

# HOW TO...

LOG INTO ELVANTO  
EDIT PROFILE ON ELVANTO



## Access the Church Elvanto

The church elvanto website is:

<https://daptoanglican.elvanto.com.au/login/>

To access Elvanto you will need a device (computer, phone or tablet) that has a connection to the internet.

**1.** To get onto the internet on your device you will need to open your Internet Browser. The most common browsers are:



Google  
Chrome



Firefox



Safari



Internet  
Explorer/  
Edge

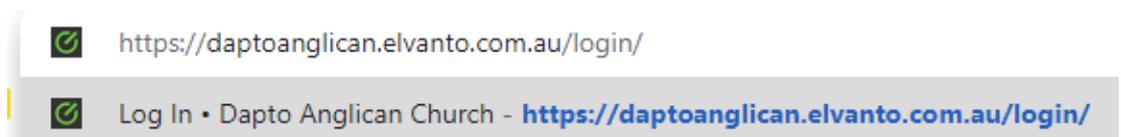
**2.** Click on your internet browser to open it.

**3.** Once the browser is open, take time to find the "address bar". It is located at the top and looks similar to this:



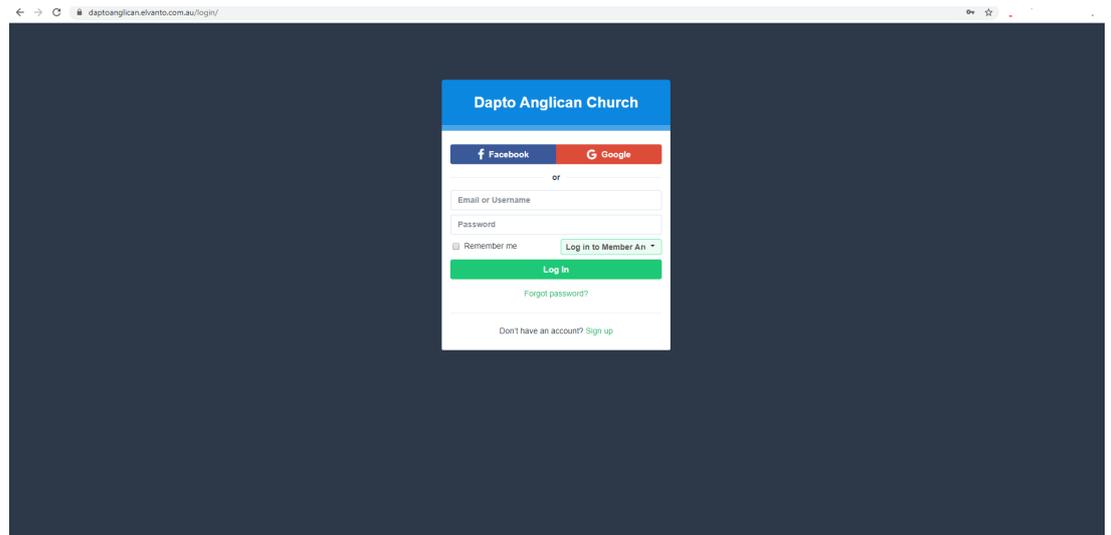
**4.** In the address bar type the DAC website:

<https://daptoanglican.elvanto.com.au/login/> and press enter.



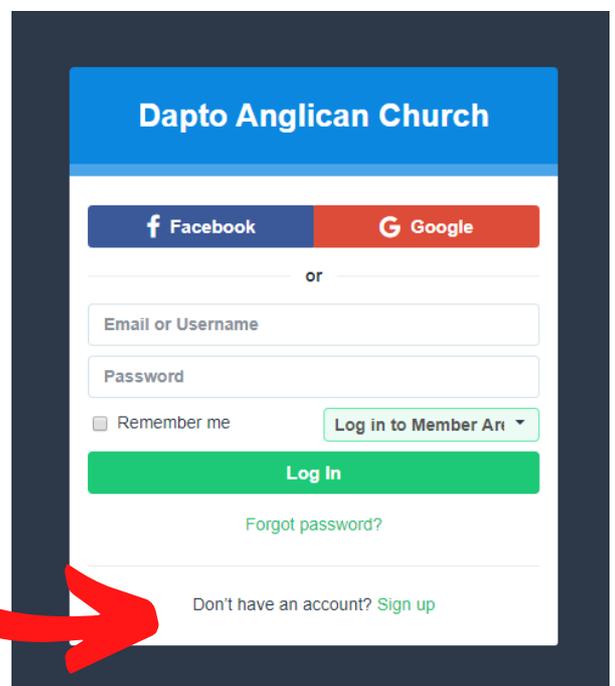


5. The webpage will open and it should look similar to the picture below.



6. To log into Elvanto you will need an account. If you already have one type in your Username and Password and proceed to step 10. (If you need to reset password because you forget, click "Forgot Password".)

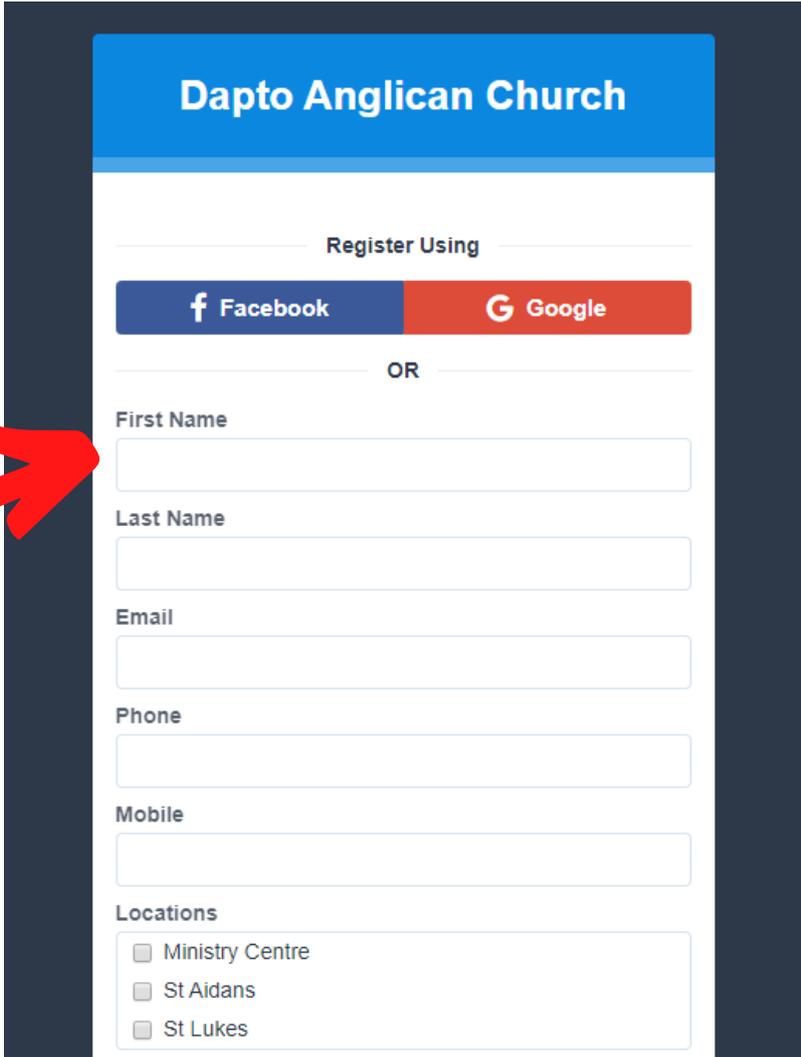
If you don't have an account you will need to sign up for one with your email address. Click on "Sign Up".





**7.** To Sign Up you'll need to put in your personal details: First Name, Last Name, Email, Phone, Mobile, Location, Username and Password. You will need to type your password twice to make sure you know what it is and can remember it.

Alternatively you can register using your Facebook account or your Gmail account. This will create your account using details you've already given to Facebook or Gmail. All you will need is your Facebook Account.



**Dapto Anglican Church**

Register Using

 Facebook  Google

OR

First Name

Last Name

Email

Phone

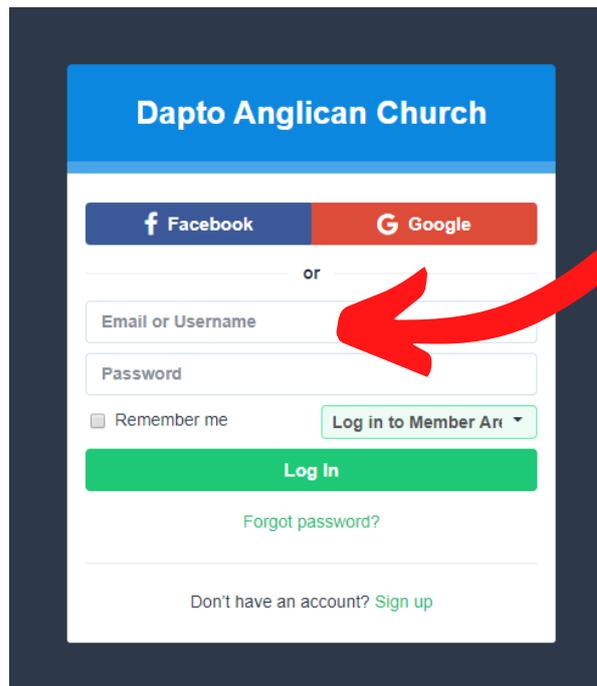
Mobile

Locations

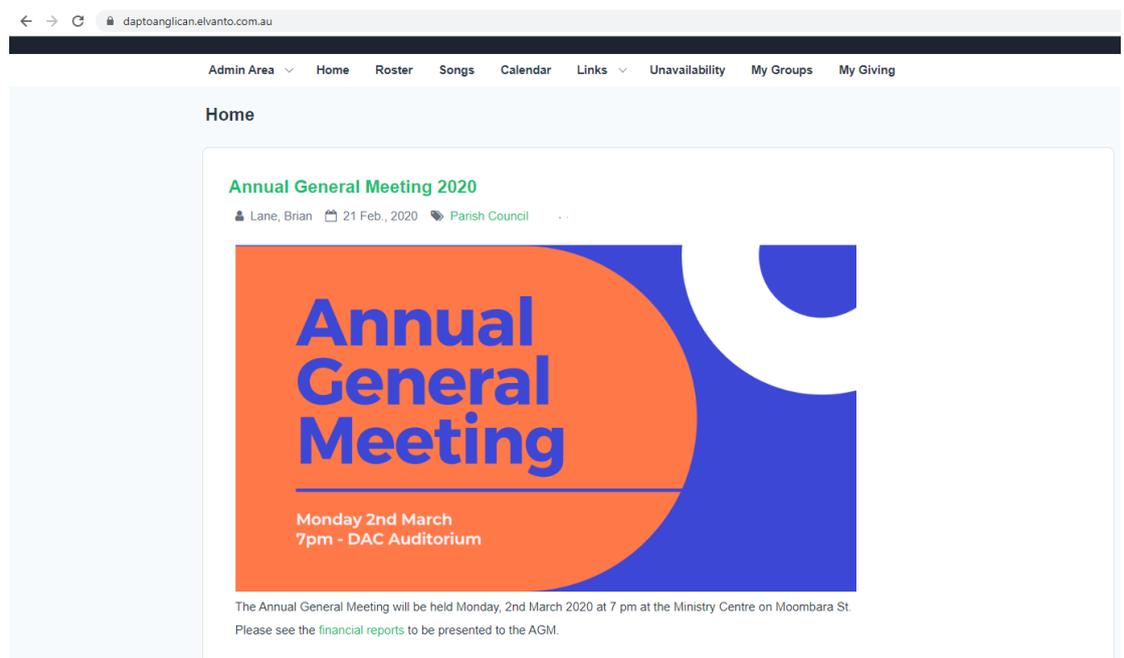
- Ministry Centre
- St Aidans
- St Lukes



8. Once you have signed up you can log in with your username and password or by clicking "Facebook" or "Gmail" (depending on how you created your account).

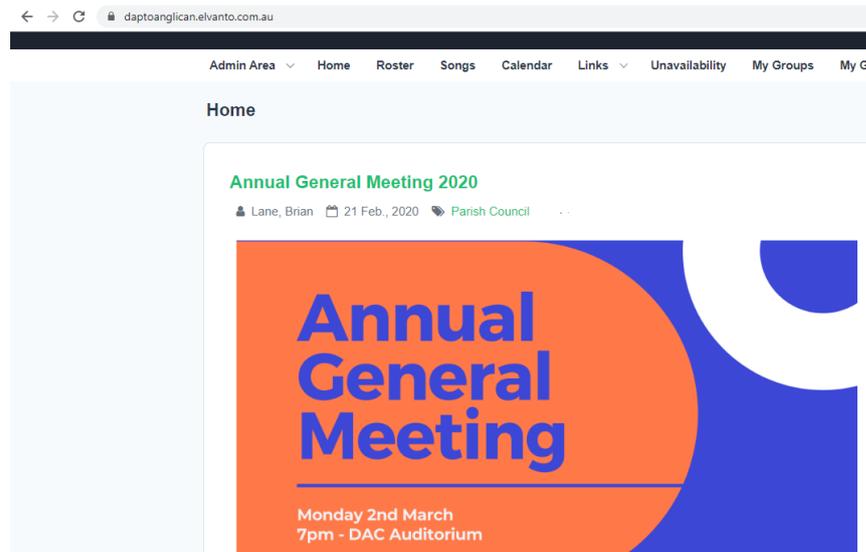


10. Once you have logged in you should see a screen similar to this:





**11.** On the home page the latest communication will be shown. On the screen below is a reminder that the AGM was on.

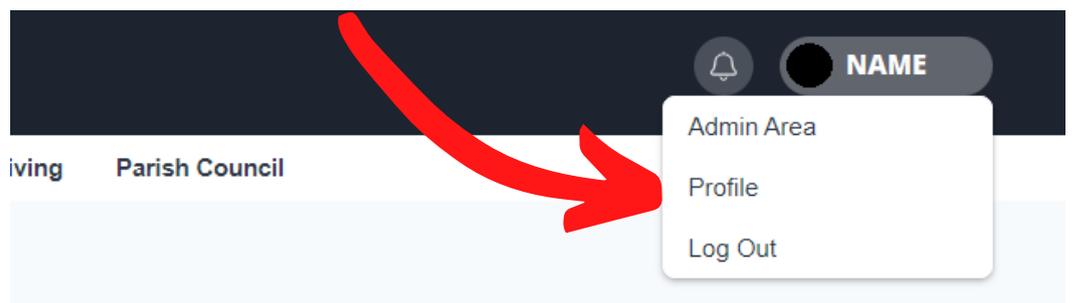


**12.** On the menu above you have access to helpful areas like "Roster" where if you serve at the 10am, 5pm or 7pm service you can see when you are scheduled to serve.

You can also use the unavailability section to let us know when you will be unavailable to serve.

The songs area gives you access to the songs you might need to practice to serve.

If you would like to update or check your profile you will need to click on your name that will appear in the top right hand corner and click on Profile.



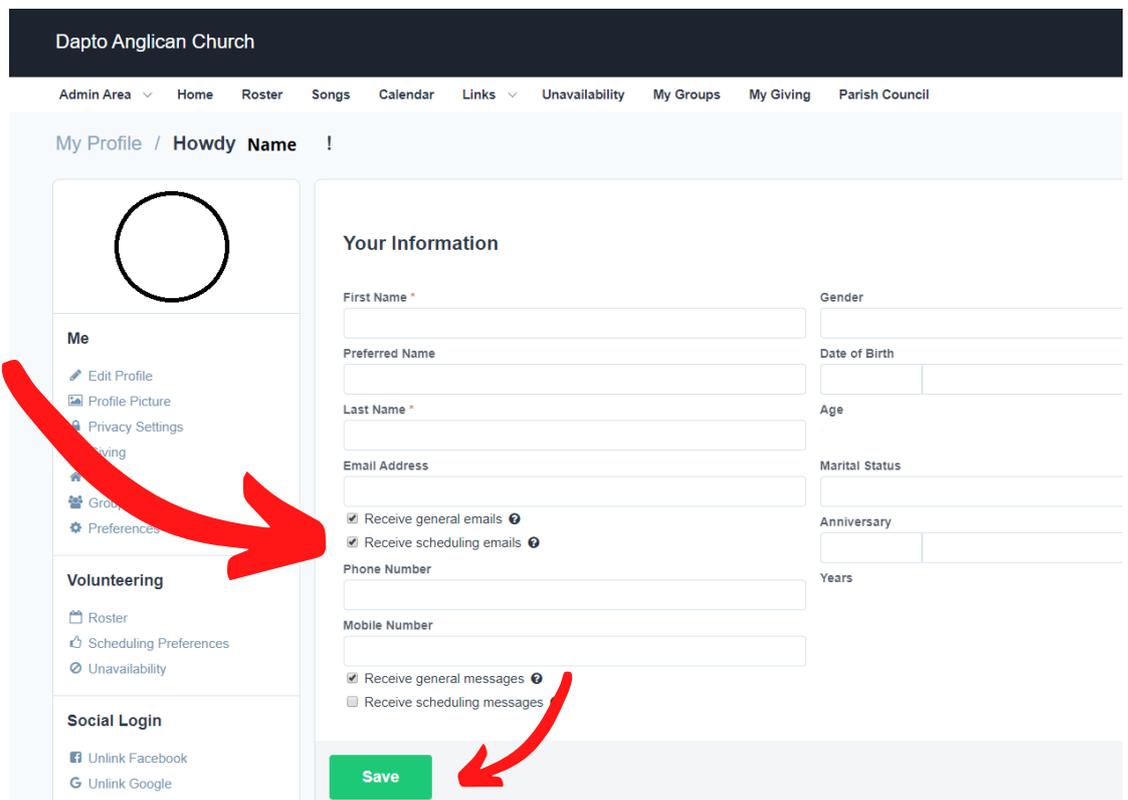


**13.** Look in each of the fields, and check that your information is up to date. If you need to edit any of the fields, click on the box and type in the correct information.

Make sure the "receive general emails" and "receive scheduling emails" are ticked, otherwise you will miss out on receiving updates and information.

Make sure you scroll down to the bottom and check all fields.

When you are finished don't forget to press "Save".



Dapto Anglican Church

Admin Area ▾ Home Roster Songs Calendar Links ▾ Unavailability My Groups My Giving Parish Council

My Profile / Howdy Name !

**Me**

- Edit Profile
- Profile Picture
- Privacy Settings
- Giving
- Groups
- Preferences

**Volunteering**

- Roster
- Scheduling Preferences
- Unavailability

**Social Login**

- Unlink Facebook
- Unlink Google

**Your Information**

First Name \*

Preferred Name

Last Name \*

Email Address

Phone Number

Mobile Number

Receive general emails ⓘ

Receive scheduling emails ⓘ

Receive general messages ⓘ

Receive scheduling messages

Gender

Date of Birth

Age

Marital Status

Anniversary

Years

**Save**