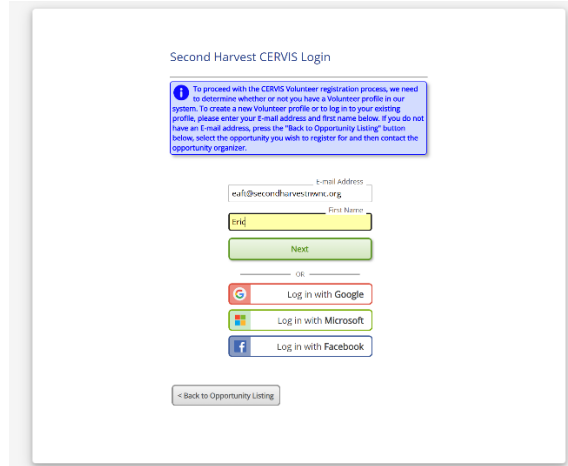


CERVIS Basics for Individuals

Creating an Account as an Individual

1. From the link provided, you will see “Second Harvest CERVIS Login.” Start by entering your email and first name to **create your account** and then select “Next”!!



We were able to import some information for volunteers if it was entered into Bloomerang, so you may find that you have an **account existing when you try to log in for the first time. CERVIS will prompt you to finish filling out your profile**

2. Enter your personal information to **create your volunteer profile** and save at the bottom of the page.

Create Volunteer Profile

i Based on the E-mail address and first name provided, our records indicate that you do not have a matching volunteer profile in the CERVIS system. Please enter your information below to create a new profile or [CLICK HERE](#) to check for a profile under a different E-mail address.

* Indicates a required field

Volunteer Last Name:*

Volunteer First Name:*

Volunteer Primary Phone:*

Volunteer E-mail:*

Confirm E-mail:*

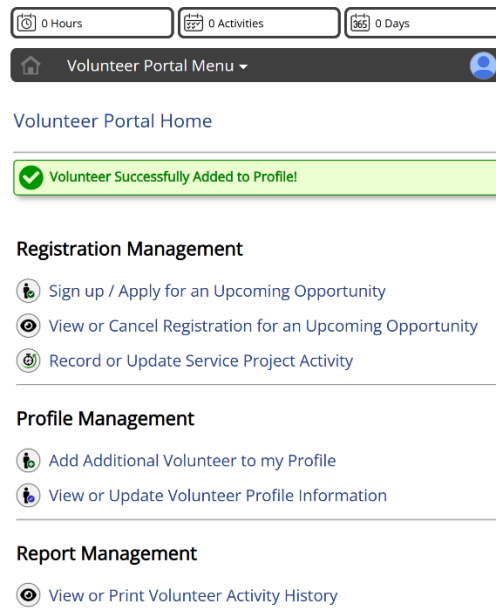
Volunteer Password:* **i**

Confirm Password:*

Volunteer Alternate Phone:

Volunteer Address:*

3. You're all signed up! Now you will be taken to your volunteer portal home page and see **"Volunteer Successfully Added to Profile."**



Signing up for Specific Shifts

1. Select "Sign up / Apply for an Upcoming Opportunity." From here, you have three ways of **browsing our opportunities**:
 - a. Viewing opportunities by day through a calendar
 - b. Searching keywords, dates, or locations
 - c. **By opportunity listing (which is what these instructions will follow)**
 - i. When you hover over the opportunity, you will have the opportunity to **review details**.
 - ii. **Select the opportunity** and proceed with the flashing button at the bottom of the page.

Second Harvest Opportunity Registration

i To sign up for an upcoming opportunity, please complete the steps highlighted below.

If you would like to view the opportunities you are CURRENTLY registered for, or CANCEL your registration for an upcoming opportunity, please [CLICK HERE](#).

If you would like to view your PAST registration activity, please [CLICK HERE](#).

Step 1: Select a Volunteer **i**

Eric A. ▼

- Show Opportunity Calendar
- Use Private Registration Code
- Search Opportunities by Interest, Location, Date or Keyword



Step 2: Select an Available Opportunity Below **i**

Fitzgerald Teaching Garden

- May 26 - Aug 27, 2026 (Multiple Shifts Available)
Winston-Salem

27
Available

[Click here to learn more \(Optional\)](#)

Greensboro Food Sorting

- May 26 - Aug 7, 2026 (Multiple Shifts Available)
Greensboro

34
Available

[Click here to learn more \(Optional\)](#)

Community Meals

- Jun 1 - Aug 31, 2026 (Multiple Shifts Available)
Winston-Salem

2375
Available

[Click here to hide details](#)



Opportunity Name:
Community Meals

Description:

About Community Meals:

Volunteers like you will help prep and pack meals that will be delivered to children, seniors, and neighbors living with disabilities. Our team balances strict nutritional guidelines with fun and innovative recipes, making sure these meals are healthy and delicious. Every day, our team of drivers bring the meals you prepare to our neighbors across Northwest NC. Right now, our team needs extra hands to support the thousands of extra meals we are making and delivering to kids out of school for the summer, who aren't getting their school lunches!

Bringing in a donation with your shift is another way to support our neighbors in need. Please review this link for donation guidelines and requested items.

Activity Summary:

This opportunity is physically active! Work will (or may) include lifting and carrying up to 10 pounds, standing for long periods of time, bending, stooping, reading small print, verbal communication, use of kitchen tools (knives, scoops, baking trays, etc.).

We will use Community Meals in this example.

2. **Select the date and time of the shift** you would like. Available slots are listed to the right. You can select as many shifts as you can commit to!

Register Eric Aft for Community Meals

[View Opportunity Details](#)

Select an Available Slot Below		
<input type="checkbox"/>	Date/Time & Details	Spots Available
<input type="checkbox"/>	Mon, Jun 1, 2026 - 9:00 AM to 1:00 PM	20
<input type="checkbox"/>	Tue, Jun 2, 2026 - 9:00 AM to 1:00 PM	20
<input checked="" type="checkbox"/>	Wed, Jun 3, 2026 - 9:00 AM to 1:00 PM	20
<input type="checkbox"/>	Wed, Jun 3, 2026 - 2:00 PM to 4:00 PM	20
<input type="checkbox"/>	Thu, Jun 4, 2026 - 9:00 AM to 1:00 PM	20
<input type="checkbox"/>	Thu, Jun 4, 2026 - 2:00 PM to 4:00 PM	20
<input type="checkbox"/>	Fri, Jun 5, 2026 - 9:00 AM to 1:00 PM	20
<input type="checkbox"/>	Fri, Jun 5, 2026 - 2:00 PM to 4:00 PM	20
<input type="checkbox"/>	Mon, Jun 8, 2026 - 9:00 AM to 1:00 PM	10
<input type="checkbox"/>	Mon, Jun 8, 2026 - 2:00 PM to 4:00 PM	20
<input type="checkbox"/>	Tue, Jun 9, 2026 - 9:00 AM to 1:00 PM	20
<input type="checkbox"/>	Tue, Jun 9, 2026 - 2:00 PM to 4:00 PM	5
<input type="checkbox"/>	Thu, Jun 11, 2026 - 9:00 AM to 1:00 PM	10
<input type="checkbox"/>	Thu, Jun 11, 2026 - 2:00 PM to 4:00 PM	5
<input type="checkbox"/>	Fri, Jun 12, 2026 - 9:00 AM to 1:00 PM	30
<input type="checkbox"/>	Fri, Jun 12, 2026 - 2:00 PM to 4:00 PM	20
<input type="checkbox"/>	Mon, Jun 15, 2026 - 9:00 AM to 1:00 PM	30
<input type="checkbox"/>	Mon, Jun 15, 2026 - 2:00 PM to 4:00 PM	20
<input type="checkbox"/>	Tue, Jun 16, 2026 - 9:00 AM to 1:00 PM	30
<input type="checkbox"/>	Tue, Jun 16, 2026 - 2:00 PM to 4:00 PM	20
<input type="checkbox"/>	Wed, Jun 17, 2026 - 9:00 AM to 1:00 PM	30
<input type="checkbox"/>	Wed, Jun 17, 2026 - 2:00 PM to 4:00 PM	20
<input type="checkbox"/>	Thu, Jun 18, 2026 - 9:00 AM to 1:00 PM	30

3. You should now be redirected to the Opportunity Registration page and should see the **“Volunteer Registered Successfully”** message!



0 Hours 0 Activities 0 Days

Volunteer Portal Menu

Second Harvest Opportunity Registration

✓ Volunteer Registered Successfully.

Please check your E-mail for a registration confirmation message. If you would like to sign up for an additional opportunity, please select one from the "Select an Available Opportunity" section below or click "Portal Home" for more options.

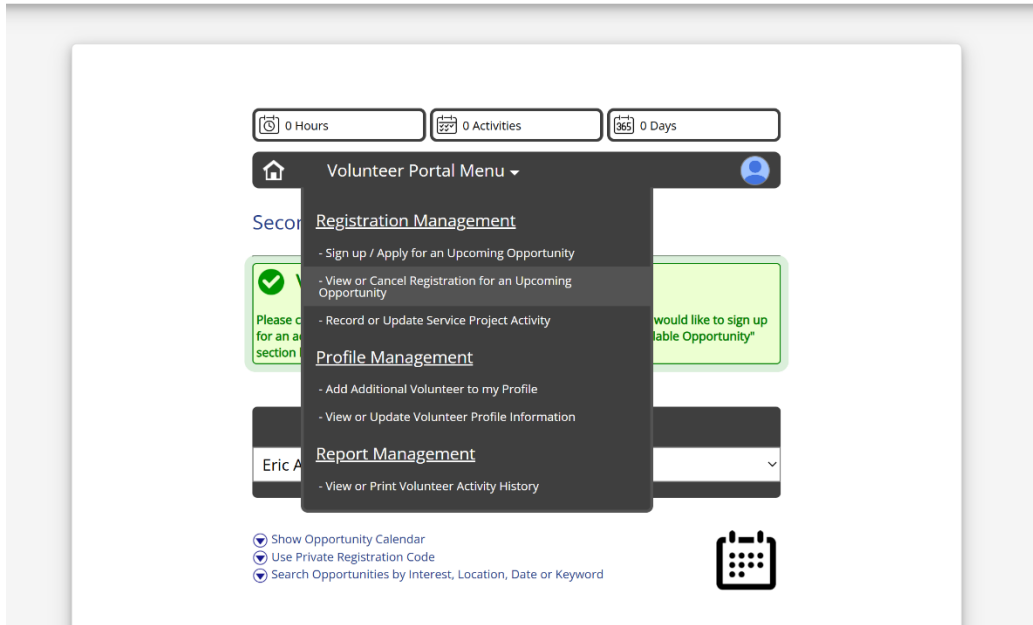
Step 1: Select a Volunteer

Eric A.

Show Opportunity Calendar
 Use Private Registration Code
 Search Opportunities by Interest, Location, Date or Keyword

Checking and Editing Your Schedule

1. From the Volunteer Portal Home, or the drop down menu (pictured), select **“View or Cancel Registration for an Upcoming Opportunity.”**



2. From here you can **view or cancel one or multiple shifts** at a time.

A screenshot of the "Current Registration Activity" page. At the top, there are three boxes showing "0 Hours", "0 Activities", and "0 Days". Below these is a "Volunteer Portal Menu" dropdown menu. The page title is "Second Harvest Event Registration". A blue information box contains the text: "Your current registration for upcoming opportunities is listed below." Below this, there are two links: "If you would like to SIGN UP for a new, upcoming opportunity, please CLICK HERE." and "If you would like to view your PAST registration activity, please CLICK HERE." The main content area is titled "Current Registration Activity" and contains a table with the following information:

Current Registration Activity	
<input type="checkbox"/>	Registration Info
<input type="checkbox"/>	Community Meals
<input type="checkbox"/>	Wed, Jun 3, 2026 - 9:00 AM to 1:00 PM
	Eric A.

Below the table, there is a text input field for "Reason for Canceling (Optional)", a "Cancel selected registration(s)" button, and a "< Portal Home" button.