
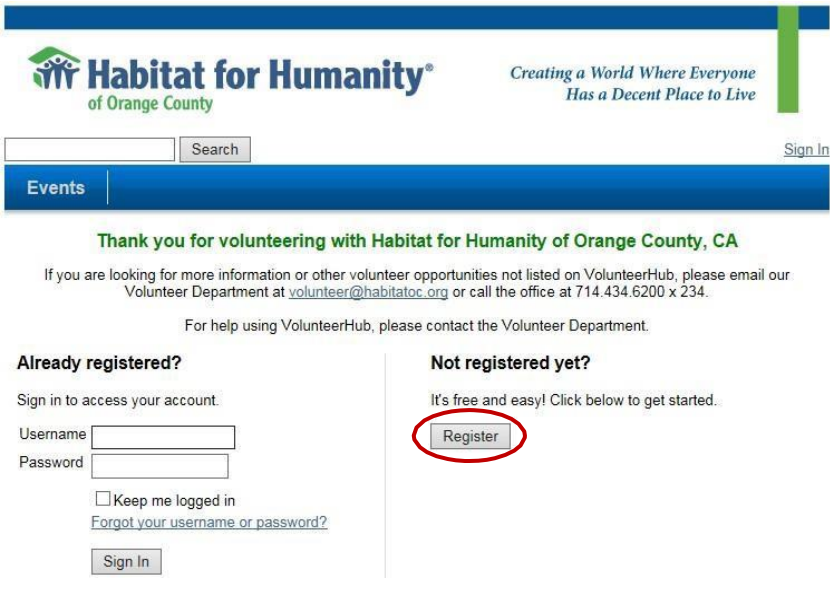
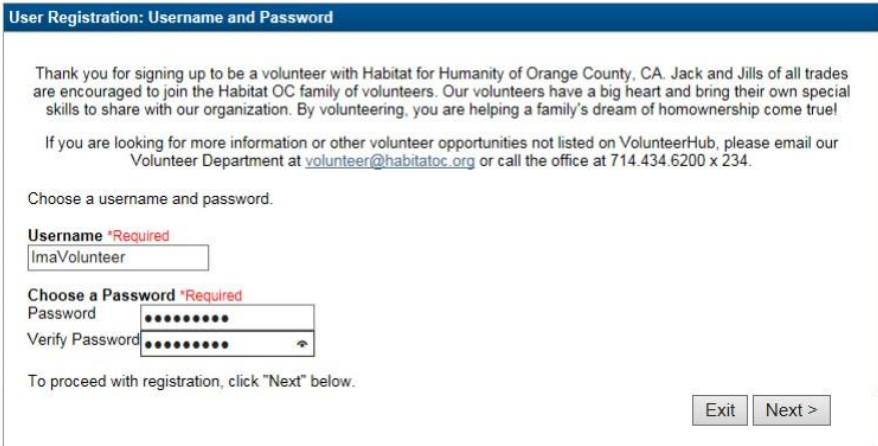


## Step-by-Step Instructions on:

1. How to register for an account on VolunteerHub
2. How to sign-up for your Team Build Day event

Each volunteer must create a **VolunteerHub account**, which will be used to sign-up for volunteer shifts.

Begin User Registration	
<ol style="list-style-type: none"> <li>1. Go to the Habitat for Humanity of Orange County home page: <a href="http://www.habitatoc.org">www.habitatoc.org</a></li> <li>2. Click the Volunteer Now button at the bottom of the page. This will open the Habitat OC VolunteerHub login page.</li> </ol>	
<p><i>This page will be used to <b>register</b> as a volunteer and also to <b>schedule</b> to work as a volunteer.</i></p> <p>To register as a volunteer...</p> <ol style="list-style-type: none"> <li>3. Click the <b>Register</b> button on the lower right portion of the screen</li> </ol> <p><i>Once registration is completed, this is the login screen which will be used to access the system to sign-up for volunteer shifts.</i></p>	
Username and Password	
<ol style="list-style-type: none"> <li>4. Type in the username you wish to use</li> <li>5. Enter the password you wish to use</li> <li>6. Click the <input type="button" value="Next &gt;"/> button</li> </ol>	

## Join Code & Other Groups

### User Registration: Join Code

If you have a Join Code, enter it and click "Next" below.

Join Code

If you do not have a Join Code, click "Next" below to continue.

### User Registration: Other Groups

#### Group Membership

Select the groups that apply to you.

- Women Build  
 Individual Volunteer  
 Court Referral Volunteers

To proceed with registration, click "Next" below.

Exit < Back Next >

7. Enter your group's **Join Code**

Then click the  button

In the **Other Groups** window...

8. Ensure **Individual Volunteer** is checked, then click the  button

## User Details

9. Complete the **User Details** form ensuring all **\*Required** fields are populated

## Confirmation & Verification

10. Review the **Confirmation** page and click  to accept

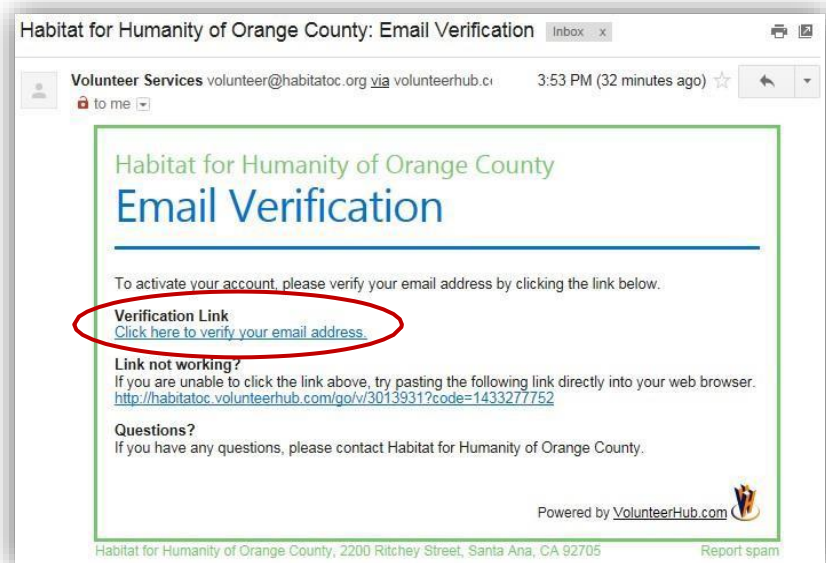
11. An email will be sent to the address you provided during registration. Click the **Verification Link** to complete the registration process

If this email is not received, ensure it was not caught in a spam filter.

Click the  button at the bottom of the **...Verification...** screen to have the code re-sent.

*Please be sure to check your **JUNK/SPAM** folder for the verification email!*

### E-mail Message



## Sign-up for your event

12. When the verification is complete, click on the  button to display the page shown with Step 3 above.
13. From there, log in and go to your schedule Team Build event page. Click on the  button at the bottom of the page.
14. Then, click the  button at the bottom of the page. Lastly, click the  button to complete the process and you will receive an email confirmation.