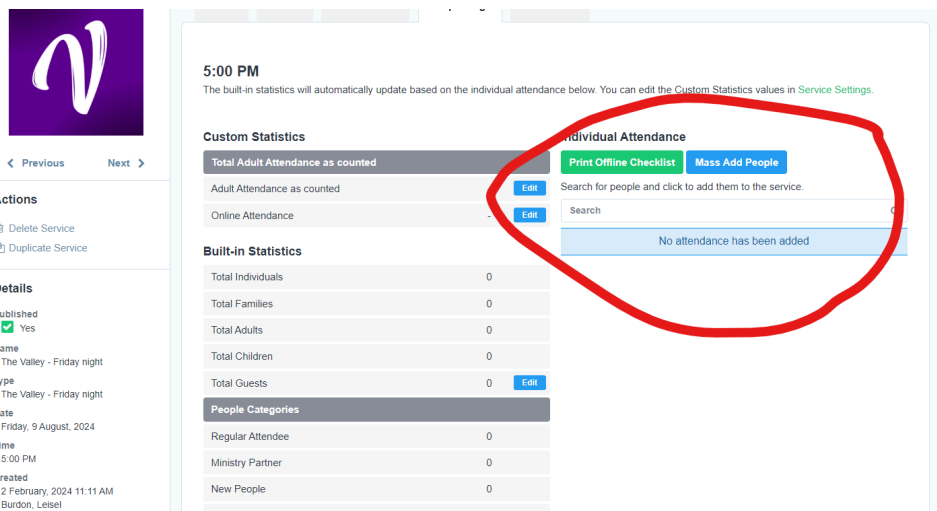
Step 2: Scroll down to the services tab, and move across to Upcoming services.



Step 3: Click on 'reporting' under the 'the valley- friday nights', making sure this is the correct date.



Step 4: Type the youth's name into the Search bar.



Step 5: Click on the name to add them to the list. DO NOT click add family.

Individual Attendance

Print Offline Checklist

Mass Add People

Search for people and click to add them to the service.

Josh Kay



Kay, Josh

Add Family

Deleting: If you added a whole family or an incorrect person, you can click the red Bin to delete them from the service.

Search for people and click to add them to the service.

Search



1 People Attended Service

Remove All

20



Kay, Josh

