Volunteer Hub

A How To Guide on making an account, registering/canceling shifts, and checking in/out at Shepherd’s Table
Creating An Account

The following is a step-by-step on how to create an account with Volunteer Hub
How to Create An Account

Step 1

Once a user clicks on their link, they’ll see this page. Click the **Create Account** button on the top right of the screen.
How to Create An Account

Step 2

You will then see this page, make a username and password.
How to Create An Account

Step 3

The next page is affiliations. You will select all affiliations that pertain to you and your availability.

It will not restrict you from volunteering from events. i.e. if you only select the “I’m available to Serve Breakfast”, you will still see all the meal service shifts. Think of this as creating an emergency backup volunteers list for Shepherd’s Table.
How to Create An Account

Step 4

When you hit next, you’ll see this page. This is where you fill in your profile: name, address, email address, and emergency contact.

If you don’t have an email address, please contact Carmen Garcia, Volunteer Coordinator at 301-585-6463 x9.
How to Create An Account

Step 5

You will then see this screen, stating that you successfully created an account. Click **Next**...
How to Create An Account

Step 6

A calendar will come up with all available shifts!
Registering for a Shift

The following is a step-by-step on registering for a volunteer shift
How to Register for a Shift

Step 1

When you log into your account, you’ll see the calendar view. Click on the day you are available to volunteer.
How to Register for a Shift

Step 2

This screen will pop up, and on the right hand side of each shift, you’ll see the **Sign Up** button. Click on the shift you would like to volunteer for.
How to Register for a Shift

Step 3

This page will pop up and confirm that your registration is complete!

To return to the calendar, press the Back to Event List.
Canceling a Shift

The following is a step-by-step on canceling a volunteer shift
How to Cancel Your Shift

Step 1

To cancel your registration, log in to your account, click on My Schedule which is on the top right of the screen.
How to Cancel Your Shift

Step 2

You’ll see a list of all your registered events. Next to each event is a **Cancel Registration** button. Click on that button to cancel.
How to Cancel Your Shift

Step 3

It will confirm that you want to cancel the shift. Click *Next*.
How to Cancel Your Shift

Step 4

Now your cancellation is confirmed. Press Exit to go back to the calendar.
Checking In

The following is a step-by-step guide on how to check in for your shift at Shepherd’s Table.
Checking In at the Kiosk

Step 1

To Check in, click the **Existing User** button.
Checking In at the Kiosk

Step 2

Enter your name, username, or phone number to find your account.
Checking In at the Kiosk

Step 3

It will ask you to confirm your account. Click *continue*.
Checking In at the Kiosk

Step 4

The shift you’re registered for will show up on the screen. Click the **check in** button.
Checking In at the Kiosk

Step 5

A confirmation screen will pop up. Press **Exit** to go back to the home screen.
Checking Out

The following is a step-by-step on how to check out when you’re finished with your shift.
Checking Out at the Kiosk

Step 1

To Check Out, click the *existing user* button.
Checking Out at the Kiosk

Step 2

Put in your username, name, or phone number to find your account.
Checking Out at the Kiosk

Step 3

Confirm your account. Click *Continue*. 

Is this you? 

exit continue
Checking Out at the Kiosk

Step 4

The shift you’re registered for will show up on the screen. Click the **check out** button.
Checking Out at the Kiosk

Step 5

You will receive a confirmation. Click **Exit**.
Thank you!

Have any additional questions?
Please contact our Volunteer Coordinator, Carmen Garcia, at cgarcia@shepherdstable.org