



Log on to **VolunteerUp!** to Register for Habitat Builds

It's simple. Here's how.

1. Go to www.habitatcapecod.org and click on the icon for **VolunteerUp!**
Or, go directly to <http://volunteerup.com/Login.asp?w=i&o=179>



2. Register as a **New Volunteer** and fill in the required information in **My Info**, including a User Name and Password. **Keep these handy, as you will need them each time you log in.** Under My Info, you can select committees and activities of interest to you. You can also let us know your level of construction expertise by checking “Interested” (not skilled, but would like to learn), “Some Ability,” or “Skilled.” You can change these at any time. Please also **check any teams/groups you are associated with.** These could include, for example, church, school, or corporate groups. That way, if you wish to participate in a team day, you will automatically be included in communications about that day.

The screenshot shows the 'Log In or Create an Account' page. It has two main sections: 'I am a Registered Volunteer!' and 'I am a New Volunteer!'. The 'Registered Volunteer' section has fields for 'User Name' and 'Password', a 'Forgot your username/password?' link, and 'Login' and 'Cancel' buttons. The 'New Volunteer' section lists benefits of registration and has 'Register' and 'Cancel' buttons. Contact information for Habitat for Humanity of Cape Cod is at the top right.

3. Read the **Broadcast Message** that follows and click on “I have read this message.”

4. The **calendar** will pop up, showing the various activities available to volunteers. The schedule for each **construction build** will be added to the calendar once it has been finalized by our Director of Construction. When a schedule has been uploaded, you will be able to view the main activity for each work day. Click on “Next Week” or “Next Month” to see future workdays.

The screenshot shows a calendar for Thursday, April 12, 2012. It has columns for 'Date', 'Construction', 'ReStore (Home Supply Warehouse)', and 'Special Events'. The 'Construction' column shows 'Orleans Build' on Mon 4/9/2012 and 'R Landscaping C' on Tue 4/10/2012. The 'ReStore' column shows 'R Completed C' on Wed 4/11/2012, 'R Sign Up C' on Thu 4/12/2012, 'R Sign Up C' on Fri 4/13/2012, and 'R Sign Up C' on Sat 4/14/2012. The 'Special Events' column shows 'HHCC Orientation' on Mon 4/9/2012.

Date	Construction	ReStore (Home Supply Warehouse)	Special Events
Mon 4/9/2012	Orleans Build	HHCC ReStore	HHCC Orientation
Tue 4/10/2012	R Landscaping C		
Wed 4/11/2012		R Completed C	
Thu 4/12/2012		R Sign Up C	
Fri 4/13/2012		R Sign Up C	
Sat 4/14/2012		R Sign Up C	
Sun 4/15/2012			

We will fill in work dates and activities approximately eight weeks in advance. For some builds, you will be asked to contact the Volunteer Coordinator in order to sign up to work; for others, you will be able to sign up directly on line. The contact information for the Volunteer Coordinator for each build is listed on the web site.

5. **Log off.**

That's it! You are registered to work. We look forward to seeing you on site.