


VolunteerUP
**Habitat for Humanity of Greater Newburgh's
Volunteer Scheduling System**

What is VolunteerUP?

VolunteerUP is an online volunteer scheduling system, designed specifically for use by Habitat for Humanity affiliates. Habitat for Humanity of Greater Newburgh (HFHGN) has adopted the VolunteerUP system to make it as easy as possible for volunteers to help with the work and mission of Habitat for Humanity of Greater Newburgh.

If you have any difficulties accessing or using VolunteerUP, please contact HFHGN's Volunteer Coordinator at (845) 568-6035.

1. Access the VolunteerUP Calendar

- To access the VolunteerUP calendar, go to HFHGN website, www.habitatnewburgh.org
- Click on the link to the HFHGN VolunteerUP site: 
- You will see the *Volunteer Opportunities* page. The HFHGN logo will be at the top. If at any time you want to return to the HFHGN website, click on the logo.
- The *Volunteer Opportunities* page shows a calendar listing current construction projects. Learn more about the projects by clicking on the project name.

2. Register or Log In to VolunteerUP

- Once at the *Volunteer Opportunities* page, click on Log In at the top of the page. New volunteers can also register from this page.
- If you are currently a regular Habitat Newburgh volunteer, we have uploaded your information. Log in using the following method for your username and password: first and second letter of first name and entire last name (do not use spaces).
Ex: Johnny Appleseed – Username: joappleseed Password: joappleseed
- **IMPORTANT:** Change your password the first time you log in to protect your personal information
- If you are new, Register! Fill out the volunteer profile to tell us about your volunteer interests. If you have skills not listed or ideas you'd like to share with us, please contact the Volunteer Coordinator at (845) 568-6035.

3. Basic VolunteerUP Navigation

- After logging in, the system takes you back to the *Volunteer Opportunities* page. However, now you will see a welcome message at the top of the page with your name. Above this is the navigation bar, which includes the following links:
 - Log Off Here! – log off the VolunteerUP system
 - My Info – manage your personal volunteer profile, view your volunteer schedule, and track your volunteer hours
 - Return to Main Habitat Site – takes you back to the HFHGN website
 - Volunteer Info – read the individual volunteer packet
 - Group Info – read the group volunteering packet
 - VolUP Instructions – read these instructions

4. Sign Up for a Volunteer Work Day

- From the *Volunteer Opportunities* page, scroll down to look at upcoming volunteer opportunities. The calendar displays one month into the future. Use the date links above your welcome message to navigate to other months.
- Work days ready for sign up will display a Jobs for the Day link. Days that do not yet have assigned tasks will appear as Full and will have a general explanation of the upcoming volunteer tasks.
- When you have decided on the day(s) you would like to volunteer, click on each day's Jobs for the Day link.
 1. On the *Sign Up* page, read the Announcement to find out what the tasks are for the day and how many crews will be needed for each task.
 2. Select which crew you would like to be a part of by clicking on the Select Shift column, which indicates which tasks are open for sign up. Each task described in the Announcement will correspond with the general task categories listed as shifts and will be highlighted in black. See the Vols/Guests Needed column to see how many people—total crew leaders and crew members—are needed for each task. Crew sizes will generally consist of 3-4 people.
 3. Sign up friends and family by indicating how many Guests will be coming in the pull-down box next to your selected shift. NOTE: Groups of 5 or more MUST register as a group and schedule with the Volunteer Coordinator.
 4. Select a role: Crew Member (default) or Crew Leader. Crews will have one leader, unless otherwise indicated. A crew leader MUST have some experience with task you have signed up for. Crew Leaders are expected to check in with Construction Manager prior to volunteer day and should arrive at site by 7:45 am to prep for day's work.
 5. If you would like to receive an email reminder of your volunteer day, choose how far in advance you would like to receive the message from the Email Reminder drop-down box.
 6. Now click the Sign Up button to go to the *Confirmation* page, which you can print out or email to yourself.
 7. Click on Update to finalize your sign up (if you emailed the confirmation, it will automatically update the system). You can now scroll to the bottom to see your name signed up with your crew.

IMPORTANT: You must sign up in advance so HFHGN can properly prep for each site

- To volunteer on Wednesday, sign up by Monday night
- To volunteer on Saturday, sign up by Thursday night

5. Making Changes to Your Schedule

- If you need to remove yourself from a volunteer commitment, go to the *My Info* page, and then click on My Volunteer Schedule. Here you can click on Delete Commitment ? to remove your sign up.
- You can also use this screen to access the work day's location and description by clicking on the corresponding links.