

How to use Volunteer Hub

2010

Volunteer Hub is the web-based software program that TriState Habitat for Humanity utilizes for all of its Construction activities. This quick seven page guide includes pictures and arrows to make your experience signing up for a work day easier.

**A Step-by-step
Guide to Using
the Hub**

How to register a username and sign up for a work day on Volunteer Hub

1. Step one: **Enter the link** www.tristatehabitat.volunteerhub.com in your web browser
2. You will see the webpage that is pictured below. Note: There are friendly yellow arrows throughout this guide. Please take them as a reference only. Step two: **Click on Register**



TriState Habitat for Humanity

[Sign In](#)

Events

Welcome to the Volunteer Registration page for TriState Habitat for Humanity!

TriState Habitat for Humanity has a variety of volunteer opportunities in the areas of Construction, Development, Family Services, Administration, ReStore and Special Events. We serve the Tri-State area consisting of Northern Kentucky, Southeastern Indiana, and the counties of Butler, Warren and Clermont in Ohio. Please note, that to be able to work on a construction site, volunteers must be at least 14 and have an adult present if under 18. There are activity restrictions for volunteers under 16. Volunteers 16-18 are not allowed to do roofing, demolition, use power tools, or use ladders over 6ft. To best serve us and you, please keep your contact and skill information current.

If you have any questions or concerns, please contact Tara Price at the TriState Habitat for Humanity Office at 513-942-9211 or via e-mail at tarap@habitat-tristate.org.

Thank you for your interest in the movement to create affordable housing and we look forward to working with you!

Yours in partnership,

TriState Habitat for Humanity Staff

Already registered?

Sign in to access your account.

Username

Password

Keep me logged in

[Forgot your password?](#)

Not registered yet?

It's free and easy! Click below to get started.



- Step 3: Create a username and password, then click next.

User Registration: Username and Password

Thank you for signing up to volunteer with TriState Habitat for Humanity.

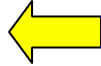
TriState Habitat For Humanity is a volunteer-driven organization meaning that your time is greatly needed and appreciated! We welcome people from all walks of life to join us as we build simple, decent, affordable houses in partnership with God and families in need. Though the vast majority of volunteers have no construction experience or building skills, they are involved in most phases of construction. By working side-by-side with the family who will live in the house, our volunteers experience for themselves the joy created when a family is able to realize their dream of home ownership.

Opportunities to serve with TriState Habitat for Humanity are not limited to home building. TriState Habitat has a variety of volunteer opportunities in the areas of Construction, Development, Family Services, Administration, ReStore and Special Events. We serve the Tri-State area consisting of Northern Kentucky, Southeastern Indiana, and the counties of Butler, Warren and Clermont in Ohio. Please note, that to be able to work on a construction site, volunteers must be at least 14 and have an adult present if under 18. There are activity restrictions for volunteers under 16. Volunteers 16-18 are not permitted to participate in roofing, demolition, the use of power tools, or use ladders over 6ft.

To best serve us and you, please keep your contact and skill information current.

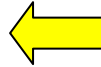
Choose a username and password.

Username *Required



Choose a Password *Required

Password



Verify Password

To proceed with registration, click "Next" below.



- Step Four: Enter the Join Code. You do not have a join code. Click next.

User Registration: Join Code

Here is your join code to participate in your group's volunteer opportunity. Each join code distributed to a group is unique to that group and allows for participants to register themselves for their group's assigned activity. Any questions or concerns about using the join code should be directed to Tara Price at 513-942-9211 or via e-mail tarap@habitat-tristate.org.

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.



5. Step five: Check the box for Thrivent Financial for Lutherans-General Volunteer, then click next.

User Registration: Other Groups

Select the groups below that apply to you.

- Thrivent Financial for Lutherans-General Volunteer
- Women Build 2010

To proceed with registration, click "Next" below.

Exit

< Previous

Next >



6. Step six: **Enter Name & Contact info.** Skills are optional to input. **Click next.**

User Registration: User Details

Please provide your user details below.

Full Name *Required

First / Middle / Last

Email *Required

Home Address *Required

City / State / Zip

Home Phone *Required

Mobile Phone

Birthday

Languages Spoken

Construction Management

Obtaining building permits, code compliance, land acquisition, etc.

No Answer	No Interest	Unskilled	Somewhat Skilled	Highly Skilled
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Photography

Taking pictures on worksites, of completed homes, and special events.

No Answer	No Interest	Unskilled	Somewhat Skilled	Highly Skilled
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Hospitality

Providing snacks/meals for volunteers, organizing lodging for out-of-town volunteer groups, entertainment, etc.

No Answer	No Interest	Unskilled	Somewhat Skilled	Highly Skilled
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Business and/or Church Affiliation

Are you interested in participating [Women Build 2010?](#)

Questions/Comments:

To proceed with registration, click "Next" below.


Exit

< Previous

Next >


7. Step seven: **Verify information, then click next.**

User Registration: Confirmation


Username
tristatevol
You have selected the following groups.
· Thrivent Financial for Lutherans-General Volunteer 

You provided the following user details.

Full Name
a a a

Email
a@mail.com 

Home Address
a
a, oh 43452

Home Phone 
8888888888

Construction Management
No Answer

Framing
No Answer

Financial planning
No Answer


Partner Family Services
No Answer

Public & Media Relations
No Answer

Photography
No Answer

Hospitality
No Answer

After verifying the above information, click "Next" to continue.




8. Step Eight: All done with User Registration! **Click next.**

User Registration: Complete


Congratulations! You have created a user account.

Next, use your account to register for an event.

To register for an event, click "Next" below.



9. **Step Nine:** Sign up for a work day. Below is the screen you will see upon log-in. It has the two forms that need to be completed and turned into the Site Leader, as well as the schedule for the build. To sign up for a date, **scroll to the date that you are assigned to and click "Sign Up"**.



TriState
Habitat
for Humanity®
Ohio-Kentucky-Indiana

TriState Habitat for Humanity

[a a](#) · [Your Account](#) · [Sign O](#)

Events

All Events

Welcome to the Volunteer Registration page for TriState Habitat for Humanity!

Please check back often for new volunteer opportunities.

The following forms *must be completed and turned* into the jobsite supervisor before you are permitted to work on a jobsite or at the ReStore:

[Adult Waiver](#)
[Youth Waiver \(under 18\)](#)
[Emergency Contact Form](#)

GROUPS: If you are interested in registering more than 5 people for a workday, then please complete the group interest form on our [home page](#).

Your Events

You are not registered for any upcoming events.

View upcoming events by Jump to

Upcoming Events

Saturday, May 22, 2010

(5 slots left)

Construction >
Thrivent Builds-Northern Kentucky
Saturday, May 22, 8:15am - 3:30pm (7.25 hours)
Join us in the construction of a new home for the Haddix Family.

10. **Step 10:** Review the event/work day that you chose. If this is the correct date, then **click next**.

Event Registration: Event Review


This wizard will help you register for the following event:

All Events > Construction >
Thrivent Builds-Northern Kentucky
Saturday, May 22, 8:15am - 3:30pm

Location
10060 crescent rd, Florence, KY 41042

17 of this build day's slots are reserved for Gloria Dei Lutheran Church.

To proceed with registration, click "Next" below.



11. **Step 11:** Confirm that you are with the Thrivent Financial for Lutherans Group. Make sure the **radial button next to your group's name is highlighted and then click next**.

Event Registration: Group Affiliation

Select your group affiliation for this event.

Group Affiliation

Thrivent Financial for Lutherans-General Volunteer (5 slots available)
 None of the above (FULL, no slots remaining)

To proceed with registration, click "Next" below.



12. **Step 12:** Confirm the work day/event that you are registered for by reviewing the info and then **clicking finish**.

Event Registration: Confirmation


Please review your registration details and use the "Previous" button to correct any incorrect information.

All Events > Construction >
Thrivent Builds-Northern Kentucky
Saturday, May 22, 8:15am - 3:30pm

User
a a (hater)

Group Affiliation
Thrivent Financial for Lutherans-General Volunteer

To finalize your registration for this event, click "Finish" below.




13. **You did it!** Event registration is now complete. Click **Finish** to go back to the **Events** page.

Event Registration: Complete

Registration complete!

You should receive an email soon confirming your registration.



[Finish](#)

On the events page you will see what events you are registered for and what other events are open. You can also cancel the date you signed up for. The waiver and emergency medical form is available as well:

[Search](#) a a - [Your Account](#) - [Sign Out](#)


Events

All Events

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
The following forms *must be completed and turned* into the jobsite supervisor before you are permitted to work on a jobsite or at the ReStore:

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 - [Youth Waiver \(under 18\)](#)
 - [Emergency Contact Form](#)
- 

GROUPS: If you are interested in registering more than 5 people for a workday, then please complete the group interest form on our [home page](#).


Your Events

 [Cancel](#) **Thrivent Builds-Northern Kentucky**
(4 slots left) Saturday, May 22, 8:15am - 3:30pm (7.25 hours)

 **You are registered for this event.**
Group Affiliation: Thrivent Financial for Lutherans-General Volunteer
Join us in the construction of a new home for the Haddix Family.

View upcoming events by Jump to

Upcoming Events

 Saturday, May 22, 2010

[Cancel](#) **Thrivent Builds-Northern Kentucky**
(4 slots left) Construction > Saturday, May 22, 8:15am - 3:30pm (7.25 hours)

You are registered for this event.
Group Affiliation: Thrivent Financial for Lutherans General Volunteer