

Volunteer Hub How-To

Volunteer Hub is an online volunteer registration software program that Habitat Wake is now using! Volunteers can register at their convenience, sign the waiver of liability and select volunteer dates as a member of a group or as an individual. ***There are two steps: registering & signing up.***

To Register:

1. Visit the webpage <http://habitatwake.volunteerhub.com>
2. If this is your first visit, click 'Register' and continue to the next page. (If you have been to this page before, log in using your created username and password and continue to the calendar of events.)
3. Read the Covenant Not To Sue and Release Agreement
4. Create a Username and Password
5. Click 'Next'
6. If you are a member of a group*, select the appropriate group and click 'Next.' If you are an individual, or if you do not see your group name on the list, simply click 'Next'
7. Fill in all spaces in the User Registration page
8. Click 'Next'
9. Verify the information is correct on the User Registration: Confirmation page
10. Click 'Finish'
11. Click 'Finish' again

You will automatically be directed to the schedule of events page, where you can view available volunteer projects.

To Sign Up:

1. To view more information about a volunteer day, click on an Event Name (i.e. Lot 79 – Wake Forest)
2. Once you decide on the date/time slot you are interested in, click 'Sign Up'
3. Click 'Next'
4. Check the correct Group Affiliation, if applicable, and click 'Next'
5. Verify your information is correct and click 'Finish'
6. Click 'Finish' again

*Special note to Group Leaders:

If this is your first time registering your group, please create an account and view the upcoming schedule. Once you select a date or dates that work for your crew, please contact volunteer@habitatwake.org to have volunteer slots reserved. Each member of your crew will then be required to register and sign up individually for that date.

If you have volunteered as a group in the past, please view the schedule and contact volunteer@habitatwake.org to have the new volunteer date reserved for your crew.

You will not have access to the names of those who have registered, but can always view the number of participants by logging into your VolunteerHub account.

Volunteer openings close 24 hours prior to the actual volunteer date. Please plan to sign up in advance.