



Thank you for your willingness to volunteer with Habitat for Humanity of Northern Fox Valley!

The following build day has been confirmed for:

**Saturday October 16<sup>th</sup>, 2021**

**Team: United Methodist Church of Geneva**

**Location: 9 Spuhler Drive, Batavia**

**Arrive: 8:15 AM      Start Time: 8:30 AM**

### **How to Register: Each member of your team MUST register for the Build Day**

1. Volunteers should go to the Habitat for Humanity of Northern Fox Valley VolunteerUP website. VolunteerUP is our volunteer registration and management database and not only how we communicate all important information to our volunteers, but also how we keep track of our volunteer hours: <http://www.volunteerup.com/Login.asp?w=i&o=175>

2. Volunteers new to our affiliate should click "register" and complete the volunteer profile before registering for the build day. While setting up your profile select **"United Methodist Church of Geneva"** as your team/group. (*\*\*It is imperative volunteers provide a working email address in their profile, as this is our main contact in case of cancellations, location changes, and general information.*)

- If any volunteer has already registered on VolunteerUP, they can access the construction calendar by logging in on the left side of the login page under "I am a Registered Volunteer!"

4. After you have logged in and have read the broadcast message, you will see our construction calendar. To register for a build day on the construction calendar, locate the dates along the left side for **"Saturday 10/16/2021"** at your build site located at **"9 Spuhler, Batavia"** labeled **"United Methodist Church of Geneva"**. To register for this Build Day do the following:

- Click on the **"United Methodist Church of Geneva"** slot to select your volunteer shift.
- Click on the box under "Select Shift" to the left of your team name's slot. **This does not register you yet**; it only indicates which slot you would like to volunteer under.
- To finalize your registration, click on the "Sign Up" icon box at the top. A confirmation page will appear and you can click on "Send E-mail" to send yourself a confirmation e-mail.

If you are having trouble registering: use the following steps to check your profile

Click "My Info" at the top of the page > select "My Profile" > click on the "Select" icon box > scroll down to the "Groups/Teams" and make sure the box next to **"Dish"** is checked > click the "Update" button at the top or bottom of the page > click the "Return to Calendar" box > repeat step 4