Volunteer Registration Instructions

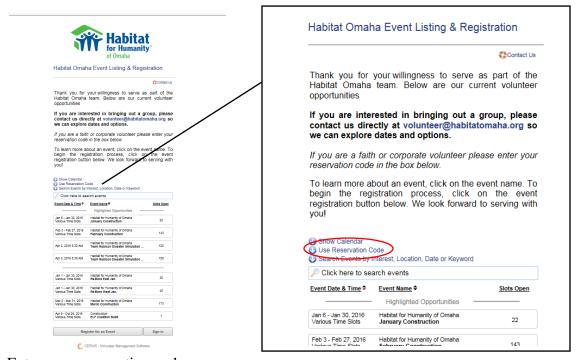
(first time registering with new system)

Habitat Omaha has a new online volunteer signup system which we hope will be easier to use and will provide you with more information about your individual builds.

You do not need a personalized link, only a reservation code that is unique to your coalition.

To volunteer:

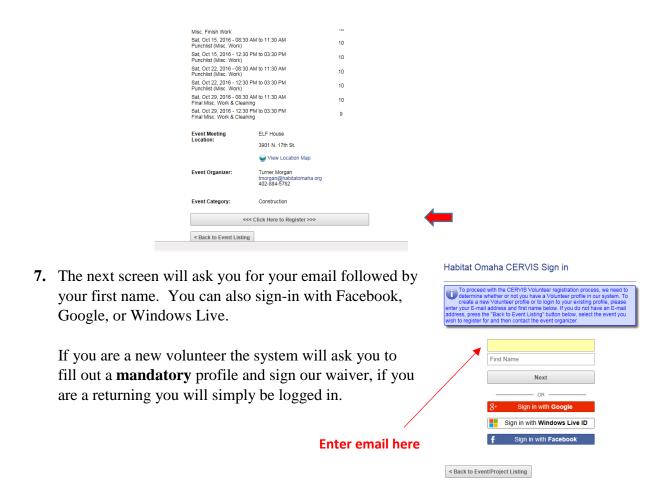
- **1.** Go to the Habitat Omaha website at <u>www.habitatomaha.org</u> and click on the "Volunteer" tab.
- 2. Click on the "Sign Up to Volunteer Now" button
- **3.** On this screen you will see builds listed. At the top of the build list, in blue is "Use Reservation Code"



4. Enter your reservation code:

Faith House = **faith**

- **5.** Once you've entered your reservation code and clicked "Apply" you should see a button with only your coalition's schedule listed. Click on the box listing your build.
- **6.** Once you have clicked on your build you will see a *long* list of all the workdays/shifts for your build. Scroll all the way to the bottom and you will see a button that says "Click here to register"



- **8.** Once you have completed your profile or logged in you will be shown a list of shifts. Click the boxes next to the shifts you would like to register for, scroll to the bottom, and hit the "Complete Registration" button.
- **9.** The next screen will be a confirmation screen...and you are done! You will receive a confirmation email which will also contain a one-click "cancel my shift" link should you need to cancel your volunteer shift.

 Habitat Omaha Event Registration



**NOTE: When you first register with this new program you will be asked to create a profile but you will not be asked to create a password. The system will send you an email with a temporary password. You can sign-up the first time without creating a password, but the second time you try to log in you will need to either have your temporary password or you will have to click "Don't know password" on the login page.