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.

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	Scroll Down for Important Volunteer Information:	
• Volun	eers on a construction site must be 16 years of age	
Voluni	eers under 18 must print this parent guardian permission slip and bring it completed and signed.	
 If you 	are part of a sponsorship group you must sign up using the custom link provided by your group coordinator.	
 Court- 	ordered or lawyer recommended community service may only be completed at our ReStores.	
Check	out our Construction FAQs for better information about the work day.	
Ret <mark>urning u</mark> s	er? Sign in to review or cancel your registered events.	

6. Click on "Admin" in the subnavigation.

The Habitat for Humanity' of Wale County	
Events	Margaret Albert
My Schedule	Update Profile
Admin	Change Password
	View Hours
	Sign Out

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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.

	Search	Ma	argaret Albert · Your Account	Sign Ou
Events	People Reports	Setup Volunteer View	Help!	
All Events	Event Groups Masters	Approve Hours		
View events by All Events	List • from 2/17/2018	Include deleted events Go	0	
Upcoming Ev	ents			
Saturday, Feb	ruary 17, 2018			
Full	Apex Apex Saturday, February 17, 8:15 Join us as we build in Apex Faith Coalition: First UMC (7 Morrisville (TBD). Elevation	5 am - 4 pm (7.75 hours) 2018! 7-8). Elevation Morrisvlle (5-8). First E and First Baptist providing lunch.	15 Filled 0 Reser 15 Ever Baptist	d ved nt Limit

- 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

(6 slots left)	Crosstowne, Southeast Raleigh <u>Crosstowne, Raleigh</u> Saturday, February 17, 8:15 am - 4 pm (7.75 hours) Join us as we build new homes in Crosstowne, a neighborhood in South Raleigh!	44 Filled 0 Reserved 50 Event Limit
	Orthodox Coalition: St. Mary, Holy Trinity, St. Gregorios, St. Raphael. St Raphael providing lunch.	
	Episcopal Coalition: St. Ambrose (5)	
Full	Idlewild, Downtown Raleigh Idlewild Downtown Raleigh Saturday, February 17, 8:15 am - 4 pm (7.75 hours)	25 Filled 0 Reserved 25 Event Limit
	Join us as we build one of four new homes in the Idlewild neighborhood in downtown Raleigh.	
	Baptist Coalition: Each church sends 3-4 volunteers to raise the walls on this new home.	

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

		Search		Marga	et Albert -	Your A	ccou	nt · S	ign C
Events	People	Reports	Setup	Volunteer View	Help!				
All Events	Event Grou	ps Masters	Approve H	ours					
Construction > k Idlewild Do Saturday, Feb	dlewild, Downtown Wintown Rale Fruary 17, 8:15ar	Raleigh eigh m - 4:00pm							
Summary	Edit Regi	stered Users	Hours Em	ail Instances					
Join us as we	build one of fou	r new homes in the	Idlewild neight	oorhood in downtown Ralei	gh.	Feb	uary	201	8
Questions?					S	ΜT	W	TF	S
Check out our	r most frequently	asked questions <u>H</u>	IERE		2	8293 156	031 7	1 8	2 3 9 10
Interested in Registering a Group? If you are interested in registering a group of 10 or more volunteers, <u>CLICK HERE</u> to fill out our			1 our 1	1 12 1 8 19 2	3 <mark>14</mark> 0 21	15 1 22 2	6 17 3 24		
group request	t form	email shortly after	registering with	logistics for the day. If you	2 Lhave	5262 156	7 28	1 8	23 910
additional que Engagement t	stions or need r team at voluntee	nore information, pl er@habitatwake.org	ease don't hesi	tate to contact our Volunte	er				
Location 922 Oakwood	l Ave., <mark>R</mark> aleigh 2	7601							

Questions? Contact Volunteer_Services

- 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.