

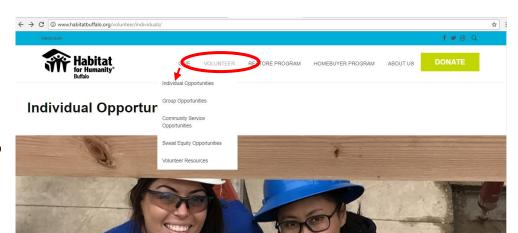


Group VolunteerUp Instructions

Each individual is required to register and create an account. Nobody can volunteer on a build site or at the ReStore without first signing up on VolunteerUp.

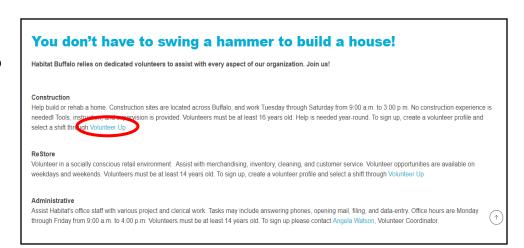
You only need to create an account once. After your initial account setup, you can sign-in and quickly select the proper volunteer day.

 Visit our website at www.habitatbuffalo.org



 From the Volunteer drop down menu choose Individual Opportunities

 Choose the Volunteer Up link under the construction section



4. Choose **Log In** from the upper right hand corner. *The calendar will not show any available dates until you are logged in!*



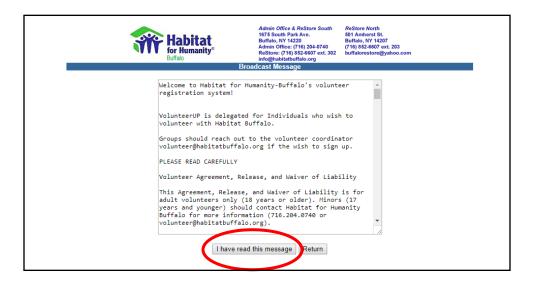
- 5. Log In or Register
 - a. If you have volunteered before, enter your username and password and skip to Step #7.
 - b. If you have not volunteered before, click Register



- 6. Fill out the required information. You must create a User Name and Password, enter First Name, Last Name, Email Address, select YOUR GROUP NAME as your group, Address, City, State, Zip Code, Cell Phone Number, Emerency Contact Name and Emergency Contact Phone Number. You will not be able to register without completing all of the above information. Click Register when complete.
- Once registered, you will be prompted to sign up for a volunteer day. This prompt is at the top of the page.



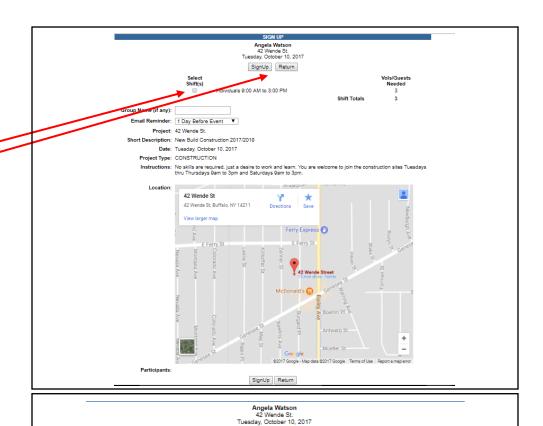
8. You will be prompted to read and confirm our broadcast message. This is our liability waiver. By clicking "I have read this message" you are agreeing to all of the terms and conditions mentioned. You will not see this message if you have volunteered before.



 The calendar will look like this. The address of each site or ReStore location is along the top, and the date is on the side.

			ReStore I	ocations:	Build Site Address:				
			Project Page 1 of 1						
	Date		RESTORES		CONSTRUCTION				000 0
	Mon	7/17/2017	ReStore NORTH	ReStore SOUTH	461 Busti Ave	42 Wende St.	320 Florida	102 Sussex	390 Dewey
Date:	Tue	7/18/2017	AM Shift - Full PM Shift - Full	AM Shift PM Shift					
	Wed	7/19/2017	AM Shift - Full PM Shift - Full	AM Shift - Full PM Shift					
	Thu	7/20/2017	AM Shift - Full PM Shift - Full	AM Shift PM Shift					
	Fri	7/21/2017	AM Shift - Full PM Shift	AM Shift PM Shift					
	Sat	7/22/2017	AM Shift PM Shift	AM Shift PM Shift					
	Sun	7/23/2017							
	Mon	7/24/2017							
	Tue	7/25/2017	AM Shift - Full PM Shift	AM Shift PM Shift		Individuals - Full			
	Wed	7/26/2017	AM Shift PM Shift			Individuals - Full			
	Thu	7/27/2017	AM Shift PM Shift	AM Shift PM Shift		Individuals - Full			

- 10. Locate the date and location that your group is scheduled to volunteer and find your group name on the calendar. Click your blue group name.
- 11. Once you click on your group name, you will be prompted to complete your registration by selecting your shift and clicking "SignUp".



12. You will receive a confirmation that can be printed or sent to your email.

Print copy of confirmation!
Email copy of confirmation!
Email copy of confirmation!
Thank you for volunteering with us. We look forward to having you work with our organization. We take your commitment seriously and will be counting on you to show up on time. If you are unable to fulfill your commitment, please use our on-line system to cancel your registration so others will have an opportunity to participate.

Update Delete SignUp Return

Select
Shift(s)
Individuals 9:00 AM to 3:00 PM
Select
Shift Totals
2