



# Welcome to Volunteer Hub (VolHub)

## How to Register, Sign Up and Location Sign In



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# Creating an Account

# Creating an Account

To access VolHub, go to the following site: <https://habitatwr.volunteerhub.com/vv2/>

The image shows a screenshot of the Habitat for Humanity Waterloo Region Volunteer Site. The top navigation bar includes the Habitat for Humanity logo, a 'SIGN IN' button, a 'CREATE ACCOUNT' button, and a search icon. A green callout box points to the 'CREATE ACCOUNT' button with the text: "Step 1: Select the 'Create Account' button." Below the navigation bar, the main content area has a header "Welcome to the Habitat for Humanity Waterloo Region Volunteer Site" and a "New to volunteering?" section. At the bottom of the main content area, there are filters for "Events" and "Slots Remaining".

**Step 1: Select the "Create Account" button.**

**Already have an account?**

Please click **Sign In** located in the top right-hand corner of this page to continue.

**First-Time Volunteer?**

**Welcome**

Habitat for Humanity Waterloo Region envisions a world where everyone has a safe and affordable place to live. Volunteers are the heart of our success, so **Thank You**.

Whether you are lending a hand on a build site or supporting the operations of Habitat ReStore, you will be making an impact. We welcome volunteers from all backgrounds, skill levels, and stages of life. Together, we can help build a world where everyone has a decent place to live.

To get started you need to create an account. Please choose a username and password that is easy for you to remember. **DO NOT USE YOUR EMAIL ADDRESS OR PHONE NUMBER AS YOUR USERNAME.** Then answer a few questions about your interests, complete your contact information, and register for an available opportunity. If you have any questions or are having difficulty signing in, please contact [volunteer@habitatwr.ca](mailto:volunteer@habitatwr.ca) and we will help. **Please do not create another account.**

**You must be 16 years of age or older to volunteer.** If you are under 18 years old, you will need to print and bring your waiver signed by a legal parent or guardian and a witness.

**We look forward to seeing you!**

**Step 2: Create a username and a password you won't forget. Verify your password.**

Please do not use your email or phone number for your username. This is to maintain your privacy.

The registration form includes fields for Username, Password, and Verify Password, with a NEXT button at the bottom.

# Creating an Account

JULY 2023						
	24	25	26 4:30 P.M. - 5:30 P.M. ReStore Orientation	27 9:30 A.M. - 2:30 P.M. Hospitality Crew	28	29
	31 9:30 A.M. - 2:30 P.M. Hospitality Crew					
AUGUST 2023						
Monday	Tuesday	Wednesday	Thursday	Friday		
	1 9:30 A.M. - 2:30 P.M. Hospitality Crew 10 A.M. - 10:30 A.M. Build Site Orientation	2 9:30 A.M. - 2:30 P.M. Hospitality Crew 4:30 P.M. - 5:30 P.M. ReStore Orientation	3 9:30 A.M. - 2:30 P.M. Hospitality Crew	4	5	
7	8 9:30 A.M. - 2:30 P.M. Hospitality Crew	9 9:30 A.M. - 2:30 P.M. Hospitality Crew	10 9:30 A.M. - 2:30 P.M. Hospitality Crew	11	12	

**Step 3:** Once you have made an account, you will be redirected to the homepage where you can access ReStore and Build Site orientations, and Hospitality shifts.

Please note, that to volunteer at the ReStore or Build Site, you must attend an on-line orientation first. Hospitality orientation is given in-person on your first day.



# Signing In

# Signing In

## Signing into an Existing Account



SIGN IN

CREATE ACCOUNT



### Welcome to the Habitat for Humanity Waterloo Region Volunteer Site

**New to volunteering?** Please create an account and then sign up for an orientation session. **Volunteered with us before?** Please sign in

Check our [Flickr](#) site to see all the amazing work done by our volunteers, as well as our special events.

For more information about volunteer opportunities with Habitat Waterloo Region, check our website [here](#).

**every hand** makes a difference

**Step 1:** Already have an account? Click the "Sign In" button.

Events

Slots Remaining

FILTERS



# Signing In



**Step 2: Enter your username and password.**

Habitat for Humanity Waterloo Region envisions a world where everyone has a safe and affordable place to live. Volunteers are the heart of our success, so **Thank You.**

Whether you are lending a hand on a build site or supporting the operations of Habitat ReStore, you will be making an impact. We welcome volunteers from all backgrounds, skill levels, and stages of life. Together, we can help build a world where everyone has a decent place to live.

Please sign in to view and register for available opportunities. If you have any questions or are having difficulty signing in, please contact [volunteer@habitatwr.ca](mailto:volunteer@habitatwr.ca) and we will help. **Please do not create another account.**

**You must be 16 years of age or older to volunteer.** If you are under 18 years old, you will need to print and bring your waiver signed by a legal parent or guardian and a witness.

**We look forward to seeing you!**

### Sign In

**Username**

**Password**

**Keep me logged in** [Forgot Password or Username?](#)

**SIGN IN**

Don't have an account? [Create New Account](#)





# Navigating Your Account

# Navigating Your Account

## Finding an Event

Events ▾ Slots Remaining ▾ FILTERS

☰ 📖 📅

WEDNESDAY, 7/26/2023

8 A.M. - 4 P.M.

**Build Crew**

🕒 Wed, July 26 at 8 a.m. - 4 p.m. (8 hours)      👤 Registration is deactivated

📍 242 Kehl Street, Kitchener, Ontario

Want to be part of a vibrant construction environment, work as part of a team, and support local families in need by building homes? No skills are required; we train on-site. Be a Build Crew volunteer and help support our homeownership program.

**MORE**

8 A.M. - 4 P.M.

**Build Crew Lead**

🕒 Wed, July 26 at 8 a.m. - 4 p.m. (8 hours)      👤 3 slots remaining

📍 242 Kehl Street, Kitchener, Ontario

**SIGN UP**

On the home screen, search for an event using either the **list** or **calendar** view.

# Navigating Your Account

Filter events: This allows you to view only selected events.

## List View

Events ▼ Slots Remaining ▼ FILTERS ☰ 📖 📅

Switch between **views** by choosing one of these icons.

WEDNESDAY, 7/26/2023

8 A.M. - 4 P.M.

### Build Crew

🕒 Wed, July 26 at 8 a.m. - 4 p.m. (8 hours)

🚫 Registration is deactivated

📍 242 Kehl Street, Kitchener, Ontario

Want to be part of a vibrant construction environment, work as part of a team, and support local families in need by building homes? No skills are required; we train on-site. Be a Build Crew volunteer and help support our homeownership program.

MORE

Select "More" to view additional information about the event.

8 A.M. - 4 P.M.

### Build Crew Lead

🕒 Wed, July 26 at 8 a.m. - 4 p.m. (8 hours)

👤 3 slots remaining

📍 242 Kehl Street, Kitchener, Ontario

SIGN UP

Sign up!

# Navigating Your Account

## Calendar View

Filter events: This allows you to view only selected events.

The screenshot shows a calendar interface with a blue header and a grid of dates. A dropdown menu is open on the left, listing various event categories. A callout box points to the dropdown, explaining its function. Another callout box points to a set of icons (list, book, calendar) in the top right, explaining how to switch views. A third callout box points to a specific shift entry on the calendar, explaining how to view more information and sign up.

Slots Remaining

Switch between **views** by choosing between these icons.

Select a shift to view more information and sign up!

Sunday	Tuesday	Wednesday	Thursday	Friday	
				1	
		5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24		26	27	28	29
		8 A.M. - 4 P.M. Build Crew	8 A.M. - 4 P.M. Build Crew	8 A.M. - 4 P.M. Build Crew Lead	9 A.M. - 1 P.M. Cambridge Associate AM
		8 A.M. - 4 P.M. Build Crew Lead	8 A.M. - 4 P.M. Build Crew Lead	8:30 A.M. - 4 P.M. Build Crew	9 A.M. - 1 P.M. Waterloo Associate AM

# Navigating Your Account

## General Navigation



Events My Schedule Admin



Click here to view the events you are registered for.



### Welcome to the Habitat for Humanity Waterloo Region Volunteer Site

**New to volunteering?** Please create an account and then sign up for an orientation session. **Volunteered with us before?** Please sign in.

Check our [Flickr](#) site to see all the amazing work done by our volunteers, as well as our special events.

For more information about volunteer opportunities with Habitat Waterloo Region, check our website [here](#).

**every hand** makes a difference



Click on your name in the top right corner to view your account settings.



### Welcome to the Habitat for Humanity Waterloo Region Volunteer Site

**New to volunteering?** Please create an account and then sign up for an orientation session. **Volunteered with us before?** Please sign in.

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For more information about volunteer opportunities with Habitat Waterloo Region, check our website [here](#).

**every hand** makes a difference

- Update Profile
- Change Password
- Manage Affiliations
- View Signed Waivers
- View Hours
- Notification Settings
- Language
- Sign Out



# Signing Up for a Shift

Two Views – Calendar and List

# Signing Up for an Event

## Calendar View

AUGUST 2023							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1 8 A.M. - 4 P.M. Build Crew 8:10 A.M. - 4 P.M. Build Crew Lead 9:30 A.M. - 2 P.M. Hospitality Crew Lead 9:30 A.M. - 2:30 P.M. Hospitality Crew 10 A.M. - 10:30 A.M. Build Site Orientation	2 8 A.M. - 4 P.M. Build Crew 8:10 A.M. - 4 P.M. Build Crew Lead 8:10 A.M. - 4 P.M. Team Engagement - MCAP 9 A.M. - 3 P.M. Driver's Assistant 9:30 A.M. - 2 P.M. Hospitality Crew Lead 9:30 A.M. - 2:30 P.M. Hospitality Crew 10:30 A.M. - 1 P.M. Photographer - Build Site 4:30 P.M. - 5:30 P.M. ReStore Orientation	3 8 A.M. - 4 P.M. Build Crew 8:10 A.M. - 4 P.M. Build Crew Lead 8:10 A.M. - 4 P.M. Team Engagement - WRAR 9:30 A.M. - 2 P.M. Hospitality Crew Lead 9:30 A.M. - 2:30 P.M. Hospitality Crew 10 A.M. - 1 P.M. Salvage Crew 10:30 A.M. - 1 P.M. Photographer - Build Site	4 8:10 A.M. - 4 P.M. Build Crew Lead 8:30 A.M. - 4 P.M. Build Crew 9 A.M. - 3 P.M. Driver's Assistant	5	

**Step 1:** Select a day to view all of the scheduled events.

# Signing Up for an Event

The screenshot shows a web interface for signing up for events. At the top, there is a blue header with the date "WEDNESDAY, 8/2/2023" and a close button. Below the header, there is a section for a "Driver's Assistant" event. The event details include the time "9 A.M. - 3 P.M.", the date "Wed, August 2 at 9 a.m. - 3 p.m. (6 hours)", and the location "200 Preston Parkway, Cambridge, ON N3H 5N1". A "SIGN UP" button is highlighted with a green box. Below the event details, there is a "MORE" button. The second event listed is "Hospitality Crew Lead" with the time "9:30 A.M. - 2 P.M.", the date "Wed, August 2 at 9:30 a.m. - 2 p.m. (4.5 hours)", and the location "242 Kehl Street, Kitchener, Ontario". A "MORE" button is also present for this event. At the bottom of the page, there is a navigation bar with links for "Hospitality Crew Lead", "Team Engagement - Walterfed", "Hospitality Crew Lead", and "Driver's Assistant".

WEDNESDAY, 8/2/2023

train and provide you with everything you need to be successful.

MORE

9 A.M. - 3 P.M.

**Driver's Assistant**

Wed, August 2 at 9 a.m. - 3 p.m. (6 hours) 1 slot remaining

200 Preston Parkway,  
Cambridge, ON N3H 5N1

Enjoy meeting new people, traveling around the region and preventing items from going into our landfill? Assist our ReStore Driver in interacting with our generous donors and collecting items for sale that help support our homeownership program.

**This is not an entry level position, and requires an interview. We ask you to begin by volunteering with us in the ReStore where you can learn about the unique training process for this position. Please sign up for a ReStore Orientation if you have not already done so.**

MORE

9:30 A.M. - 2 P.M.

**Hospitality Crew Lead**

Wed, August 2 at 9:30 a.m. - 2 p.m. (4.5 hours) Registration is deactivated

242 Kehl Street, Kitchener,  
Ontario

Are you committed to constructing homes for local families in need, and love working regularly with our Hospitality Crew? Consider being a Hospitality Crew Lead and share your passion,

Hospitality Crew Lead | Team Engagement - Walterfed | Hospitality Crew Lead | Driver's Assistant

Select "More" to view the full details of the event.

**Step 2:** When you have found an event that you would like to register for, select the "Sign Up" button.



# Signing Up for an Event

Driver's Assistant ⓘ Wednesday, August 2 • 9 am - 3 pm (6 hours)

User Review

Please review your profile for accuracy before continuing with event registration.

\* indicates required field

**ALL ABOUT YOU**

If you wish to include a photo of yourself, we would love to "see" you. Only you and the administrators will be able to view this photo.

Choose file...

Name

\*

Email Address

\*

**Step 3:** Fill out the required information. Questions with a red asterisk \* are mandatory.

Select the "Next" button at the bottom of the screen when complete.

# Signing Up for an Event

This screen shows that you have successfully signed up for a volunteer shift!

Driver's Assistant ⓘ Wednesday, August 2 • 9 am - 3 pm (6 hours)

Complete

✓ Registration complete

[+ ADD THIS EVENT TO MY CALENDAR](#)

📍 200 Preston Parkway, Cambridge, ON N3H 5N1

Thank you for signing up to volunteer with Habitat for Humanity Waterloo Region.

When arriving for your shift, please meet at the back entrance of the ReStore, report to the Salvage coordinator, and sign in on the tablet.

Please come prepared:

- Parking is available at all of our ReStore locations, however we ask that you park away from the front doors to reserve those spaces for our customers.

FINISH

We are so excited for you to start volunteering with us at Habitat for Humanity Waterloo Region!

**Step 6:** Select the “Finish” button to complete signing up, and to return to the event page.

# Signing Up for an Event

## List View

WEDNESDAY, 8/2/2023

9 A.M. - 3 P.M.

### Driver's Assistant

Wed, August 2 at 9 a.m. - 3 p.m. (6 hours)

1 slot remaining

200 Preston Parkway, Cambridge, ON N3H 5N1

Enjoy meeting new people, traveling around the region and preventing items from going into our landfill. As a Driver's Assistant, you will be responsible for interacting with our generous donors and collecting items for sale that help support our homebuilding projects.

**This is not an entry level position, and requires an interview. We ask you to begin by volunteering at our ReStore where you can learn about the unique training process for this position. Please sign up for a ReStore Orientation if you have not already done so.**

MORE

SIGN UP

### Driver's Assistant

Wed, August 2 at 9 a.m. - 3 p.m. (6 hours)

1 slot remaining

200 Preston Parkway, Cambridge, ON N3H 5N1

Volunteer at Habitat ReStore where we generate funds from donated goods to finance Habitat Waterloo Region homebuilding projects, and reduce the number of items going to our landfill.

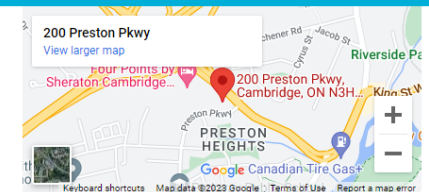
Driver's Assistant volunteers work with our Driver on daily assigned tasks to:

- Assist picking up donations within Waterloo Region
- Provide exceptional customer service
- Work as part of a team with staff, volunteers and donors
- Help unload donated items at our ReStores
- Ensure safety on site at all times

Our ReStore staff will happily train and provide you with everything you need to be successful. Driver's Assistant volunteers must be dependable, have good communication skills, be able to lift 23 kg (50 lbs) repeatedly, have good spatial awareness, and work both independently and as part of a team.

Shifts are from 9:00 am - 3:00 pm, with some variations, on Wednesday and Friday. **You are expected to arrive on time and sign in on the kiosk.**

On this screen you will find the event description, the location, time, and the number of available slots left to volunteer.



SIGN UP

Questions?

Please contact [Waterloo ReStore](#)

**Step 1:** Select the “More” button to view all of the event details.

**Step 2:** When you have found an event that you would like to register for, select the “Sign Up” button.



# Cancelling a Shift

# Cancelling a Shift

Driver's Assistant ⌚ Wednesday, August 2 • 9 am - 3 pm (6 hours)

Confirm Cancellation

**Step 1:** Go to your “My Schedule” tab. From there, select the event that you would like to cancel.

Confirm Cancellation

You are about to cancel your registration for Driver's Assistant on Wednesday, August 2, 9 am - 3 pm. Do you want to continue?

EXIT

NEXT

**Step 2:** In order to confirm your cancellation, click the “Next” button.

# Cancelling a Shift

This screen shows that you have successfully cancelled your shift.

Driver's Assistant ⓘ Wednesday, August 2 • 9 am - 3 pm (6 hours)

Cancellation Complete

✓ Cancellation complete

Sorry to see you go. Your registration for this event has been cancelled.

EXIT

**Step 3:** Click “Exit” to return to your schedule.



# Resetting a Username or Password

# Resetting Username or Password



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**You must be 16 years of age or older to volunteer.** If you are under 18 years old, you will need to print and bring your waiver signed by a legal parent or guardian and a witness.

**We look forward to seeing you!**

## Sign In

Username

Password

Keep me logged in

[Forgot Password or Username?](#)

[SIGN IN](#)

Don't have an account? [Create New Account](#)

**Step 1:** If you have forgotten your password or username select the “Forgot Password or Username” button on the sign in screen.



# Resetting Username or Password



Already have an account? [Sign in](#)

Enter your email address or username and click "Send."

We will then email you instructions to reset your password.

## Forgot Your Username or Password?

Username or Email Address

CANCEL

SEND

**Step 2:** Enter your email address and follow the instructions that will be emailed to you once you click "Send".

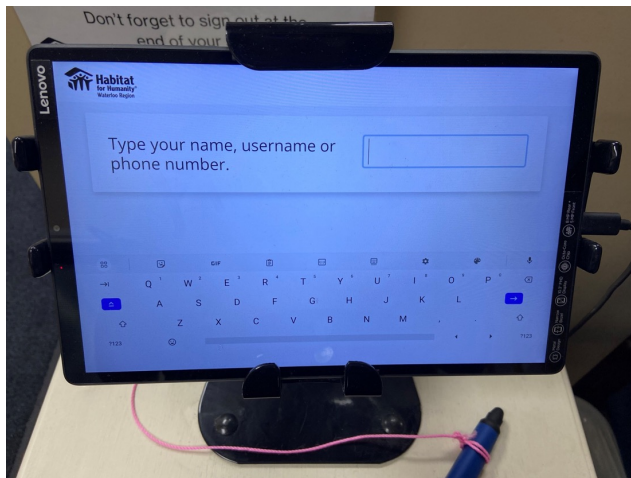
Usernames can only be reset by an administrator.  
Contact us at [volunteer@habitatwr.ca](mailto:volunteer@habitatwr.ca) if you need this changed. Please do NOT use any personal information in your username.



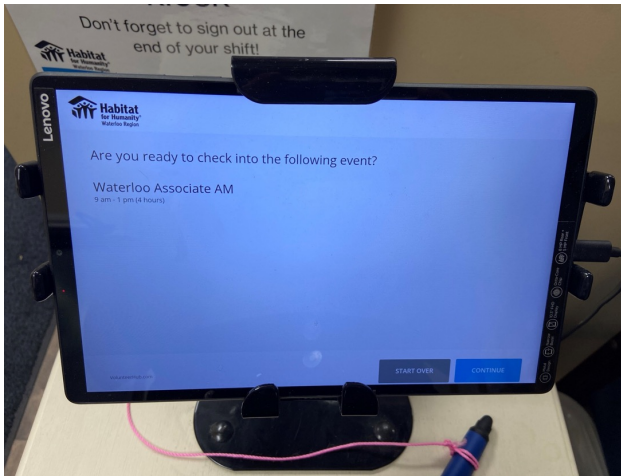
# Signing in and Out on the Kiosk at Volunteer Locations

# Signing In and Out on the Kiosk

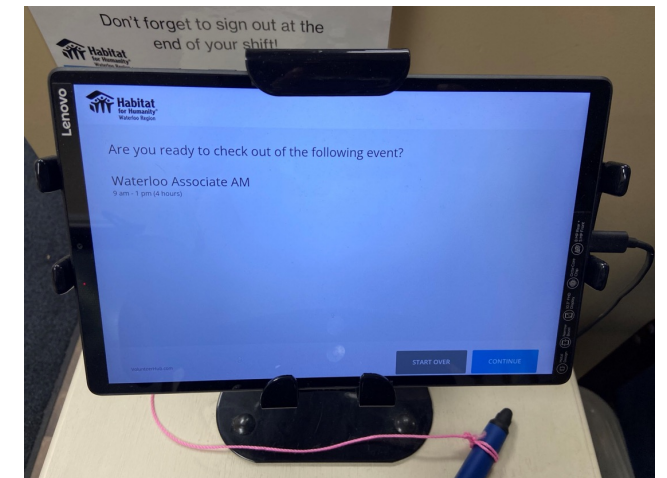
Please **SIGN IN** before starting each day and **SIGN OUT** at the end of the day.



Our Build site and ReStores have a Kiosk for signing in and out. Start by entering your name.



Select your name and it will appear asking if you are ready to check in. Click "Continue".



When signing out, enter your name and select it when it appears. When asked if you are ready to check out, click "Continue".



Thank you!

We Look Forward To Meeting You