

VolunteerUP

Habitat for Humanity of Kitsap County'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 Kitsap County (HFHKC) has adopted the VolunteerUP system to make it as easy as possible for volunteers to help with our work and mission. If you have any difficulties accessing or using VolunteerUP, please contact HFHKC's Volunteer Coordinator at 360-479-3853

1. Access the VolunteerUP Calendar

- To access the VolunteerUP calendar, go to HFHKC website, www.kitsaphabitat.org
- Click on the link to the HFHKC VolunteerUP site, located beside the 'Volunteer' link and on the volunteer page.
- You will see the *Volunteer Opportunities* calendar. The HFHKC logo will be at the top. If at any time you want to return to the HFHKC website, click on the logo.
- The *Volunteer Opportunities* calendar lists 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* calendar, click 'Log In' at the top-left of the page. New volunteers can also register from this page.
- If you are new, register! Please 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, contact the Volunteer Coordinator at 360-479-3853.

3. Basic VolunteerUP Navigation

- After logging in, the system takes you back to the *Volunteer Opportunities* calendar. 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 HFHKC website

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 'Sign Up' 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 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. 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.
 3. 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.

4. 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.

5. Now click the Sign Up button to go to the *Confirmation* page, which you can print out or email to yourself.

6. 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 Tuesday, sign up by Sunday night.
- To volunteer on Thursday, sign up by Tuesday night.
- To volunteer on Saturday, sign up by Thursday night.

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.