

How to register on VolunteerHub



Habitat for Humanity of Orange County uses an on-line system called VolunteerHub to manage the scheduling of volunteers for all service opportunities (construction, ReStore, hospitality, etc.).

Each volunteer must create a VolunteerHub account which will be used to sign-up for volunteer shifts. These instructions provide guidance to create an account on VolunteerHub.

To complete this process, you must access your email, open a message from VolunteerHub, and click a link.

Begin User Registration

1. Go to the Habitat for Humanity of Orange County home page: www.habitatoc.org
2. Click the Volunteer Now button at the bottom of the page. This will open the Habitat OC VolunteerHub login page.



This page will be used to register as a volunteer and also to schedule to work as a volunteer.

To register as a volunteer...

3. Click the **Register** button on the lower right portion of the screen

Once registration is completed, this is the login screen which will be used to access the system to sign-up for volunteer shifts.

Username and Password

4. Type in the username you wish to use
5. Enter the password you wish to use
6. Click the button

Join Code & Other Groups

User Registration: Join Code

If you have a Join Code, enter it and click "Next" below.

Join Code

If you do not have a Join Code, click "Next" below to continue.

User Registration: Other Groups

Group Membership

Select the groups that apply to you.

- Women Build
 Individual Volunteer
 Court Referral Volunteers

To proceed with registration, click "Next" below.

Exit < Back Next >

7. Enter the Catholic Coalition **Join Code: CC17**
Then click the button

In the **Other Groups** window...

8. Ensure **Individual Volunteer** is checked, then click the button

User Details

9. Complete the **User Details** form ensuring all ***Required** fields are populated
10. Catholic Coalition – Please enter your parish name in the **Faith Organization Name** field. **Faith Organization Address** is optional

Confirmation & Verification

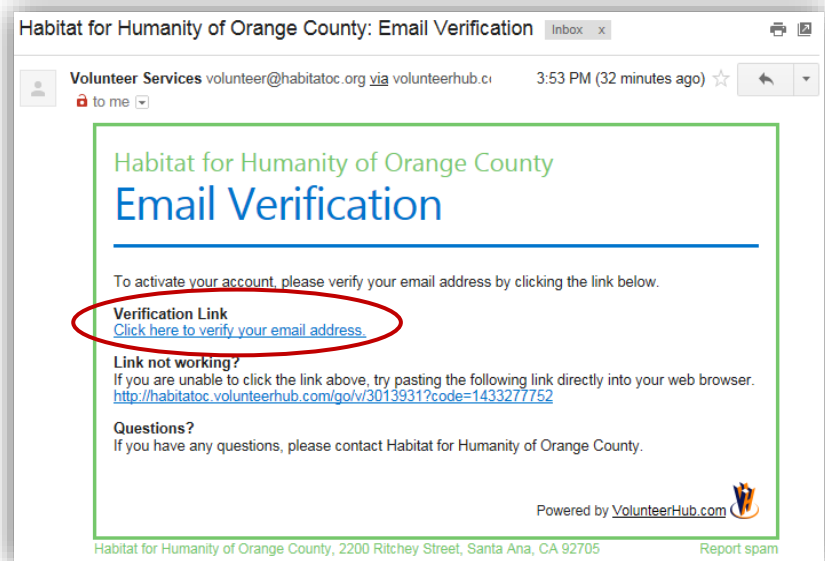
11. Review the **Confirmation** page and click to accept

12. An email will be sent to the address you provided during registration. Click the **Verification Link** to complete the registration process

If this email is not received, ensure it was not caught in a spam filter.

Click the button at the bottom of the **...Verification...** screen to have the code re-sent

E-mail Message



- When the verification is complete, click on the button to display the page shown with Step 3 above.
- From there, you may log in to view volunteer opportunities and become familiar with the web site.
- Please do not share the Join Code.

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