Habitat for Humanity Volunteer Instructions

These are the volunteer sign up instructions for the **Habitat ReStore**. If you have any questions or concerns with the registration process, you can call the volunteer coordinator at **(803) 726-0424** or email <u>aepting@habitatcsc.org</u>

Create a Log-In

1. Go to: <u>https://habitatcsc.volunteermatrix.com/restore_calendar</u> (your screen should look like this)

Central South Carolina Habitat for Humanity®	Home	Give	Volunteer	Services	ReStore	About
voluntee	er cale	nda	ar			
Welcome to Habitat's Restore! Thank you for you interest in volunteering with Habi you help divert over 300 tons of waste from the land dollar back towards Habitat's mission. This will help and improve 20 homes as part of our Neighborhood	tat's ReStore. I Ifill, but you wi us build 8 hom Revitalization	By volu ill also b les for h program	nteering you be helping to ardworking n.	ir time, not put 96 cei neighbors	only will nts of every and repair	/
How to sign up to volunteer: First time volunteers must sign up for an orient opportunity. Volunteer groups should contact Habi information on group volunteer opportunities. If you we'll send you a PDF with more detailed instructions soon! You are not currently logged in LOG IN NEW VOLUNTEER REGISTRATION	tation at the itat's Volunteer 're having diffi on how to sign	ReStor Coordi culty rea n up. Wa	e before sig nator, <mark>April</mark> gistering, se e look forwa	ning up for <mark>Epting</mark> for Ind us an e Ind to worki	a voluntee r more mail and ng with yo	r
Volunteer Opportunities Calendar	OACCESS CODE					

2. Scroll down until you see the volunteer calendar. Select "New Volunteer Registration."

for Humani	nt ity [®]		Home	Give Volum	iteer Services	ReStore A
ve'll send you	a PDF with mor	e detailed instru	ctions on how to	o sign up. We le	ook forward to	working with yo
oon!						
You are not currently lo	ogged in LOUN N	EW VOLUNTEER REGISTR	ATION			
Volunteer Opportunities	Calendar					
		OI AM SCHEDULING MY		CODE		
Show 2 months be	eginning Apr — 201 9 as	Calendar 🔶 Show	rifFollt			
Show Only: Show A	All Projects/Events	[
•ReStore			•Orientat	ions		
-			April - 2019			
			April — 2015			May -
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	<u>May</u> » SATURDAY
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	<u>May</u> » SATURDAY
SUNDAY	Monday 1 8	2 9	WEDNESDAY 3 10	THURSDAY 4 11	FRIDAY 5	May = SATURDAY 6 13
SUNDAY 7 14	MONDAY 1 8 15	TUESDAY 2 9 16	WEDNESDAY 3 10 17	THURSDAY 4 11 18	FRIDAY 5 12 19	<u>May</u> ≥ SATURDAY 6 13 20
SUNDAY 7 14 21	MONDAY 1 8 15 22	TUESDAY 2 9 16 23	WEDNESDAY 3 10 17 24	THURSDAY 4 11 18 25	FRIDAY 5 12 19 26	May = SATURDAY 6 13 20 27
SUNDAY 7 14 21	MONDAY 1 8 15 22	TUESDAY 2 9 16 23	WEDNESDAY 3 10 17 24 ReStore Volunteers	THURSDAY 4 11 13 25 Restore Volunteer	FRIDAY 5 12 19 26 ReStore Volunteers	May » SATURDAY 6 13 20 27 ReStore Volunteers
SUNDAY 7 14 21	MONDAY 1 8 15 22	TUESDAY 2 9 16 23	WEDNESDAY 3 10 17 24 ReStore Volunteers - General	THURSDAY 4 11 13 25 Restore Volunteer Orientation	FRIDAY 5 12 19 26 ReStore Volunteers - General	May = SATURDAY 6 13 20 27 ReStore Volunteers <u>- General</u>

3. Complete the "Express Registration" and fill in all the information boxes

EXPRESS REGISTRATION	
In order to sign up on our volunteer calendar, please fill out the following express registration form.	
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If you do not want to use your email address for your username, you may use your primary phone number, or other 6-10 characters (letters	
& numbers only). If you share an email address with another person who will also register on this system, only one of you can use the email	
address as your username (the other could use your phone number or other username).	
*Login Username: [usually email address]	
*Password: [6-14 chars, A-z, 0-9, _, -]	
Personal Security Question	
Please do not use highly personal information such as your social security number, drivers license number, or mothers maiden name.	
Password security question in case you ever forget your password or username.	

4. Click "Save Changes" at the bottom of the webpage. You have completed your "Express

Registration" Write down or save your Volunteer sign up information. You will need your email and password to sign up for any future volunteer opportunities with Habitat for Humanity.

Central South Carolina Habitat for Humanity®			Home	Give	Volunteer	Services	ReStore	About
	*Name:	[with area code]					
Documented Hours								
O O No documented ho	ours needed							
		SAVE CH	ANGES					
		Volun	TEER	by.				

- 5. You will then be taken to the Volunteer Calendar and automatically signed in. Select the volunteer shifts you would like to sign up for, and click "sign up"
 - a. First time volunteers MUST register to attend an Orientation at the ReStore before signing up for regular volunteer shifts. If you have questions about this, please call (803) 217-3212

F	Central So Habi for Hun	outh Carolina itat nanity®		Home Gi	ve Volunteer	Services R	eStore About
•Res	Store			•Orienta	tions		
				April — 2019			<u>May</u> »
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5	6
7		8	9	10	11	12	13
14		15	16	17	18	19	20
21		~	23	24	25	26	27
				ReStore Volunteers - General	Restore Volunteer Orientation 10am-11am	ReStore Volunteers - General	ReStore Volunteers - <u>General</u>
				9a-5p any 30m+ SIGN UP	SIGN UP	9a-5p any 30m+	9a-5p any 30m+
					Volunteers - General		

6. After clicking, "sign up" You will be asked to review your selections. Check each box where you'll be volunteering.

Central South Carolina Habitat for Humanity®	Home	Give	Volunteer	Services	ReStore	About
Welcome April Log Out My Profile, Schedule, Groups, Hours, Etc						
» Return to Volunteer Opportunities Calendar						
CONFIRM SELECTIONS						
Please	review yo	ur sele	ctions			
ReStore Volunteers - General (ReStore)						
Volunteers are critical to Habitat's success [more]						
Thabitat for Humanity [.] Location: West Columbia, SC [addi	ress & directions	are provide	d once you have sig	ned up]		
April 24, 2019 — W	edne	sda	ay			
30min or more between 9am and 5pm	I					AGE 14+
Clic	k the appropriate	button belo	W:			
SCHEDULE ONLY ME	UNTEER GROU	Р			CANCEL Return to Calen	dar

7. You will then need to specify your shift time (1), and electronically sign the Habitat Liability Waiver(2). Then select "Schedule only me" (3)

	Please review your	selections		
ReStore Volunteers - General (ReStore)				
Volunteers are critical to Habitat's success [more]				
ReStore	Vednesda	av		
✓ 30min to more starting 9:00 amy and ending Nor	on	-		AG 14
Required Documents:				
[April Epting] type full na terms and agree to be bound by it freely and voluntarily.	me to accept] Liability Waiver: [view doc document]	I have read this Relea	se of Liability and Waiver Agree	ement, fully understand its
			Email	me a copy of this document.

- 8. At this point you will have successfully registered to volunteer with Habitat for Humanity. You will receive a confirmation email with your Volunteer shift.
- 9. If you'd like to sign up for more volunteer opportunities at our ReStore, you'll go to the volunteer calendar (<u>https://habitatcsc.volunteermatrix.com/restore_calendar</u>) and click "Log in." After signing in to your account, you will simply follow steps 5-7.



Thank you for Volunteering with us! If you have any further questions or concerns, please contact:

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