

Confirming your roster - Step 1 - Email Notification

When you have been rostered to a position within a service, you will receive the following email notification. It will tell you the date and position that you have been rostered onto.

To accept or decline the position for the specified service and date, click on the writing in the green box. This will open up a webpage for you to make a response.

Hi [redacted],

You have been requested to be rostered on 9:30am service on 15 Dec, 2013.

Please review and then click the button below to respond if you haven't done so already.

Kind regards,

Admin
Macquarie Anglican

**9:30am service
15 Dec, 2013**

1. **Database** (9:30am Role / Tech Team) at 9:30 AM (**Unconfirmed**)

- **Rehearsal Times**
 - a. 8:45 AM : 9:30am Band Practise

Select

Click here to accept or decline this request

Above link doesn't work? Try:
<https://macang.elvanto.com/roster/request.php>

If you would no longer like to receive scheduling emails from Macquarie Anglican, [click here to unsubscribe.](#)

Confirming your roster - Step 2 - Responding

1. If you haven't already, you will be asked to sign into the Macquarie Anglican Elvanto website.
2. Next, you will be shown the positions that you are being asked to accept or decline for.
3. Select from 'Accept' or 'I'll respond later' or 'Decline'.
4. Then select 'Submit My response'.

You have then successfully confirmed your position in the roster!

Note that if you have been scheduled onto multiple dates, these will all appear and you can choose to accept/decline each individually, or just accept/decline all!

Macquarie Anglican Welcome | Admin | My Account | Log Out

Home | Roster | Calendar | Availability | Bookings | Downloads & Links

Accept or Decline Roster Requests

Please review the services you are scheduled for and either accept or decline. Once you've set your responses, click the 'Submit My Responses' button to continue.

Submit My Responses or [I'll respond later](#)

Sunday, 15 December, 2013 9:30 AM
9:30am service

Position: Database (9:30am Role / Tech Team)

Submit My Responses [I'll respond later](#)

Viewing your roster - Step 1

Your personal roster can be viewed once you have sign into the Macquarie Anglican Elvanto website.

- Select 'Roster' from the light grey menu bar.

The screenshot shows the Macquarie Anglican Elvanto website interface. At the top left, the logo 'Macquarie Anglican' is displayed. To the right, a user is logged in as 'Welcom' with links for 'Admin', 'My Account', and 'Log Out'. Below the logo is a horizontal navigation menu with items: 'Home', 'Roster', 'Calendar', 'Availability', 'Bookings', and 'Downloads & Links'. The 'Roster' item is circled in red, and a red arrow points to a 'Select' button located below it. To the right of the 'Select' button are two buttons: 'Link your Facebook account' and 'Subscribe To RSS Feed'. The main content area is divided into two columns. The left column contains a 'Welcome to elvanto' message, explaining the transition to the Elvanto system and listing upcoming features like bookings and member directories. The right column is titled 'Upcoming Events' and lists several events: 'Playcentre' (Today 10:00 AM - 12:00 PM), 'Womens Event' (Today 6:00 PM - 10:00 PM), another 'Playcentre' event (Friday, 29 November, 2013 10:00 AM - 12:00 PM), 'Impact Youthgroup' (Friday, 29 November, 2013 6:00 PM - 8:00 PM), and 'Splash Kids Club' (Friday, 29 November, 2013 6:15 PM - 7:45 PM). At the bottom of the page, a green box states 'No posts found' with the subtext 'There are currently no posts in this section.'

Viewing your roster - Step 2

You will find your roster details on this page. On your left are the dates that you are rostered on a volunteer position.

1. Select the date of the service you want to look at.
2. On the right you will find the service details. Your position is highlighted in green. This view also contains all the other volunteers for that particular service.
3. Your roster can also be added to your calendar by selecting the appropriate link in the bottom left hand corner.

Note: To reduce the clutter/confusion, you will only see the weeks you are actually rostered onto something. Therefore if you see nothing then you can rest assured that you are not rostered onto anything in the immediate future.

The screenshot shows a web interface for viewing a roster. On the left, a sidebar titled 'Roster' contains a legend '✓ = You are scheduled' and a list of dates: 'Sunday, 1 December', 'Sunday, 8 December', and 'Sunday, 15 December'. The first date is circled in red. Below the list is a button 'Subscribe to your roster [?]' and links for 'iCal / Outlook' and 'Google Calendar', with a red arrow pointing to the latter. A callout box 'First select date' points to the first date. The main content area shows details for a '9:30 AM' service. Under '9:30am Role', the 'Database' role is highlighted in green and circled in red, with a callout box 'Your role' pointing to it. Other roles listed include 'Tech Team', 'Welcoming', and 'Newcomers Team'. On the right, 'Rehearsal Times' are listed: '8:45 AM : Band Practise' and '9:00 AM : Setup/Morning Tea', followed by 'Other Times' including '9:15 AM : Greeters'. A callout box 'Add your roster to calendar' points to the calendar links in the sidebar.

Availability - Setting dates - Step 1

It is possible to submit any dates that you are unavailable (i.e. holidays etc), to help the leadership team when creting a roster.

- Select the 'Availability' button in your members area.

The screenshot shows the website interface for Macquarie Anglican. At the top left, the logo 'Macquarie Anglican' is displayed. To the right, there is a user navigation area with 'Welcome', 'Admin', 'My Account', and 'Log Out'. Below this is a horizontal menu with items: Home, Roster, Calendar, Availability, Bookings, and Downloads & Links. The 'Availability' item is circled in red. A red arrow points from this circle to a 'Select' button, which is also circled in red. Below the menu is a 'Latest Posts...' section containing a welcome message from Fergus & Tim. To the right of the posts is a 'Upcoming Events' section listing events like 'Playcentre', 'Womens Event', 'Impact Youthgroup', and 'Splash Kids Club'. At the bottom of the page, there is a green box with the text 'No posts found' and 'There are currently no posts in this section.'

Availability - Setting dates - Step 2

- Select the dates that you are unavailable (if it is just one day, then the two dates will be the same. If it is a multiple week holiday then enter the start and end dates).
- Add the time fo day you are unavailable (this is particularly relebvtant to those who are on rosteres at both morning and evening services, as you may be unavailable in the morningm but available in the evening).
- Add a Reason
- Then select 'Submit My Unavailability'.

Leaders will now see this information when creating rosters where you are a volunteer.

The screenshot shows the 'Macquarie Anglican' website interface. At the top, there is a navigation bar with 'Home', 'Roster', 'Calendar', 'Availability', 'Bookings', and 'Downloads & Links'. A user is logged in, as indicated by 'Welcome' and links for 'Admin', 'My Account', and 'Log Out'. The page title is 'My Account / Availability'. On the left, there is a profile section for 'Me' with options to 'Link your Facebook account', 'Edit Your Profile', and 'Change Profile Picture'. The main content area is titled 'Submit Unavailability' and contains the following fields:

- 'I am unavailable from' with a date picker.
- 'I am unavailable till' with a date picker.
- 'I am unavailable' with a dropdown menu set to 'All Day'.
- 'Unavailability reason' with a text input field.
- 'Add More Unavailabilities +' button.
- 'Submit My Unavailability' button.

Reminders

Once your roster is set, you will receive an email on the Friday before to remind you of your position on the Sunday service for that weekend. If you have not yet confirmed that you are available, you will also receive weekly emails asking you to confirm that!

Hi [REDACTED]

This is a quick email to remind you that you are scheduled on the following:

Sunday, November 24, 2013

- **9:30am Role / Tech Team / Database** at (9:30am service)

Look forward to seeing you there!

Kind regards,

Admin
Macquarie Anglican