



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

The following build day has been confirmed for:

**Saturday February 26<sup>th</sup>, 2022**

**Team: First United Methodist Church of Crystal Lake**

**Location: 439 S McHenry Avenue, Crystal Lake**

**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 "**First United Methodist Church of Crystal Lake**" 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 02/26/2022**" at your build site located at "**439 McHenry Ave, Crystal Lake**" labeled "**First United Methodist Church of Crystal Lake**". To register for this Build Day do the following:

- Click on the "**First United Methodist Church of Crystal Lake**" 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 have any further questions, please contact:**

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