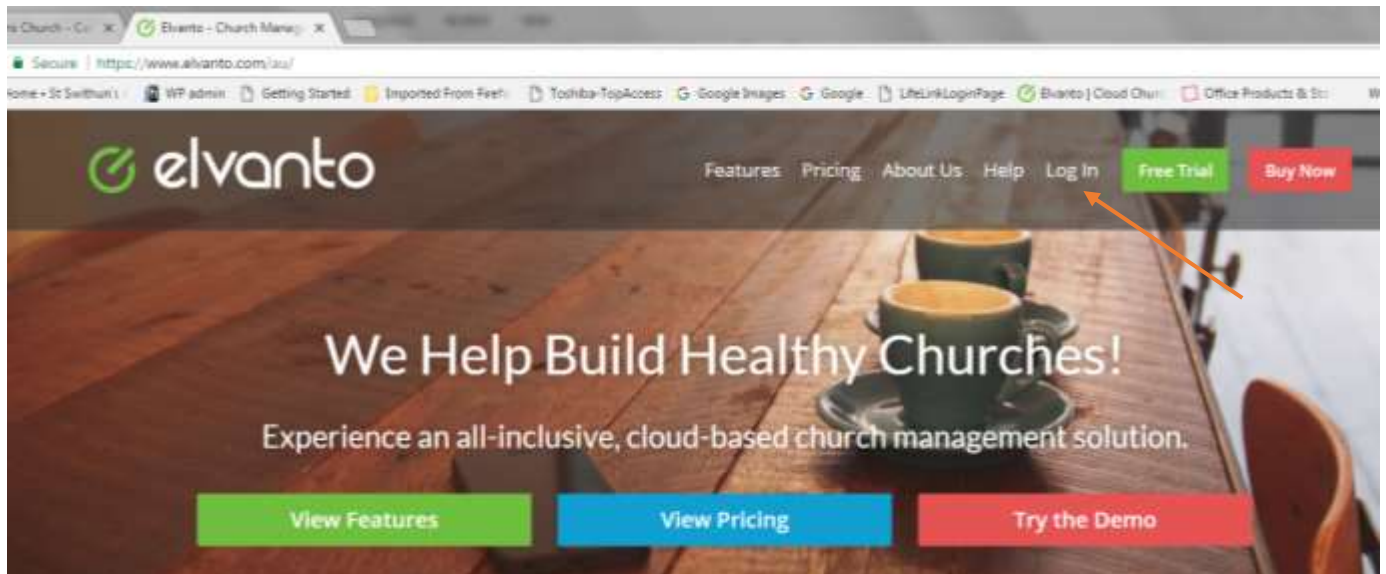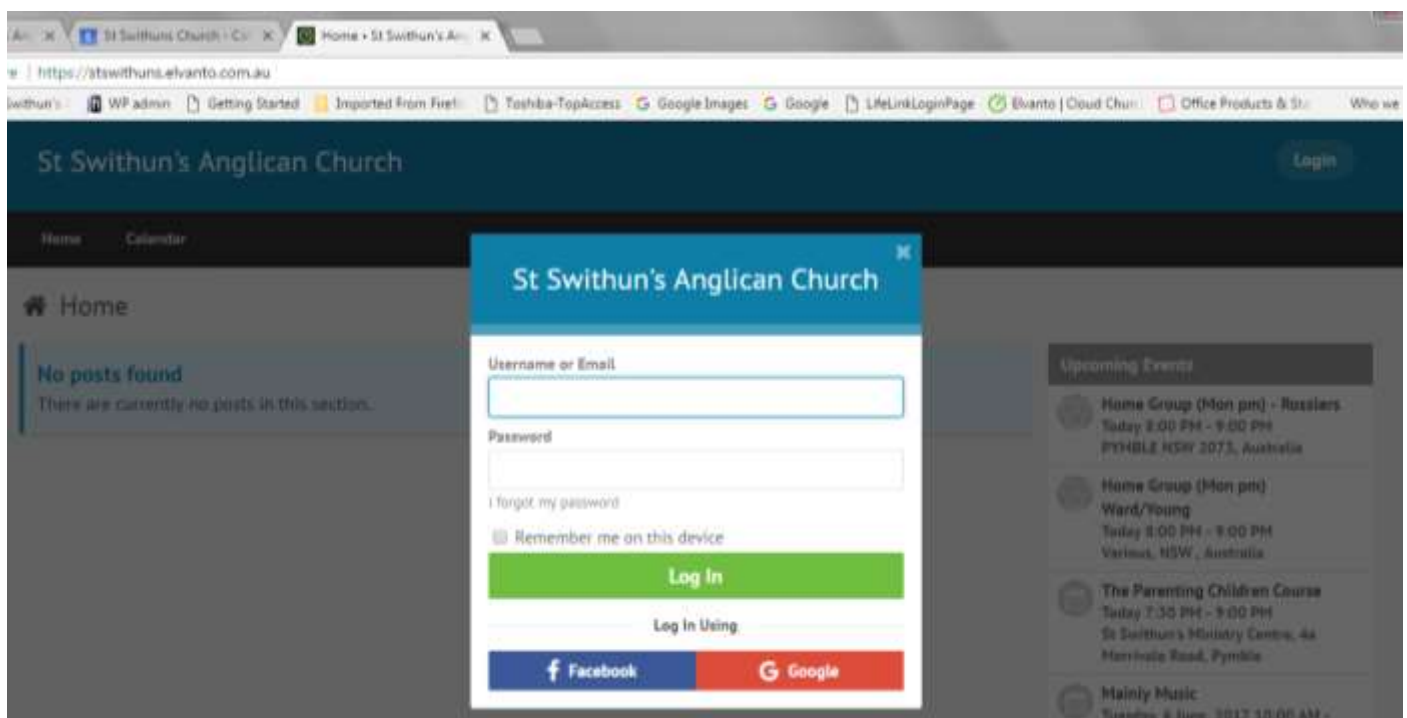# How to mark your unavailability in Elvanto

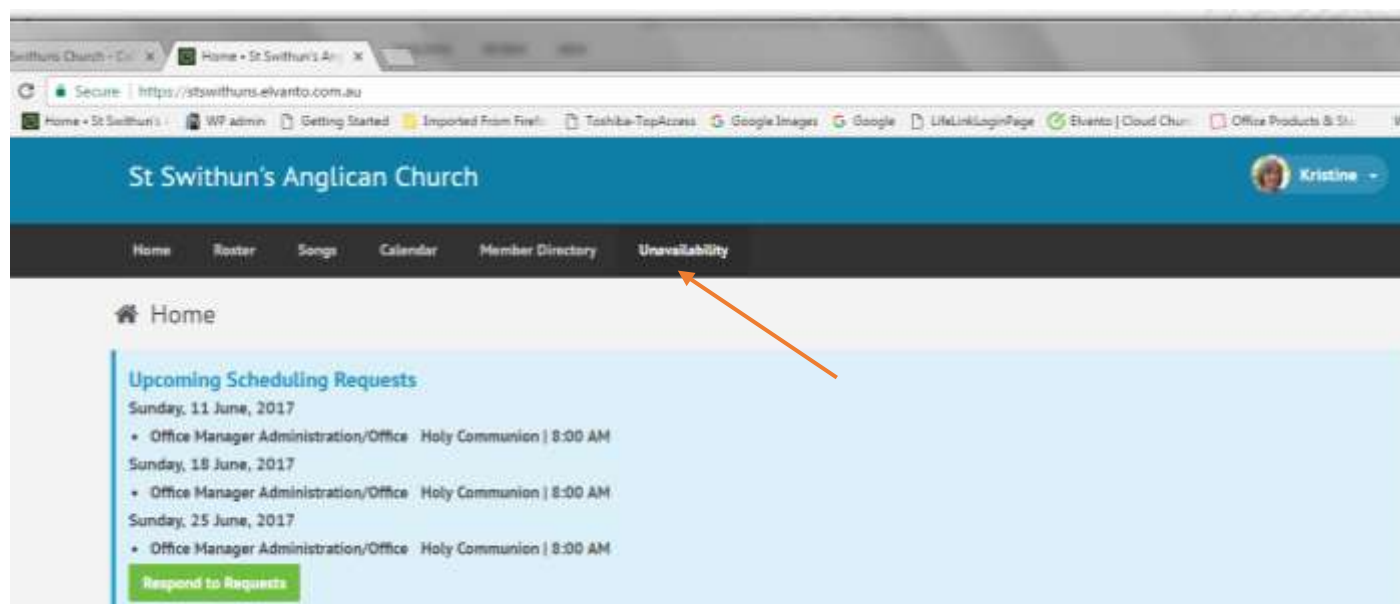Go to www.elvanto.com.au and log in to Elvanto.

You will need your user name (or email address) and password. If you don't have a username, or you have forgotten your password, please contact the office on office@swiz.org.au or 9488 7377.
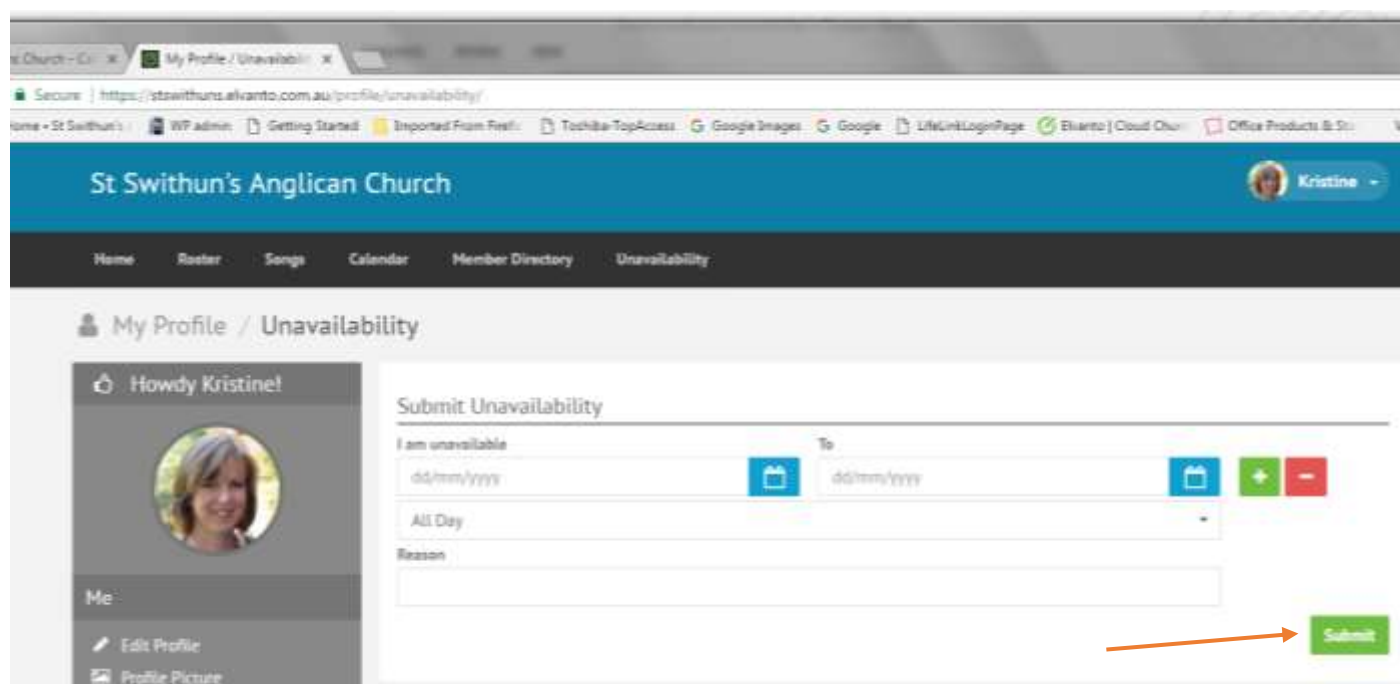

If you share the device you are using with other people, please *Do Not* tick the 'Remember me on this device' box.

Click on the 'Unavailability' tab.

Let us know the dates that you are unavailable to serve on any rosters. It is helpful if you are able to give a reason, but this is optional ☺.

You can add several dates by clicking on the ➕ button.

When you have finished, click 'submit'. You can submit unavailable dates at any time.

Thank you! When we are working on the next roster this will ensure that you are not rostered on when you are not available.