



Volunteer Sign-up Instructions

Step One – sign in/create an account:

If you are an **Existing User** click on “sign in” at the top right corner, and then log in to your account.

If you are a **New User**.

- Click “Sign in”
- Choose 'Create an Account' to create a new profile.
- Choose a username and password
- Leave the Join Code field blank (unless given a specific code) and click “Next”
- Identify skills or interests you have
- Fill out the required information including your emergency contact

You are now logged in!

Step Two – sign up:

Find the date of the opportunity that works for you, and choose 'sign up.' You will then be prompted to sign the volunteer liability waiver.

- If you have already chosen a date and location through your group, please make sure you choose the same one here!
- If the latest waiver is already on file in our system for you, you will not be prompted to sign another one
 - **Volunteers under 18 will need a parent/guardian signature on their waivers.**
After you print the waiver and get the signature, you can either:
 - a) **Bring the signed waiver with you to site**
 - b) **Scan or take a picture of the signed waiver and send it to Molly at Molly.Boland@tchabitat.org**

You will receive a confirmation email, confirming that you have registered for the event. This email will have any specific instructions as well as volunteer guidelines. Shortly before your volunteer day, you will receive a reminder email.