Volunteer Sign-up Instructions

Step One – sign in/create an account:

If you are an **Existing User** click on "sign in" at the top right corner, then log in to your account.

If you are a **New User**:

- Click "Sign in"
- Choose "Create an Account" to create a new profile
- Choose a username and password
- Leave the Join Code field blank (unless given a specific code) and click "Next"
- Identify skills or interests you have
- Fill out the required information, including your emergency contact

You are now logged in!

Step Two – sign up for an opportunity:

Find the date of the opportunity that works for you, and choose "sign up." You will then be prompted to sign the volunteer liability waiver.

- If you have already chosen a date and location through your group, please make sure you choose the same one here!
    - Go to your group's landing page, which is the URL that was sent to your group's coordinator by the Habitat staff that scheduled your volunteer opportunity:
    - Example: http://testexample.tchabitat.volunteerhub.com/
- If the latest waiver is already on file in our system for you, you will not be prompted to sign another one
    - **Volunteers under 18 will need a parent/guardian signature on their waivers. After you print the waiver and get the signature, you can either:**
        - a) **Bring the signed waiver with you to site**
        - b) **Scan or take a picture of the signed waiver and send it to the Volunteer Coordinator at volunteer@tchabitat.org**

You will receive a confirmation email, confirming that you have registered for the event. This email will have any specific instructions as well as volunteer guidelines. Shortly before your volunteer day, you will receive a reminder email.