

## Configuring your Elvanto account to work with the SMT integration

This is not complex, but it does need to be done correctly to avoid problems with the integration.

### Key information

You will need:

- The Elvanto API key for your church account (You can find help with this [here](#))
- To add a multi-line text field needs to be created for the **Safe Ministry Training Log** (and that is the recommended name for that field)
- If your Safe Ministry Training Course name field is not a simple text field, you will need to edit or create one for that purpose.  
eg: if your SMT course name field is a drop-down field, our system cannot update that. So you can leave that field in place for historical purposes and add a single line text field to become your new SMT Course Name field which will take the Course name from our system when it updates a user.
- If you do not already have a field for the purpose, you will need to create a single line text field to store the date that a person's next training is due (ie: a date 3 years from the date of their last training).
- A list of the field names that your Elvanto account uses for the following member information:
  - Safe Ministry Training course name (noting the above caveat)
  - Date of last course completion
  - Date of next training due
  - Certificate number
  - WWCC number
  - The name of the Safe Ministry Training Log field created to hold historical training data.
- Note: each person's DOB must be entered in the default Elvanto DOB field.

The only two slightly complex aspects are the addition of those one or two text fields.

If that is beyond the ability of your church staff, we recommend consulting the Elvanto support team who can talk you through the process. We cannot assist with modifying your Elvanto system.

There are a couple of other matters to be aware of:

In the SMT system we ask people to create their account using the name that appears on their 'legal' documents like a drivers licence or passport. This is to minimise mis-identification where Anglicized, contractions ('Tom' instead of 'Thomas') or other colloquial names are used.

However, your Elvanto account may use the latter – but if the names don't match, no synchronisation can happen. But using your people's full names in Elvanto is a good practice anyway, because if a

record is retrieved many years from now, that makes identification much easier. You can use the AKA field for contractions or colloquial names.

If you have any questions about the Safe Ministry Training side of the process, please raise a [support ticket](#)