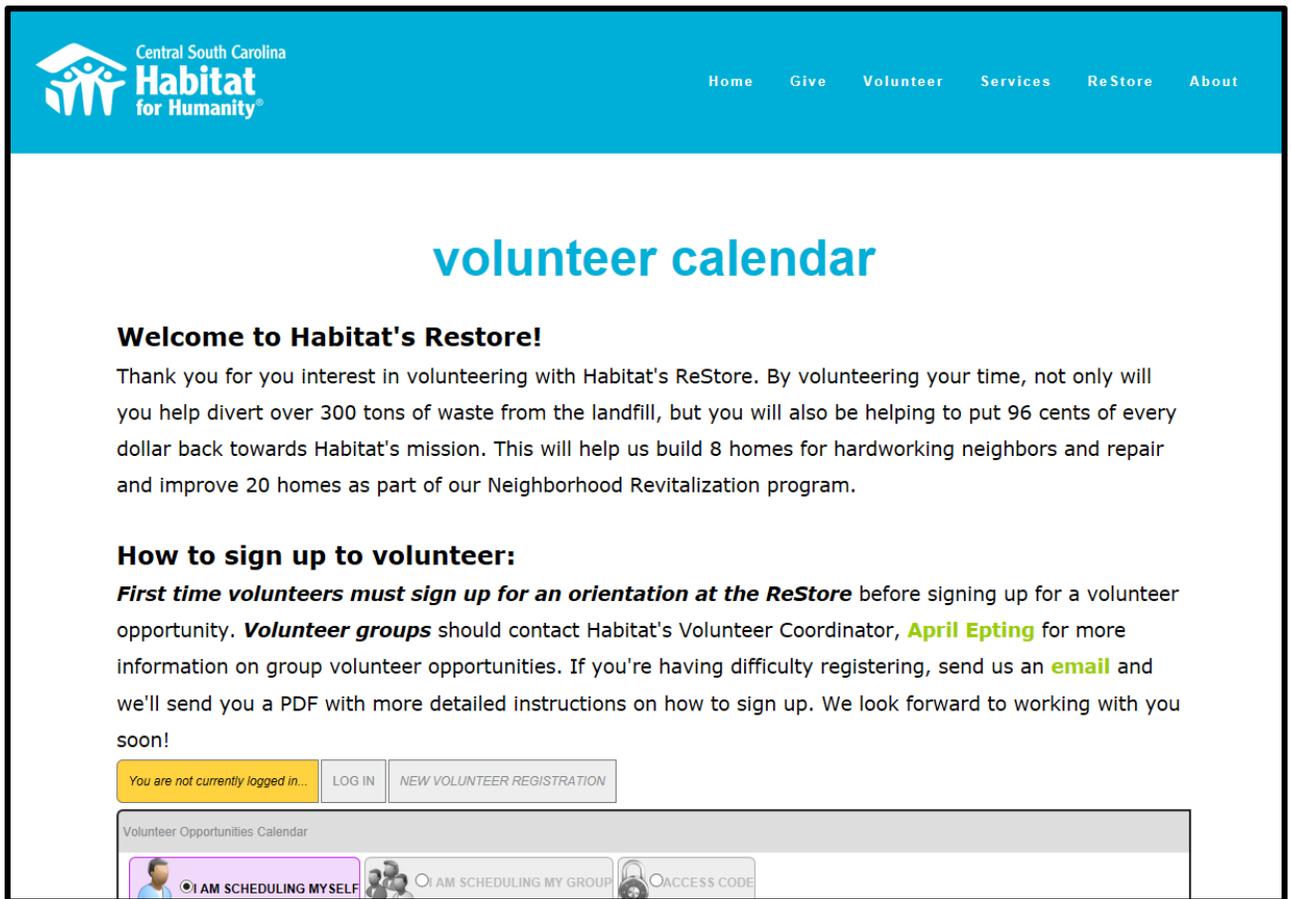


Habitat for Humanity Volunteer Instructions

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 aepting@habitatcsc.org

Create a Log-In

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



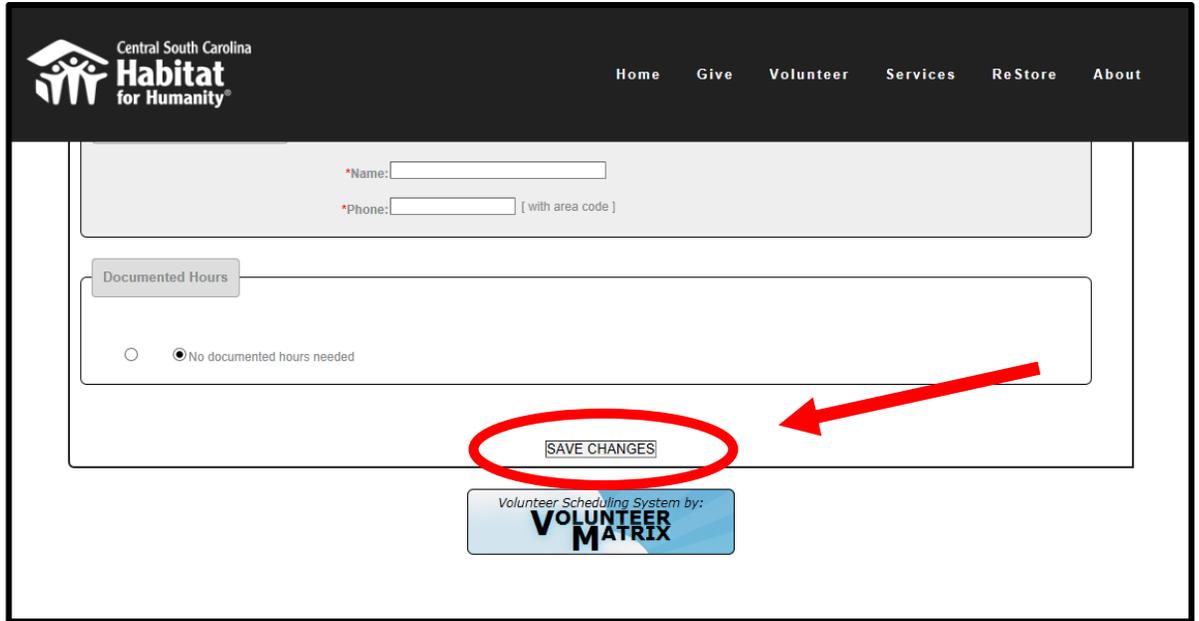
2. Scroll down until you see the volunteer calendar. Select “New Volunteer Registration.”

The screenshot shows the website header with the logo and navigation links: Home, Give, Volunteer, Services, ReStore, About. Below the header, a message states: "we'll send you a PDF with more detailed instructions on how to sign up. We look forward to working with you soon!". A navigation bar contains a yellow box with "You are not currently logged in...", a "LOGIN" button, and a "NEW VOLUNTEER REGISTRATION" button circled in red with a red arrow pointing to it. Below this is the "Volunteer Opportunities Calendar" section. It includes options for "I AM SCHEDULING MYSELF" (selected), "I AM SCHEDULING MY GROUP", and "ACCESS CODE". Filters include "Show 2 months", "beginning", "Apr — 2019", "as Calendar", and "Show if Full". A "Show Only:" dropdown is set to "Show All Projects/Events". A "Color Legend:" shows "AVAILABLE" in blue and "FULL" in red. A legend indicates green for "ReStore" and purple for "Orientations". The calendar grid for April 2019 shows events on the 24th, 25th, 26th, and 27th. The 24th has a "ReStore Volunteers - General" event (9a-5p any 30m+). The 25th has a "Restore Volunteer Orientation" event (10am-11am). The 26th has a "ReStore Volunteers - General" event (9a-5p any 30m+). The 27th has a "ReStore Volunteers - General" event (9a-5p any 30m+).

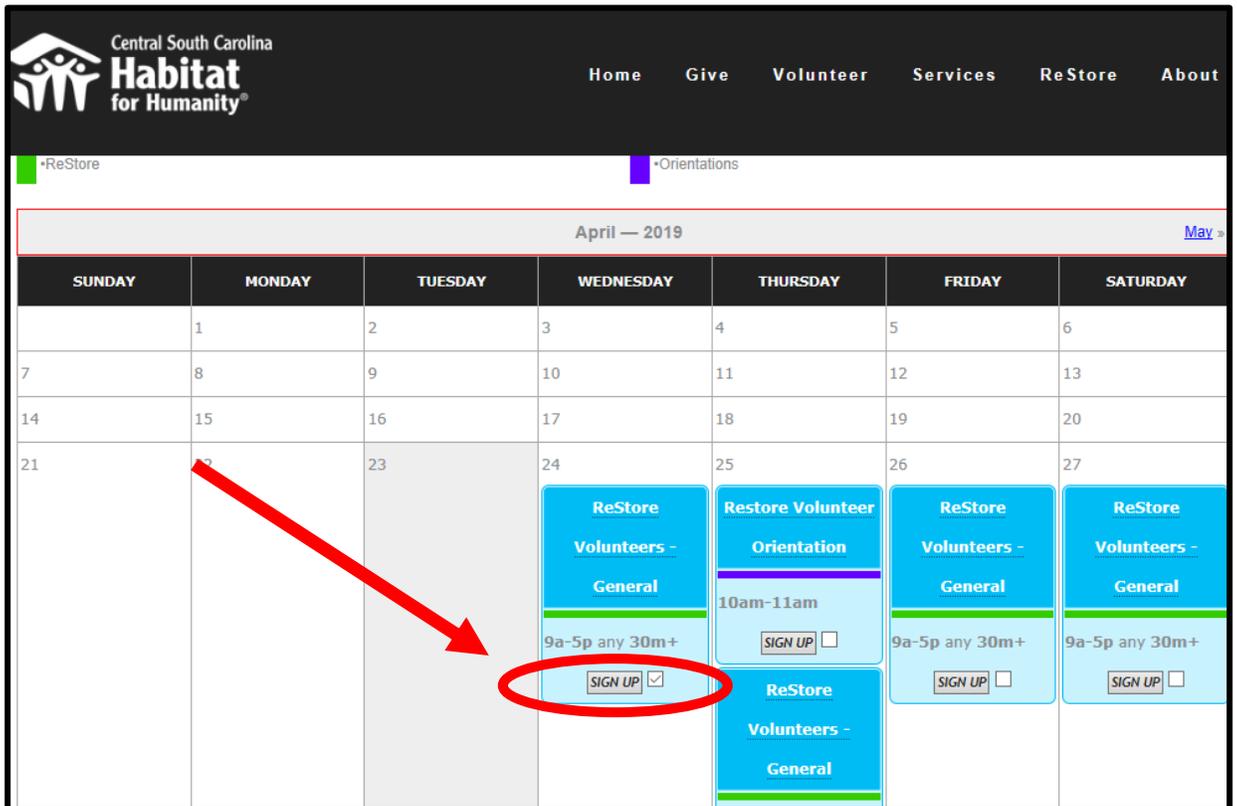
3. Complete the “Express Registration” and fill in all the information boxes

The screenshot shows the "EXPRESS REGISTRATION" form. The title "EXPRESS REGISTRATION" is circled in red with a red arrow pointing to it. Below the title is the instruction: "In order to sign up on our volunteer calendar, please fill out the following express registration form." The form is divided into sections: "LOGIN INFORMATION" and "Personal Security Question". The "LOGIN INFORMATION" section includes a text box for the username and a text box for the password. The "Personal Security Question" section includes a text box for the question and a text box for the answer. The form is partially filled out.

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.



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**



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 your selections

ReStore Volunteers - General (ReStore)

Volunteers are critical to Habitat's success... [more]

Habitat for Humanity Location: West Columbia, SC [address & directions are provided once you have signed up]

ReStore

April 24, 2019 — Wednesday

30min or more between 9am and 5pm AGE 14+

Click the appropriate button below:

click to complete: SCHEDULE ONLY ME

CREATE A VOLUNTEER GROUP

CANCEL Return to Calendar

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)

Central South Carolina
Habitat for Humanity

Home Give Volunteer Services ReStore About

Please review your selections

ReStore Volunteers - General (ReStore)

Volunteers are critical to Habitat's success... [more]

Habitat for Humanity Location: West Columbia, SC [address & directions are provided once you have signed up]

ReStore

April 24, 2019 — Wednesday

1 30min or more starting 9:00 am and ending Noon AGE 14+

Required Documents:

2 <- type full name to accept [Liability Waiver: I have read this Release of Liability and Waiver Agreement, fully understand its terms and agree to be bound by it freely and voluntarily. [view doc document!](#) Email me a copy of this document.

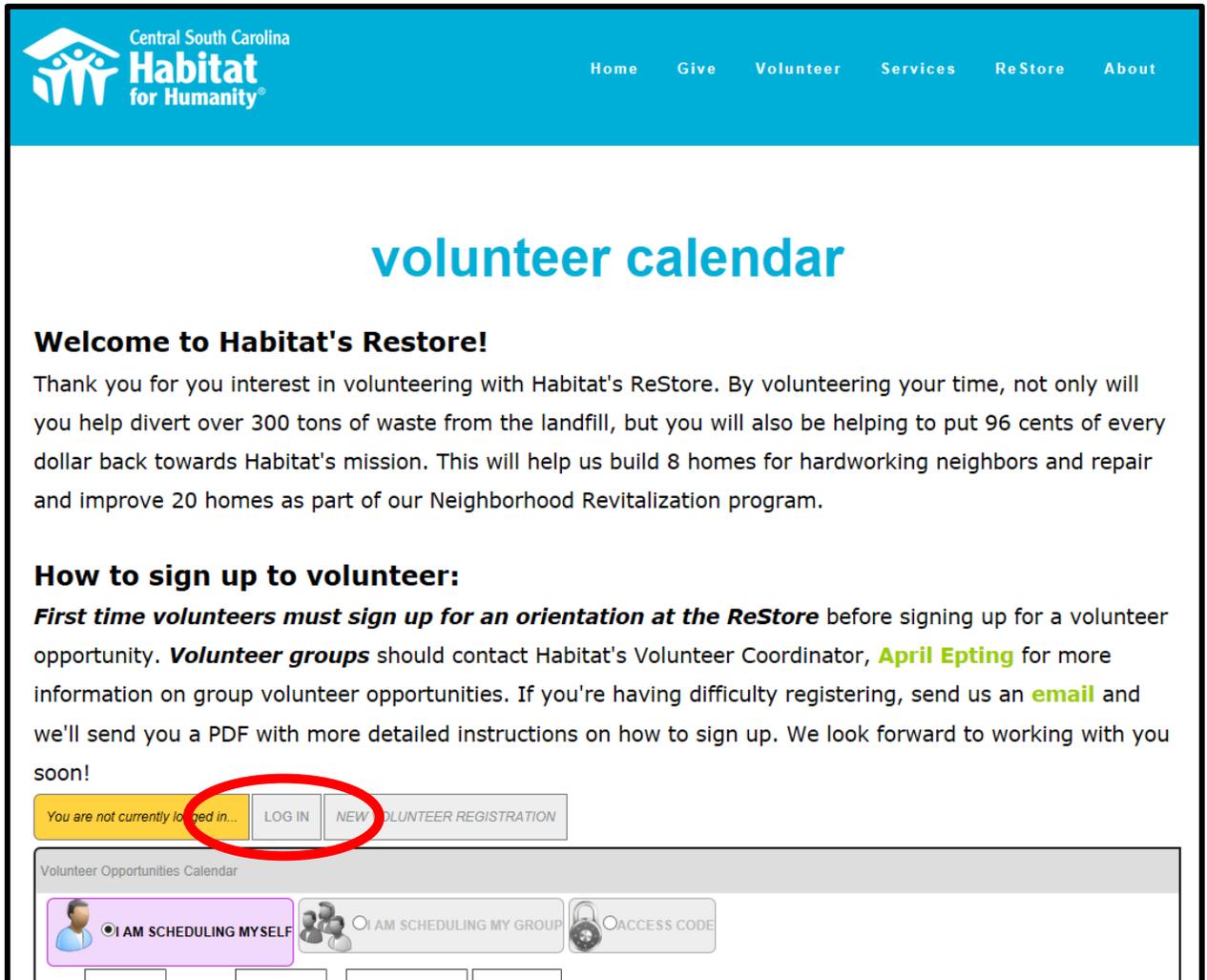
Click the appropriate button below:

click to complete: SCHEDULE ONLY ME 3

CREATE A VOLUNTEER GROUP

CANCEL Return to Calendar

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 (https://habitatcsc.volunteermatrix.com/restore_calendar) 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:

April Epting
 Volunteer Coordinator
aepting@habitatcsc.org
 (803) 726-0424

OR

Vinnie Arcury
 ReStore Volunteer Coordinator
volunteer@habitatcsc.org
 (803) 217-3212