

How to register for VolunteerHub



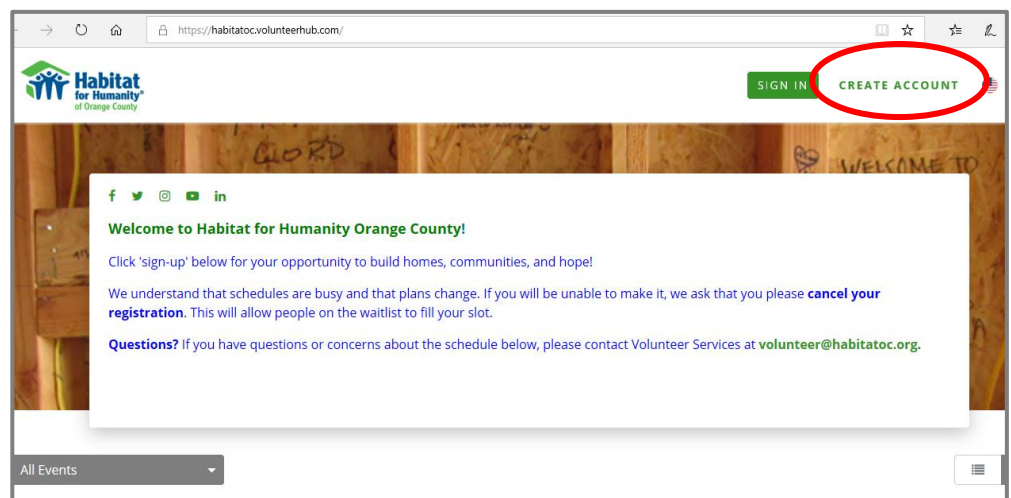
Habitat for Humanity of Orange County uses VolunteerHub to list all of our volunteer opportunities, and individuals can sign up for the dates and opportunities of their choice. Each volunteer must create a unique VolunteerHub account. These instructions provide guidance on creating your VolunteerHub account.

1. Go to the Habitat for Humanity of Orange County website: www.habitatoc.org

2. From the homepage, scroll all the way down to the bottom of the page and click the orange Volunteer Now button. This will open the Habitat OC VolunteerHub site.



3. Click the **Create Account** link on the top right portion of the screen.



4. Type in your desired username.

5. Enter a password of your choosing. Retype password to verify.

6. Click the **NEXT** button.

A screenshot of the VolunteerHub registration form. The form is titled "Account" and includes fields for "Username" (labeled "ImaVolunteer"), "Password", and "Verify Password". A "NEXT" button is located at the bottom right. The form also includes a welcome message and contact information for the Volunteer Department.

7. If you were provided a **Join Code** by a Habitat OC Staff member or team lead, enter it here. Otherwise, leave blank.

Click the **NEXT** button.

8. In the Affiliations window...

- If you are an APPROVED **Court Referral Volunteer**, check the applicable box. (For approval instructions, visit habitatoc.org/court-referral-volunteer/)
- If you would like to be a member of our **Women Build** group, check the box here so that you can sign up for Women Build exclusive opportunities.
- If you are a **Thrivent Financial Member**, please check the applicable box.

Then, click the **NEXT** button.

9. Complete the **Profile** form ensuring all ***Required** fields are populated, and then click the **NEXT** button.

- If you're uncertain of the answers to any required fields, you may select/answer **"Unsure"** or **"N/A"**

10. After completing your registration, click on the **NEXT** button to display the event calendar page.

11. You may sign up for any available events simply by clicking the **SIGN UP** button.

- If event is full, click the **JOIN WAITLIST** button and VolunteerHub will automatically add you in and notify you as spots become available.
- If you don't see a green button, please make sure you are logged in. If you are, then registration is not available for individual volunteers.

12. If you are volunteering with a scheduled team or group, use the link provided by your team lead to access and sign up for your scheduled Team Build Day.