

Instructions for signing up for the Holy Hammers Habitat for Humanity build using Volunteer Hub site

Note for Roseville Area Young Adults: When creating a Volunteer Hub account you will see a required field (pull down list) labeled *What congregation/group are you representing on the Holy Hammer's build?* You'll find that we've added *Roseville Area Young Adults* to that list.

[If you already have a Volunteer Hub account, \(If you've volunteered with TCHabitat since 2017\) go to Part 2 on page 2.](#)
[If you need to create a new Volunteer Hub account, follow Part 1 instructions on this page](#)

Note that this year, you will be able to sign up for any date throughout the Holy Hammers build. **However, we encourage you to fill the days that your congregation has been assigned first, if possible. Your Holy Hammers recruiter should have provided you with that information.** This will help us make sure we have full crews throughout the project and you will be working with at least a few others from your congregation. But if you would like to work additional days or if none of the days assigned to your congregation work for you, please do feel free to register for other days.

Part 1: For those creating a new Volunteer Hub account:

- Go to the Holy Hammers Volunteer Hub landing page by clicking on the link below:
<http://holyhammers.tchabitat.volunteerhub.com/>
- The link to create an account appears next to the "Sign In" option (upper right on computer web browser, bottom of screen on mobile device browser). Click or touch "Create Account."
- The first thing you do is create a user name and password. (Please save this information somewhere.) Click "Next" to move to next screen.
- The next screen asks for a Join Code. **You can skip this step.**
- The next screen has a series of interests and skills you can check but you don't have to check anything there. Scan to the bottom and click "Next."
- The next screen asks for name, e-mail address, physical address, date of birth, emergency contact info, etc. Required fields have a red asterisk. Complete the required fields and click "Next."
- You should get a screen saying you have successfully created an account. Click "Next."
- At this point, you will be logged in and will be able to see all the Holy Hammers dates. The dates are in order and run from April 8 to June 21.

If you find yourself seeing lots of other dates, sites, and other Habitat volunteer opportunities, click the link above again to get yourself back to the Holy Hammers page and see only our dates.

If you are working on a computer, you can switch between list format and calendar format using an icon at the upper right of the list. The calendar format may be more convenient for finding a particular date.

For those days that are not already full, there will be a "Sign Up" button. Other days will show as full.

- Click on that "Sign Up" button to register. The first time you register for a date, you will get a screen asking you to agree to a liability waiver. This is required by Twin Cities Habitat for Humanity. You will not have to do that again for other registrations.
- At any time, you can go back to the Holy Hammers landing page by clicking the web address above and log in (using your user name and password) to sign up for additional dates or to cancel an existing date you have registered for. If you cancel a date you have registered for please notify Jim and/or Don (look to the next page for contact info)

If you run into any problems, please contact:

Jim Colten

jcolten@comcast.net

651-706-6815

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Note that this year, you will be able to sign up for any date throughout the Holy Hammers build. **However, we encourage you to fill the days that your congregation has been assigned first, if possible. Your Holy Hammers recruiter should have provided you with that information.** This will help us make sure we have full crews throughout the project and you will be working with at least a few others from your congregation. But if you would like to work additional days or if none of the days assigned to your congregation work for you, please do feel free to register for other days.

Part 2: For those who already have a Volunteer Hub account:

- Go to the Holy Hammers Volunteer Hub landing page by clicking on the link below:
<http://holyhammers.tchabitat.volunteerhub.com>
- Click the “Sign In” button (upper right on computer web browser, bottom of screen on mobile device browser).
- Enter your user name and password to log in.
If you don’t remember your password, use the “Forgot password?” link and follow the instructions to reset your password. After the password reset, you may need to click the link above again to get back to the Holy Hammers page with our event dates.
If you don’t remember your user name, contact Dave Yarusso for help (see contact info below).
- Once logged in, you will see your name in the upper right of a computer web browser instead of the “Sign In” and “Create Account” buttons.
On a mobile device, you will not see your name but the “Sign In” button will no longer appear.
- Choose “Events” from the menu at the top of the page on a computer web browser.
On a mobile device, touch the three horizontal bars at the top of the screen and select “Events.”
- At this point, you will be logged in and will be able to see the Holy Hammers dates and sign up for those available to you. All the dates for the Holy Hammers build will appear.
If you find yourself seeing lots of other dates, sites, and other Habitat volunteer opportunities, click the link above again to get yourself back to the Holy Hammers page and see only our dates.
The dates are in order and run from April 8 to June 21.
For those days that are not already full, there will be a “Sign Up” button. Other days will show as full.
- Click on the “Sign Up” button to register. You will not be asked to agree to the liability waiver again if you registered for any dates last year after creating your account. The waiver is still in force. If you have an account but never registered for a date before, you will get a screen to agree to the liability waiver.
- At any time, you can go back to the web address above and log in (using your user name and password) to sign up for additional dates or to cancel an existing date you have registered for.
If you cancel a date you have registered for please notify Jim and/or Don (look below for contact info)

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