Instructions to access volunteer registrations

1. Go to https://www.habitatwake.org/faith
2. Scroll down the page and find your **faith coalition** in the listing, and click on it.
3. Click on **Volunteer Sign Up** button.
4. You may need to log in. If you click the "keep logged in" button, you won't need to log in every time you go to this page.
5. In the upper right-hand corner, click on the multiple small lines to access the subnavigation.
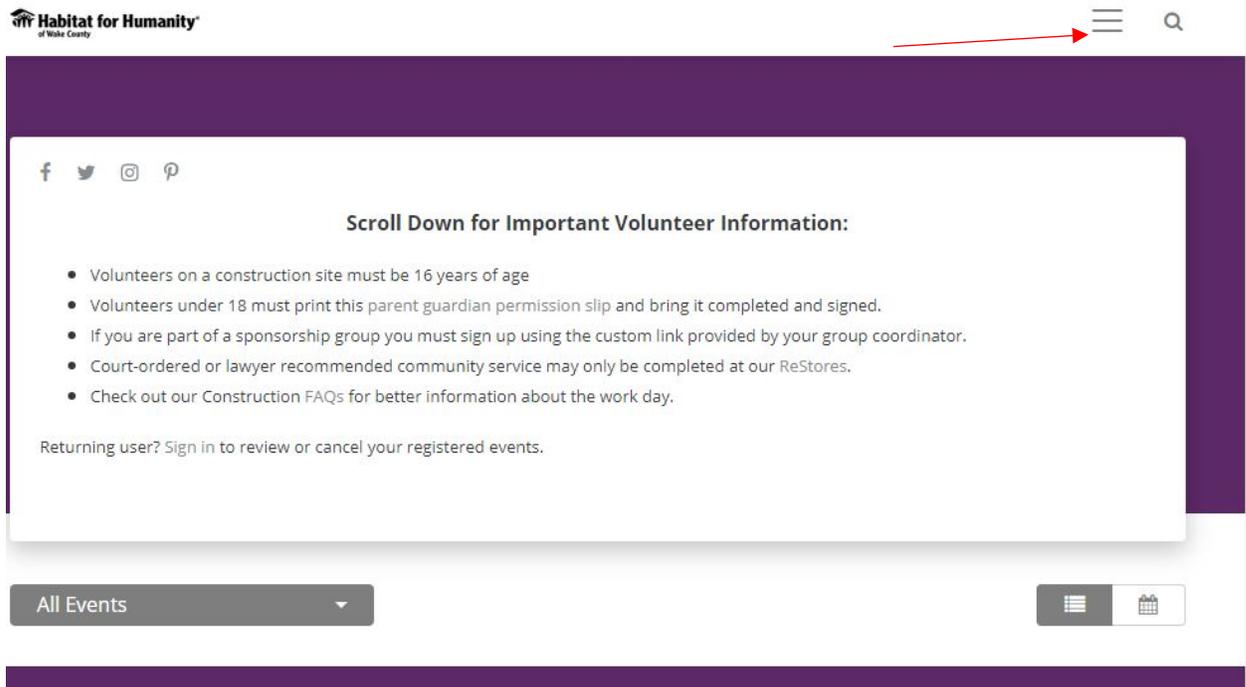
6. Click on "**Admin**" in the subnavigation.
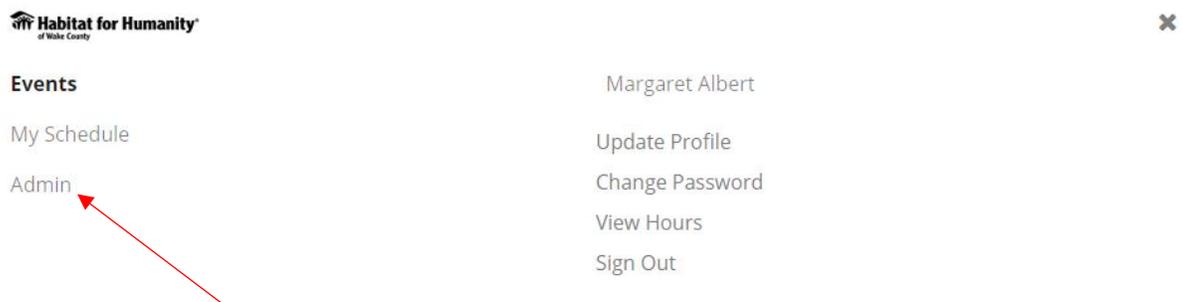
7. On the Administration page, look for "**View events by List from**" line under the initial navigation tabs. Keep it on "list" and change the date to the date that you wish to view volunteers who are signed up. Click on the **Go** button after the date.

8. Curse down the list to the event on the selected date that you wish to view.
9. Click on the **highlighted (underlined) event** name that you wish to view

10. Click on the **Registered Users** tab on the second line of navigation tabs.

11. This page will display all of the volunteers who have signed up online to work that day. Some volunteers register as Unaffiliated, even when they are affiliated with the faith build or a specific church. So it is important to review both the Unaffiliated users, as well as the ones that are signed up under your faith build.
12. If you click the person's name, it will show you their church affiliation.