Tithe.ly

Giving
Unleash generosity with digital giving tools for your church

People
Stay connected to your fellowship more efficiently

Messaging
Reach more people and connect with first-time guests

ChMS
Build a healthy church with our church management software

Apps
Engage your church every day of the week

Events
Make church event registration easy and payments simple

Sites
Create an engaging church website in minutes

Pay
Upgrade the way your church takes payments

Worship
Great Worship services start here.

Media
Introducing: your church's new in house designer

Finance
Giving
Check Scanning
Pay
Pledge Campaigns
Intergrations

Comms
Messaging
Sites
Apps
Media

ChMS
People
Background Checks
Events
Worship
Elvanto*

Elvanto: alofnac.elvanto.net

Elvanto Demo: demo.elvanto.com

Church Website: alofnac.com

Tithe.ly Dashboard: app.tithely.com

Church App Dashboard: dash.churchlinkapp.com

Church Email: alofnac@messaging.church

Church Two Way Messaging Number: 1-888-310-0559

Mass Church Messaging/Scheduling Number: 1-888-310-0562 (Elvanto)

Text-to-Give Number: (877) 870-8692

QR code for Church App

Church App, Elvanto & Website
Leaders/Admin Login

With multiple Tithe.ly products comes multiple logins, however, you can use the same email and password for simplicity.

You can get to the **Tithe.ly Dashboard** and **Elvanto** from the Church App "**More**" menu. The Elvanto app is recommended, but this is optional if you prefer only one app instead of two.
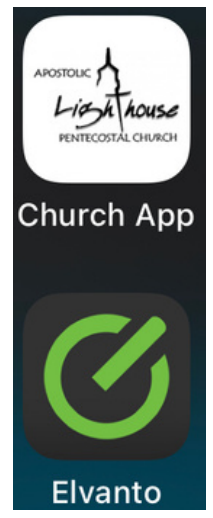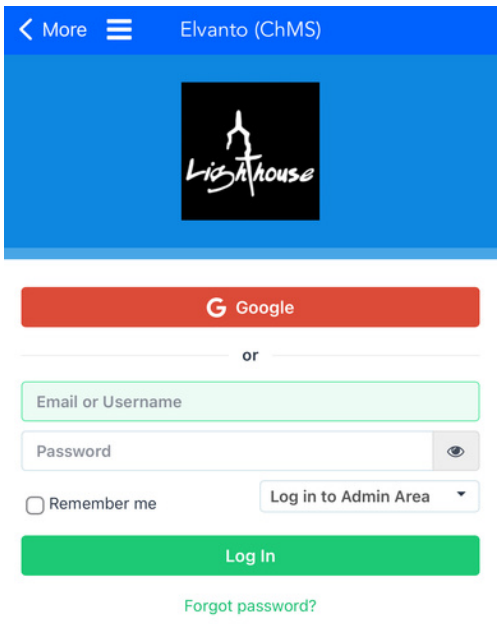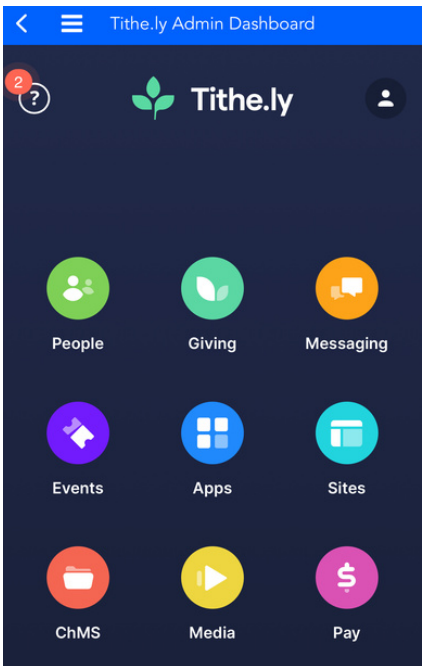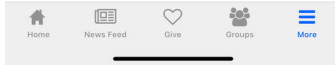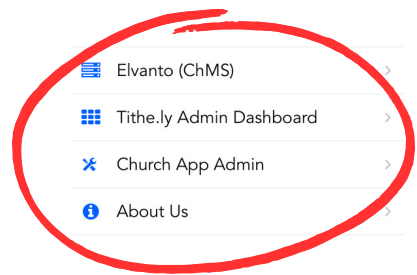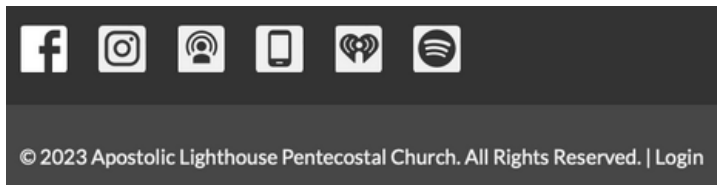
Few will need to use the Tithe.ly dashboard.

Everyone will use Elvanto.

Access to send **Church App** notifications/prayer requests is a separate login and its also located in the "**More**" menu of the Church App.
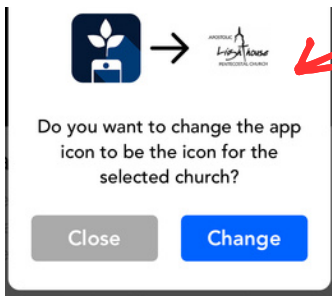**NOTE**: All leaders will have the access to send SMS messages.
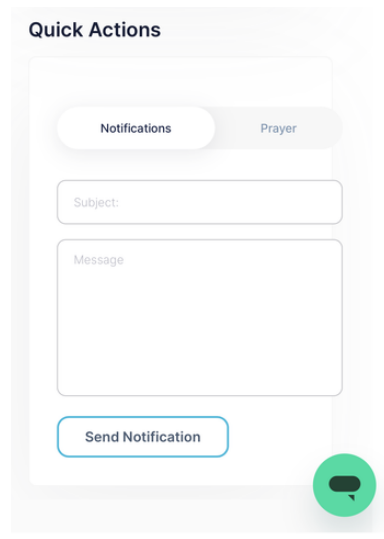
To login into the website, scroll down to the bottom of the page and click "Login." All leaders have a login and access permissions to update your department page on the website.
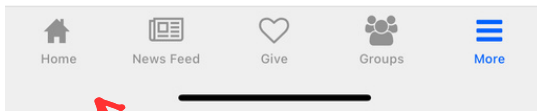
Tithe.ly Church App

The app will prompt you to change the icon.
If this doesn't happen, refresh the app.

Do you want to change the app icon to be the icon for the selected church?
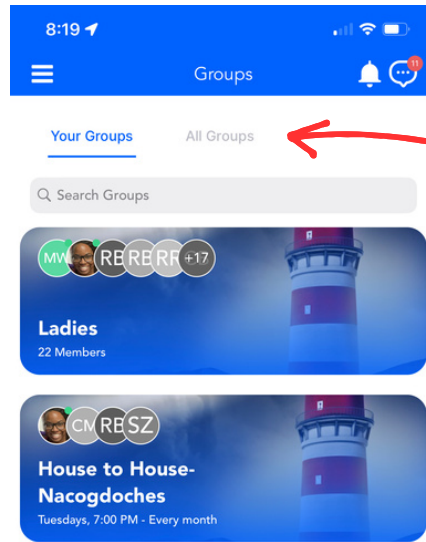
Close **Change**

What can the Church App Do?

Quick way too see all church information, Listen to recorded messages, Interactive notes for messages or Bible studies, Push Notifications, Mobile giving, Bible and Prayer Wall, Group messaging and more.

Home | News Feed | Give | Groups | More

Whats in the App Menu?

Home: Home screen view
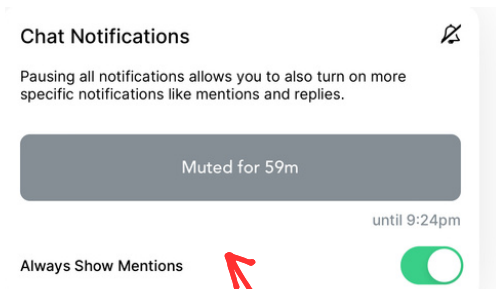**News Feed:** Calendar Events, Social Media, App wide notifications, etc.
Give: Online giving
Groups: Linked to groups in Tithe.ly People
More: Additional links

8:19
Groups

Your Groups | All Groups

Search Groups

Ladies
22 Members

House to House- Nacogdoches
Tuesdays, 7:00 PM - Every month

Group Chat messages are unlimited. This is ideal for communicating with your team/department. There is no limit on how many groups we create. Every group will need a leader. There is no limit on assigning leaders in a group. Leaders can change group background image, accept requests to join and delete comments if needed.

You can view/search **Your Groups** or **All Groups**. You must be logged in to see any groups. Currently, all groups are **private** (the leader can change this). Every group has an "**Invite**" option. This allows you to send someone a text to download/join the app.

Chat Notifications

Pausing all notifications allows you to also turn on more specific notifications like mentions and replies.

Muted for 59m

until 9:24pm

Always Show Mentions

You will receive an app notification for every chat within a group. While in your group, go to **settings**, then **notifications**. Chats can be muted for a specified length of time. By default, "**Always Show Mentions**" is on, but can be switched off. This allows messages directed towards you to come through. Typing the "@" sign brings up the list of group members.

Tithe.ly Giving

Ways to Give:
Mobile App
Text Giving
Online Giving
Pledge Campaign
Check Scanning
Admin Batch Entry
Kiosk Giving
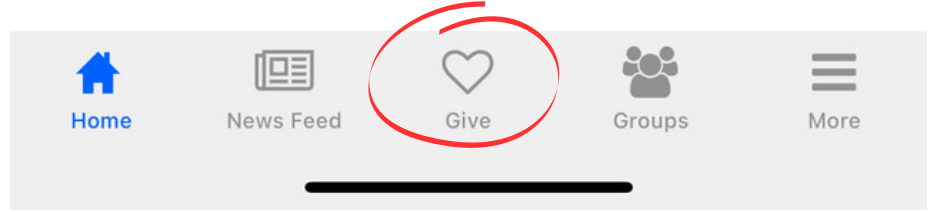
Visit **alofnac.com/give** or tap the "Give" option in the **Church App**. Online giving and the Church App use the same email login.

Covering the fees is optional.
You can choose up to 4 different funds (i.e. Tithes, Offering, Building Fund & Missions) to give to at one time. You must be logged in to give to multiple funds. Use the plus button to give to an additional funds.
NOTE: Bank accounts have the lowest processing fee.

An example of a **Pledge Campaign** is Above & Beyond. A Goal is set and the church is able to see the progress toward the goal.
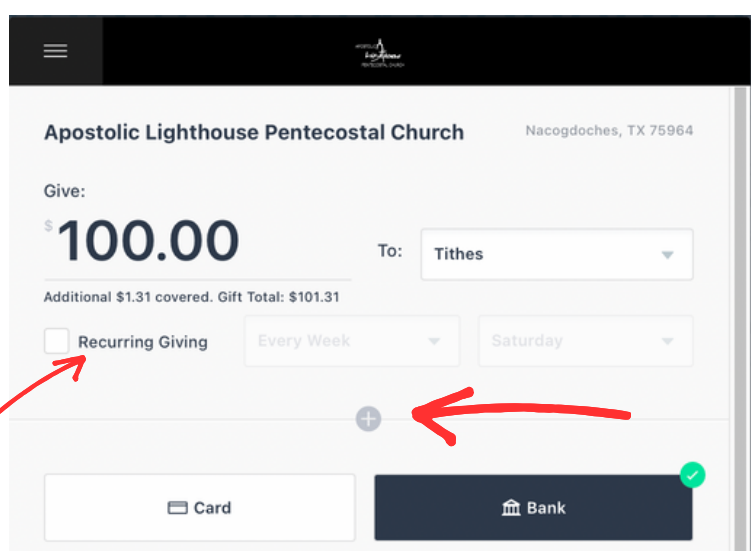
Recurring Giving is for funds that are the same amount each time and are set up individually.
NOTE: Recurring funds and additional funds can not be in the same transaction.

Text-to-Give allows someone to text the amount they'd like to give to each fund. Once you complete the initial set up using the link sent, the rest is completed through text messages.
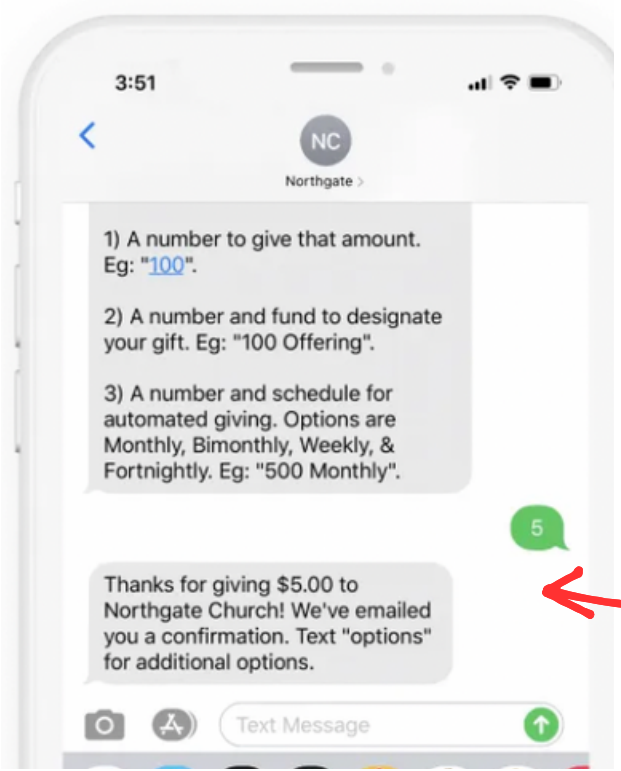
NOTE: Text-to-Give is a separate number.
(877) 870-8692

Elvanto (ChMS)

You can edit your **Dashboard** by tapping on the three dot menu to the right. From a web browser, it will say "Edit Dashboard." You can edit and add widgets. Helpful widgets are **Upcoming Roster**, **Notifications** and **My Groups**.
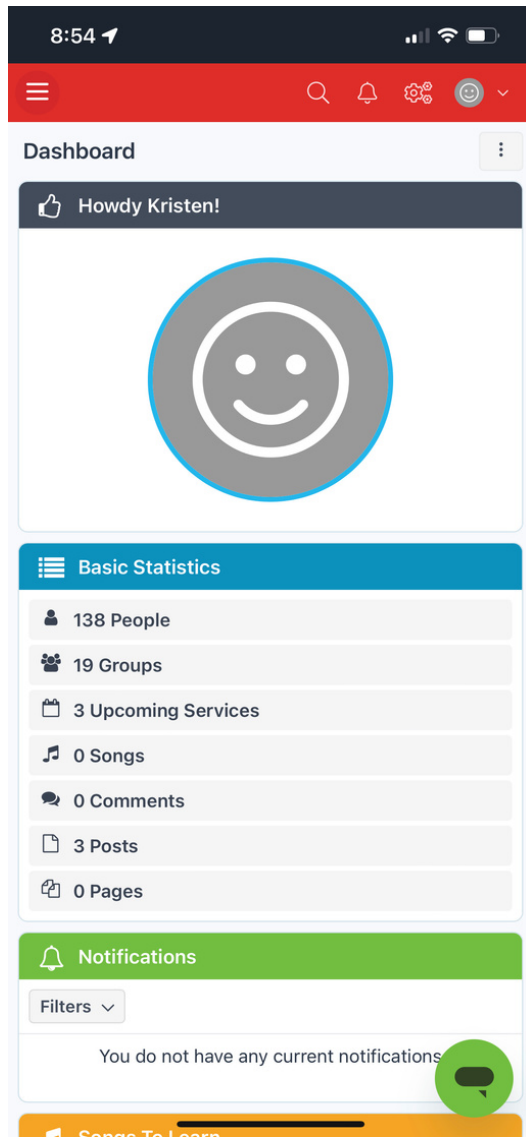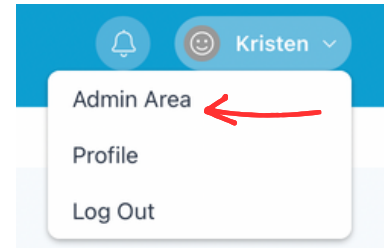
When you login, it will take you to the **Member** or **Admin** Area. The Member Area has a **blue** bar and the Admin Area has a **red** bar at the top.

How will we use Elvanto?

Organization of **People** (members/guests/contacts), **Groups** that track attendance (meetings/services) and can be used for SMS messaging, **Services** include attendance and scheduling, **Songs** may be used for music, **Check-In** is ideal for children's events (VBS), **Needs** communicate/assign areas of need, **Events** integrate with the calendar, registrations and payments (if needed),**Calendar** can serve various purposes (ex. 3rd Building reservations), **Forms** allows unlimited form creation (Order forms, Contacts, Maintenance request, etc.), **Financial** is for bookkeeping and giving statements, **Files** has storage (up to 10GB) for documents, **Posts** are for communicating information upon login, **Links** are "shortcuts" to any URL/website.
NOTE: Admins will see additional options (also in their widgets).
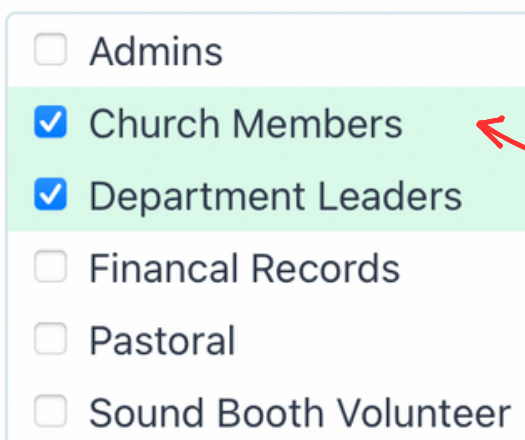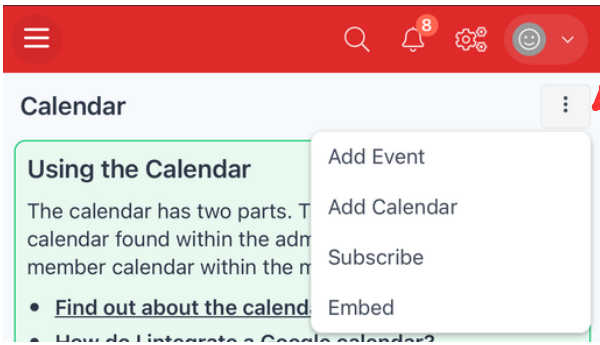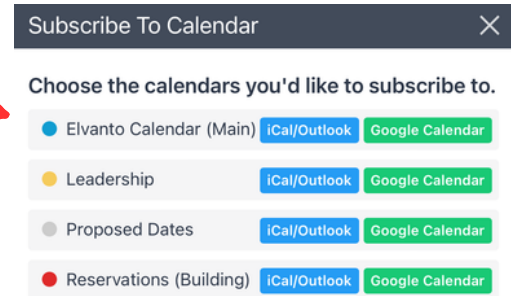
There are several **Access Permissions**. Leaders have **Department Leader** Permissions. Our current Admins are the Crosswhites, Sis Kristen & the Watsons. We can add additional Access Permissions and edit any permissions as needed.

NOTE: Demo Account is demo.elvanto.com

Calendar & Events

Add **Events** and **Subscribe** to Calendars here. Subscribing to Calendars makes them appear on your phone calendar.

Subscribe To Calendar ✕

Choose the calendars you'd like to subscribe to.

- ● Elvanto Calendar (Main) `iCal/Outlook` `Google Calendar`
- ● Leadership `iCal/Outlook` `Google Calendar`
- ● Proposed Dates `iCal/Outlook` `Google Calendar`
- ● Reservations (Building) `iCal/Outlook` `Google Calendar`

Calendar ⋮
- Add Event
- Add Calendar
- Subscribe
- Embed

Using the Calendar

The calendar has two parts. T[...] calendar found within the adm[...] member calendar within the m[...]
- Find out about the calend[...]
- How do I integrate a Google calendar?

The "**Proposed Dates**" calendar can be used for events that only leadership can see. The "**Reservations**" calendar can be used to track building usage. There is also a Reservations Request form.

Elvanto will "house" our calendars/events because it integrates easily with our app and website.

Status
Public Event

Calendar
Elvanto Calendar (Main)

Organizer
Chalk, Kristen

Register URL
-- None --

Events: Make sure you select the correct calendar when adding an event. It defaults to the Main Calendar. Descriptions help, especially since this appears on the app/website.

| Edit | Registration | Invoices & Tickets | Guests |
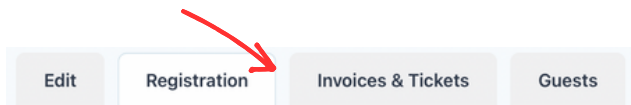
Registration and Invoice Tabs are only used if we are accepting payments. Let an Admin know when you need to accept payments (such as a meal/fundraiser). This is to ensure that the money is "mapped" to the correct Fund.

Actions
- ✉ Contact Guests
- ⬇ Export Guest List
- ⎘ Duplicate Event
- 🗑 Delete Event

If people need to register for the event, you can contact them as a group or individually. You can also export a guest list.

	Name	Limit ❓	Price ❓		
⊹	Super Salad	0	$	10.00	⚙ ✕
⊹	Pulled Pork Sandwich	0	$	10.00	⚙ ✕

+ Add Ticket

Limits and pricing can be set for each ticket type. Discount codes a can also be used for special promotions. Leaders are emailed each time a form is completed. You will need to approve the form submission.

Note: You can filter the Events by timeframe, calendar and assets.

Elvanto (ChMS) People/Volunteers

Choose Category ✕

- Members
- Guests
- 1st Time Guest
- Community Contacts
- Jail Service
- Inactive
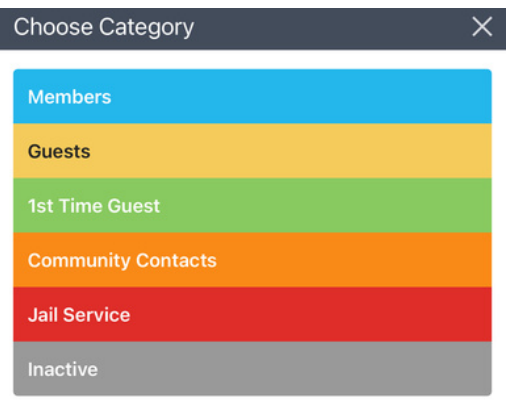
To Add a Person: Go to **People** and select "**Add Person**". Choose a Category, Enter their information, add them to a **Group** (if needed) and **Save**

- Add Person
- Add Family
- Contact People

Members: Church members
Guest: Attends often
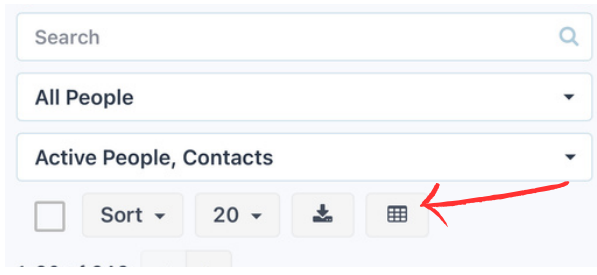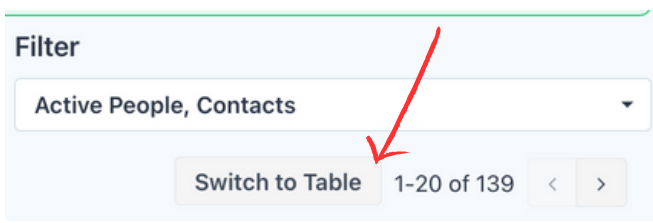**Community Contacts:** People we've reached to in the community
1st Time Guests: Attended church at least once
**Inactive:** Deceased or profile no longer in use
Jail Service: Inmates that attend jail service (only Admin can view).

NOTE: It remember your last **View** and **Filter**.

NOTE: "Switch to Table/List" is an alternate People viewing option.

Filter
Active People, Contacts
Switch to Table   1-20 of 139   < >

Search
All People
Active People, Contacts
Sort ▾   20 ▾   ⬇   ⊞

To Mark a Person as a Volunteer: Go to **People,** select the person and go to the "**Account & Volunteering**" tab of their profile. Check the volunteer box and add them to the appropriate departments.

Edit   Activity   Notes   Family   Account & Volunteering
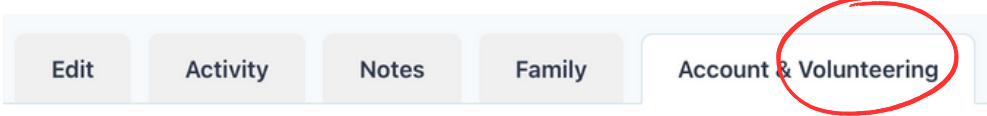
Volunteer
To schedule a person as a volunteer on a service, they first need to be marked as a volunteer below.
☑ This person is a volunteer

When scheduling, you can see **Conflicts** and **Possible Conflicts** as well as the last time that volunteer was scheduled.

	Last Scheduled ❓
Pirtle, Brian Possible Conflict ℹ	04/09/2023
Chalk, Kristen Possible Conflict ℹ	04/09/2023
Murray, Colton	04/13/2023
Watson, Mahala	04/13/2023

NOTE: Let Sis Kristen know when you are ready to start scheduling volunteers.

Elvanto (ChMS) Groups, Attendance and Messaging

Each Group is separated into a Category for organization purposes.

Group Categories

Messaging: Messaging only. Not used for attendance.
Departments: Groups you lead. Meant for attendance.
Outreach: Groups tied to Outreach such as Bus Ministry and Bible Studies
House to House: All house to house groups.
Sunday School: Mainly for Attendance

Submit Report

Contact

Add People

Submit Report reports attendance for the Date Met.
Contact send an email or SMS to the group.
Add People adds a person to the group.

To Take Attendance For Classes/Groups (not in the Sanctuary): Go to the **Group** and select "**Submit Report**." Check those present, enter number of "**Guest in Attendance**". Leave a **Note** if needed. Attendance Reports are emailed to Pastor and the Group Leader. Guests in attendance is for any person not yet in the system. You could add them quickly or enter their name in the Notes section to add into the system later

Actions

🖨 Print Checklist
🗑 Delete Group
🗂 Duplicate Group

Date Met

04/09/2023

☐ Will not meet

Time Met

8:10 PM

Service(s) ❓
🔘 No service
⚪ 10:00 AM Easter Sunday Morning (Apostolic Lighthouse)
⚪ 6:30 PM Sunday Night (Apostolic Lighthouse)

To Message a Group: Go to **Groups** select the group you want to message and select "**Contact**." Choose to send an Email or SMS. Select "**First Name**" from the **Add a field** dropdown if you want to include a person's name in the message (ex. Hi John). Type your message and **send a test SMS** to yourself if needed.

Contact Bible Studies

Send Email or SMS

What would you like to send?

Both Email & SMS | Email Only | SMS Only

You **can** go over 160 characters. It will create segments but is received as one message (not split up). We have about 50,000 segments before needing to buy more.

0/160 characters [Help]

Send test SMS

NOTE: This potentially replaces Remind. Leaders can send messages to the whole church or groups as needed without needing a "go-between."

Elvanto (ChMS) Services, Scheduling and Attendance

To Edit a Service: Got to Services and select a service. You can also edit multiple services at a time by selecting/hovering over the arrow beside **Services**, then select **Multiple Services.**

Edit	Plan	Volunteers	Reporting	Check-in

Edit: For recurring services, this information is from a template. For new services, it will be blank.
Plan: Includes Songs, Announcements and Notes
Volunteers: View and edit the schedule
Reporting: Sanctuary Attendance
Check-in: Check someone into a Room. Primarily used for children.

To Take Sanctuary Attendance: Go to a **Service** and select the **Reporting** tab. Type in a name or use the Mass Add option.
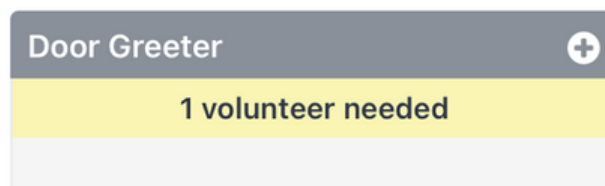
Individual Attendance

Print Offline Checklist	Mass Add People

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

Search	🔍

To Schedule a Volunteer: Go to the **Volunteers** tab and select the **plus sign**, this will lead you to a list of available volunteers for that position. To see all volunteers, **clear the filter.** **Save** when finish.

Door Greeter	➕
1 volunteer needed	

Filters Clear All

NOTE: Scheduling is tied to Services not Events

Elvanto (ChMS) Needs, Forms & People Flow

To Add a Need: Go to **Needs** and select **Add**. Enter the Need Name, Type and Description. Select the Due Date and choose the appropriate location. **NOTE**: You can not assign a need to a person. The person must assign it to themselves. Needs are in the **Member's Area** under **Church Needs**.

Add New Need

Need Name

Enter Need Name

Type

✓ Maintenance
Cleaning/Upkeep
Event Volunteers
Other type

Enter Description

Due Date

04 / 07 / 2023

Me

✏ Edit Profile

🖼 Profile Picture

$ Giving

🏠 Family

🎁 Needs

⚙ Preferences

Enable	Need Type Name	Subscription Status
☐	Maintenance	Unsubscribed
☐	Cleaning/Upkeep	Unsubscribed
☐	Event Volunteers	Unsubscribed

Subscribe to **Needs** categories by going to your member profile and select **Needs**. When a Need in that category is added, you will receive an email.

Forms allow you to collect information to be utilized in the database. They can be accessed via a link, or embedded into our website. Form can also "trigger" actions such as adding a person to a group or to a step in a People Flow.

People Flows allow you to set up and track the different processes that occur in a step-by-step flow. For example, a first time guest flow may included and initial email/text, then a phone call and later a 4 week phone call.

Initial Email
Notifications are On   Due 0 days later

Phone Call
Notifications are On   Due 3 days later

4 Week Phone Call
Notifications are On   Due 30 days later

Tithe.ly Messaging

Inbox: All messages
Blasts: Mass SMS or email
Keywords: Ex. LUNCH
Follow Ups: Automated messaging

NOTE: Our primary use for this "side" of messaging will be when two way messaging is needed and Keywords. Everyone may not need this.

Blasts allow you to see statistics: Delivered, Read, Clicked & Bounced. Email Blasts are unlimited.

Keywords can add people to a group and/or prompt them to complete a form (i.e. registration for VBS).

The **Inbox** is where two-way messaging (SMS and email) takes place. Currently, every leader has access to this.

SMS Usage   Mar 18 - Apr 18

102 / 500   Settings
Tier 1

We have a 500 outgoing SMS segment limit per month.

Simple emails are text only. **Drag & Drop emails** are templates with graphics and pictures. This would be useful for department updates or newsletters.

Under settings, you can choose to be notified of new inbox messages via email or SMS.

Messaging Number:
1-888-310-0559
Church Email:
alofnac@messaging.church