



VOLUNTEER HUB

A HOW TO GUIDE FOR:

MAKING AN ACCOUNT

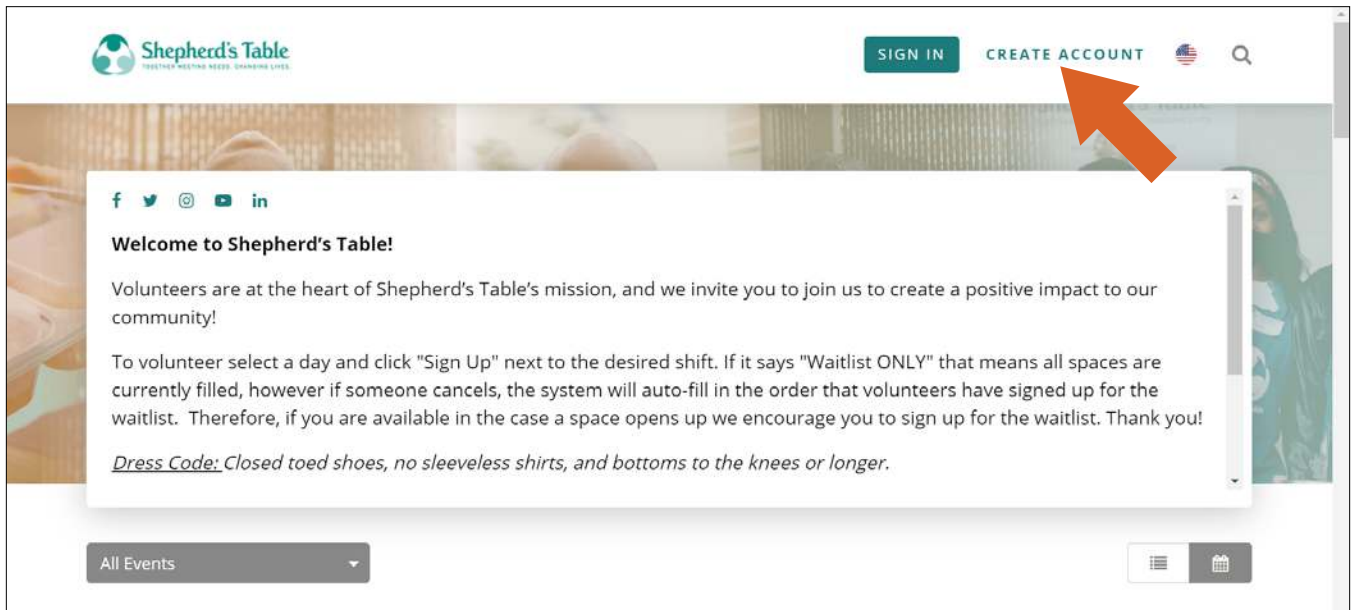
REGISTERING AND CANCELLING SHIFTS

CHECKING IN AND OUT AT SHEPHERD'S TABLE

CREATING AN ACCOUNT

STEP 1

Click on the link provided and you will see this page. Click the **Create Account** button on the top right of the screen.



STEP 2

You will then see this page, make a **username** and **password**.

Account	Affiliations	Profile	Complete
<p><i>Thank You for your interest in volunteering at Shepherd's Table!</i></p> <p>Below is information that is important to review before volunteering.</p> <p>Guidelines While Volunteering</p> <p><i>Dress Code: Closed toed shoes, shirt with sleeves, and bottoms at least to the knees.</i></p> <p><i>Photography: Please keep in mind that no photos can be taken of clients or while serving. You may only take photos before or after service, and you must ask permission to take photos of other volunteers. Thank you!</i></p> <p><i>Parking: here are spaces in front of our building as well as public parking in downtown Silver Spring.</i></p> <p><i>Registration: You must register for shifts in order to volunteer. If after registering you can't make it for the shift please cancel your registration as soon as possible. This will allow a</i></p>			
<p>Username</p> <input type="text" value="johndoe@gmail.com"/>			
<p>Password</p> <input type="password" value="*****"/>			
<p>Verify Password</p> <input type="password" value="*****"/>			
<p>NEXT</p>			

STEP 3

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

This will not restrict you from volunteering for any events. It tells us your interests for future opportunities.

The screenshot shows a registration form with a progress bar at the top containing four steps: a checkmark, 'Affiliations', 'Profile', and 'Complete'. The 'Affiliations' step is currently active. Below the progress bar, the text reads 'Check all that apply. Select any that apply from the list provided.' To the right, there is a list of seven radio button options: 'I Need Community Service Hours for School', 'I Need Service Hours for the Court / Legal Reasons', 'I am Fluent in French', 'I am Fluent in Spanish', 'I'm Interested in Administrative Assistant', 'I'm Interested in Food Pick Ups', 'I'm Interested in Resource Center (21 and older)', and 'I'm Interested in the Clothing Closet'. At the bottom of the form, there are two buttons: 'PREVIOUS' and 'NEXT'.

STEP 4

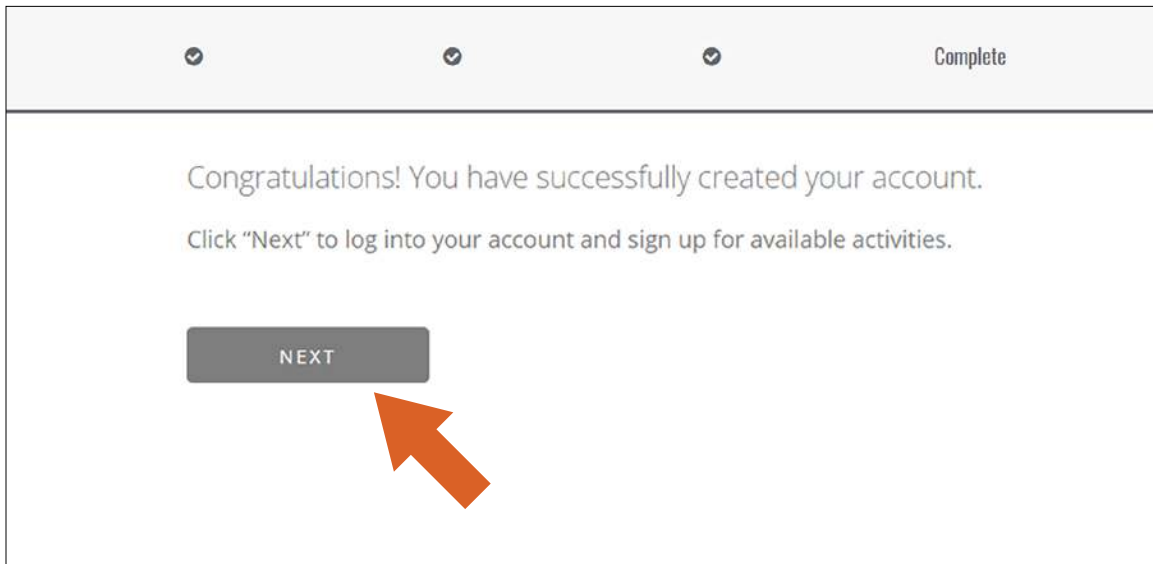
When you hit **Next**, you'll see this page. This is where you fill in your profile: name, address, email address, and emergency contact.

If you don't have an email address, please contact our Volunteer Coordinator at 301-585-6463 x217.

The screenshot shows a registration form with a progress bar at the top containing four steps: a checkmark, a checkmark, 'Profile', and 'Complete'. The 'Profile' step is currently active. Below the progress bar, the text reads 'Complete the form below.' followed by '* indicates required field'. The 'Full Name' section has three input fields: a dropdown menu, a text field containing 'John', and a dropdown menu containing 'M'. The 'Doe' text field is marked with a red asterisk. The 'Email' section has a text field containing 'johndoe@gmail.com', also marked with a red asterisk. Below the email field, there is a note: '(If you do not have an email address, please contact the Volunteer Coordinator at 301-585-6463 x217)'. The 'PREVIOUS' button is disabled, and the 'NEXT' button is active.

STEP 5

You will then see this screen, stating that you successfully created an account. Click **Next**...



STEP 6

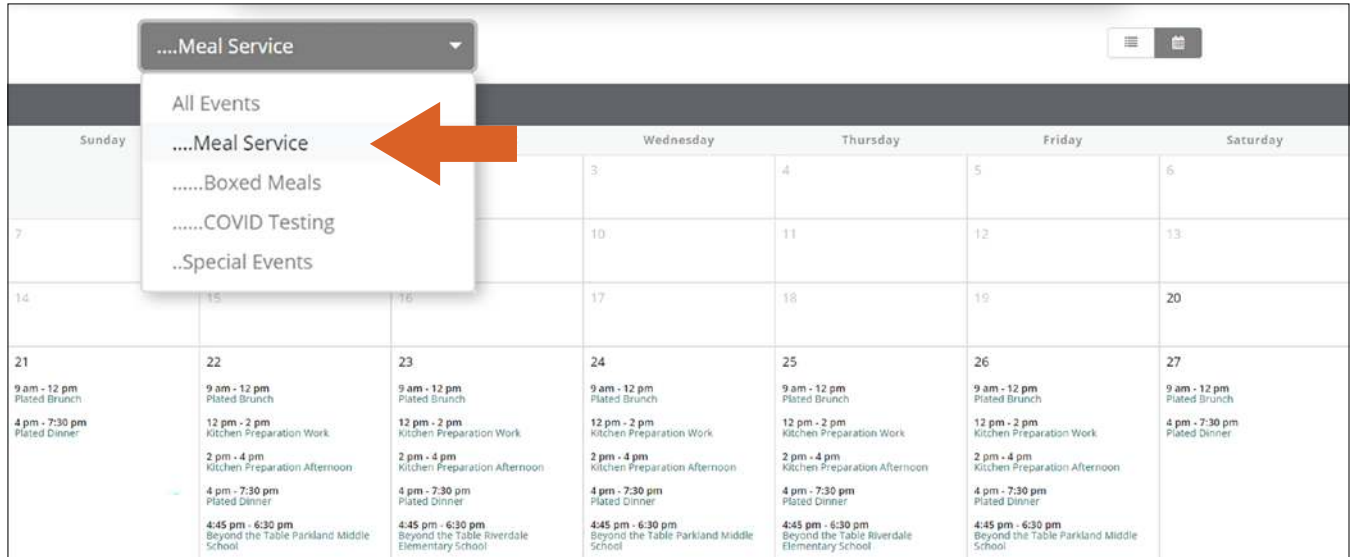
A calendar will come up with all available shifts.

FEBRUARY 2021					
21 9 am - 12 pm Plated Brunch 4 pm - 7:30 pm Plated Dinner	22 9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School	23 9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Riverdale Elementary School	24 9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School	25 9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Riverdale Elementary School	26 9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School
28 9 am - 12 pm Plated Brunch 4 pm - 7:30 pm Plated Dinner					
MARCH 2021					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	1 9 am - 12 pm Plated Brunch	2 9 am - 12 pm Plated Brunch	3 9 am - 12 pm Plated Brunch	4 9 am - 12 pm Plated Brunch	5 9 am - 12 pm Plated Brunch

REGISTERING FOR A SHIFT

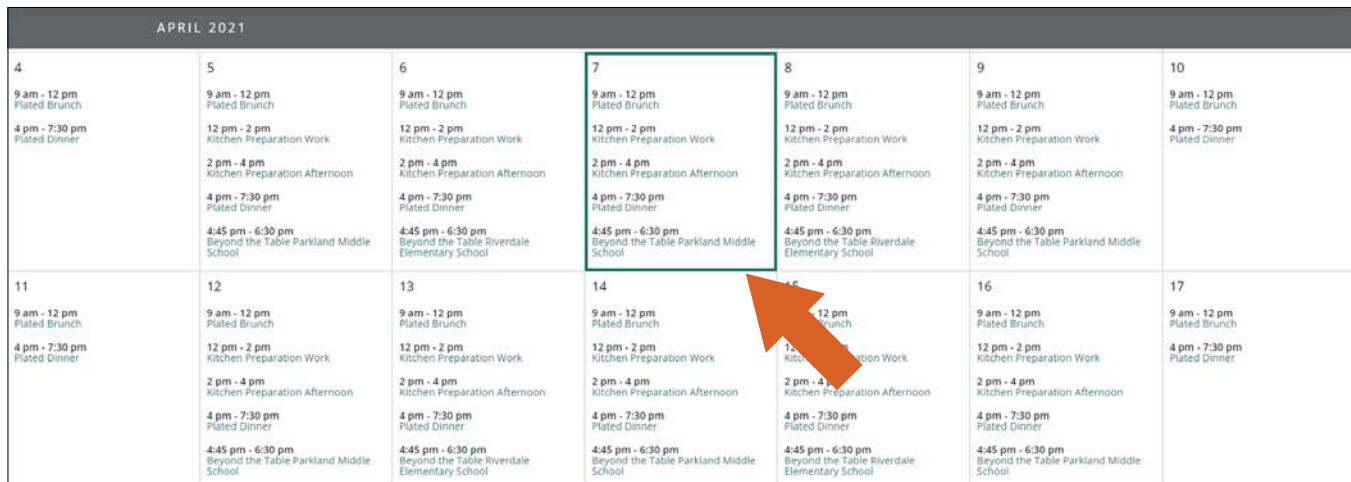
STEP 1

When you log into your account, you'll see the calendar view. You can use the drop down as shown in the image to view just the **Meal Service** shifts.



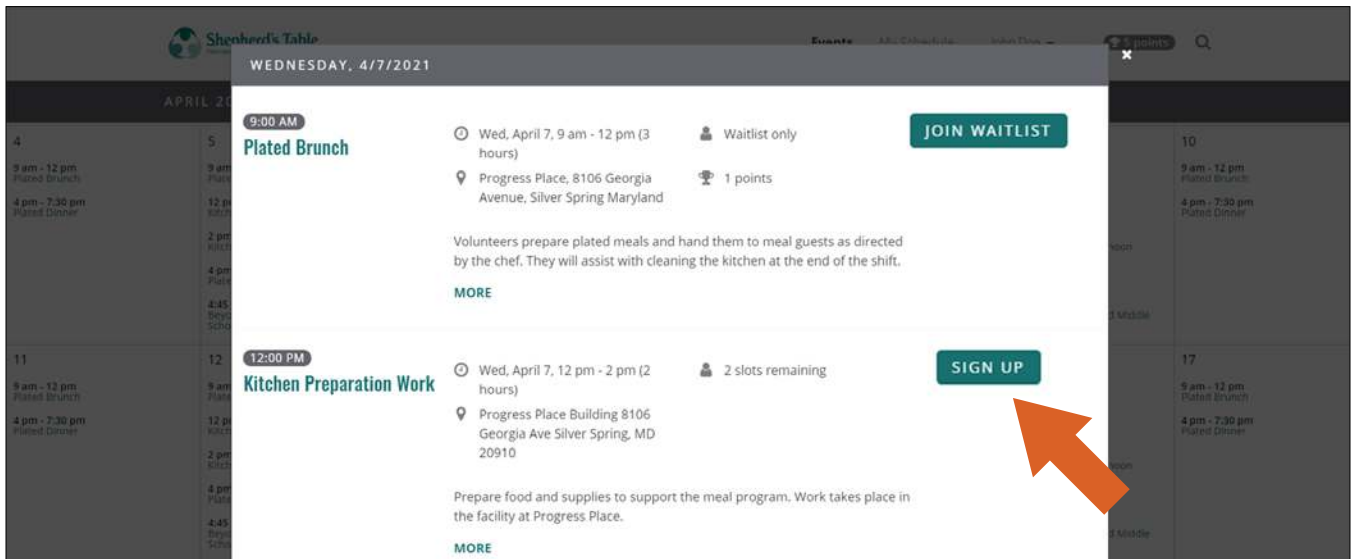
STEP 2

Click on the day you are available to volunteer.



STEP 3

This screen will pop up, and on the right side of each shift, you'll see the **Sign Up** button. Click on the shift for which you would like to volunteer.



JOIN WAITLIST

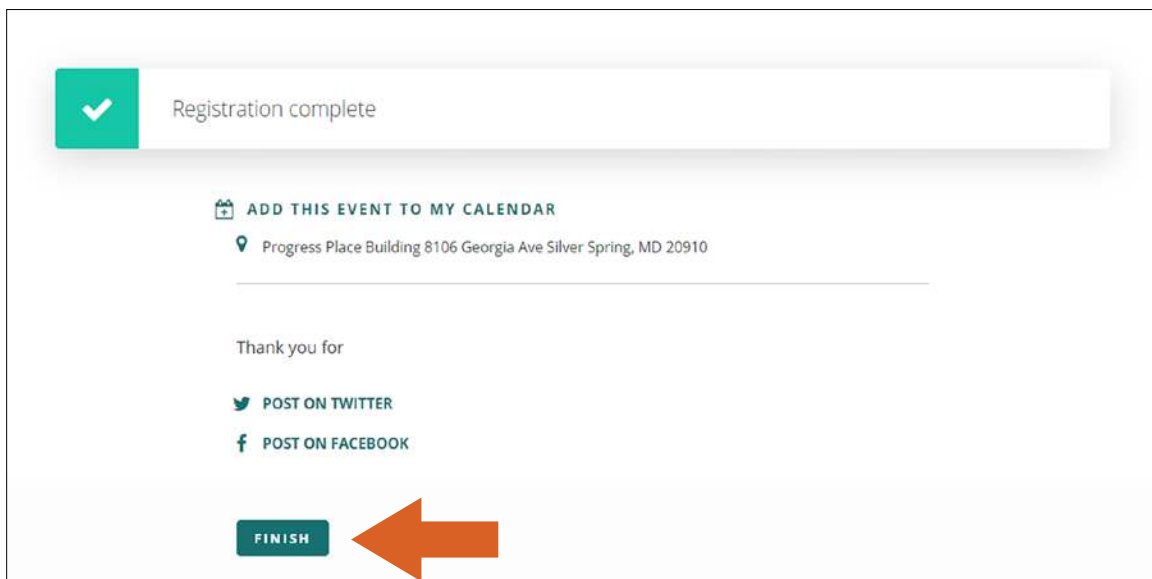
Join Waitlist puts you on a waitlist. You will be automatically notified if someone cancels and will be reserved for the event.

RESERVED

Reserved means the spaces are not full but are reserved for a group. Spaces will open up a few days before the event if the group does not claim them.

STEP 4

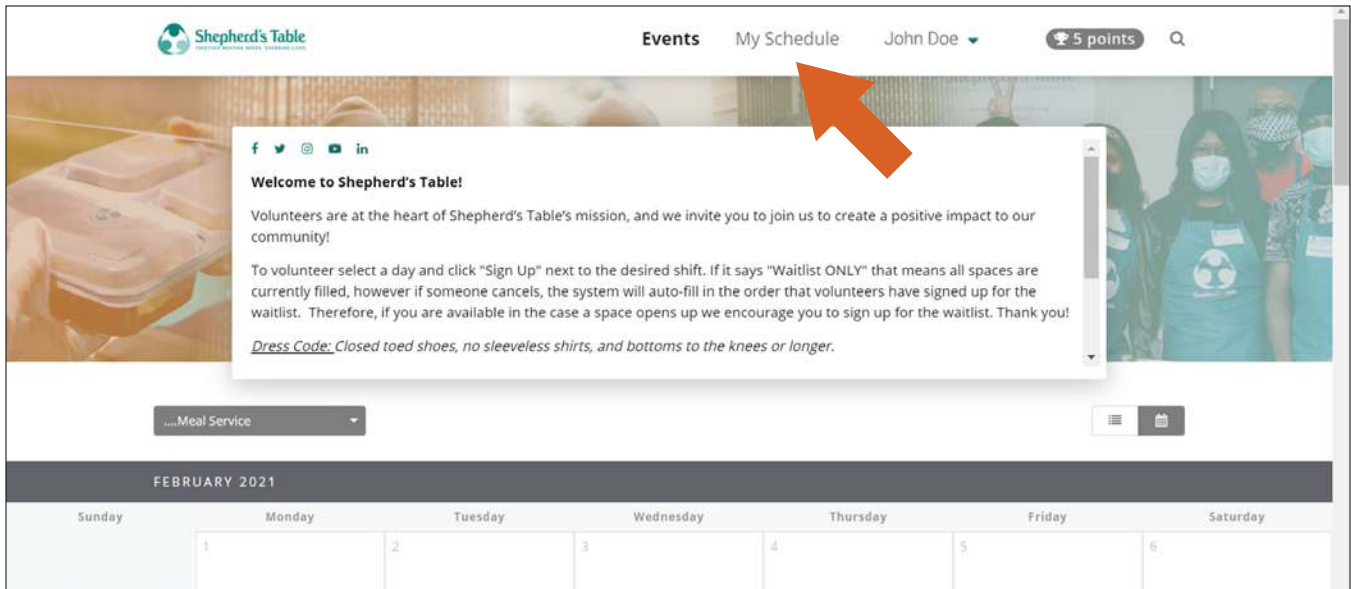
This page will pop up and confirm that your registration is complete!



CANCELLING A SHIFT

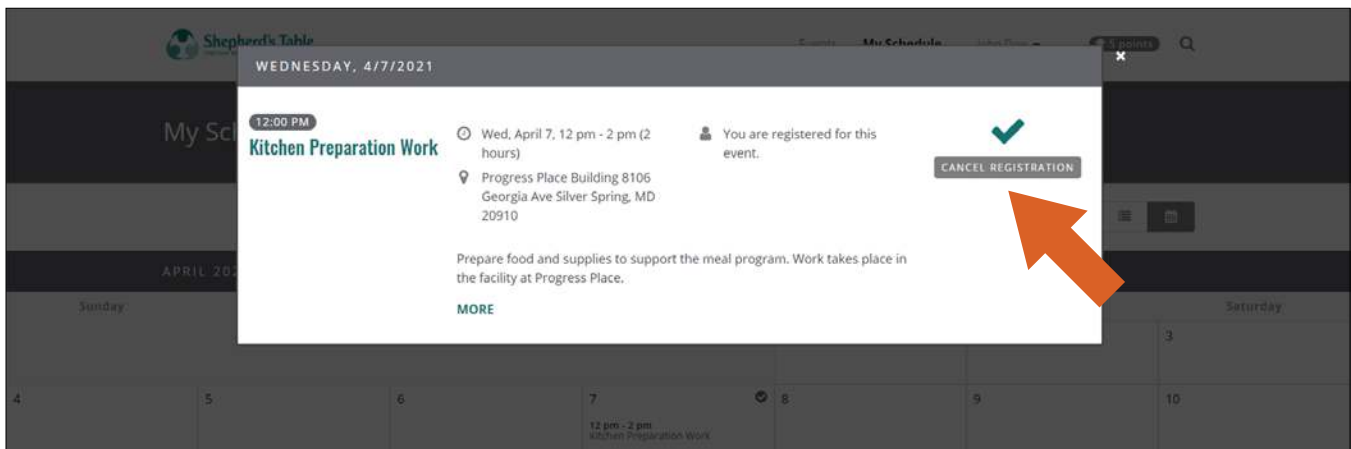
STEP 1

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



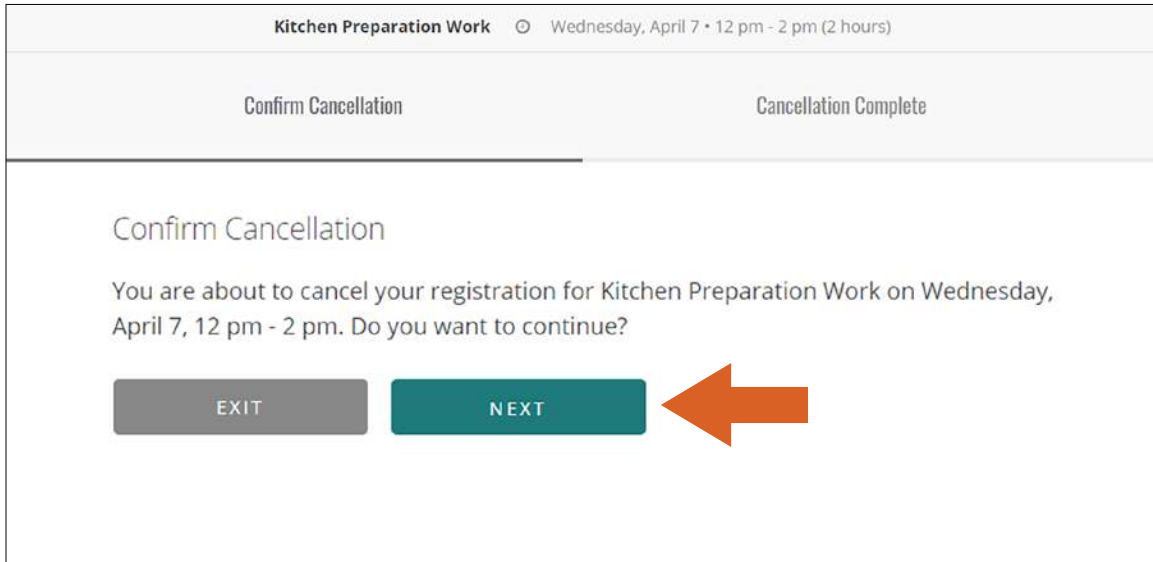
STEP 2

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.



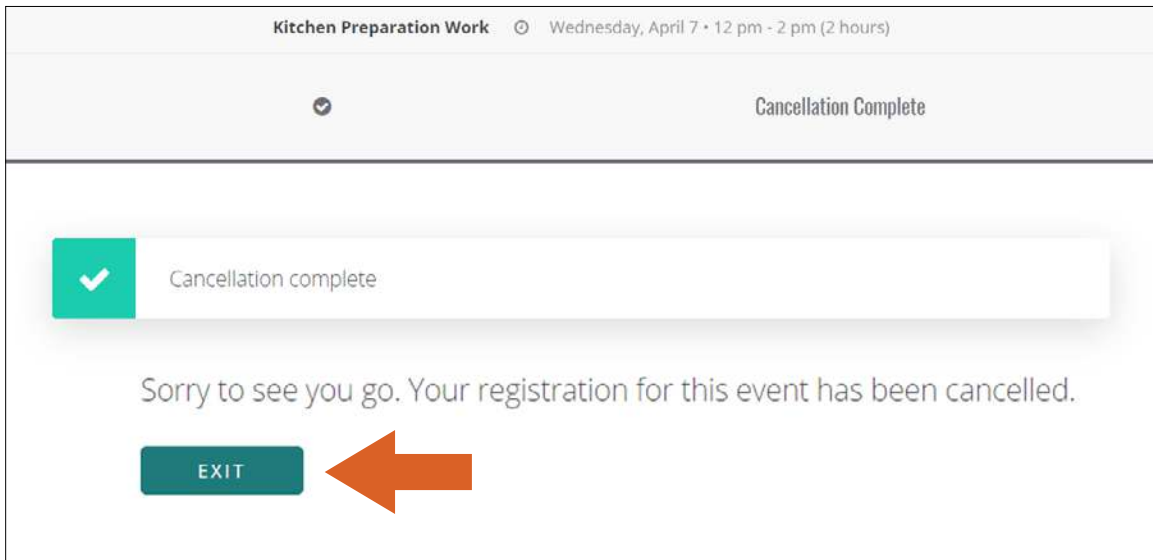
STEP 3

It will confirm that you want to cancel the shift. Click **Next**.



STEP 4

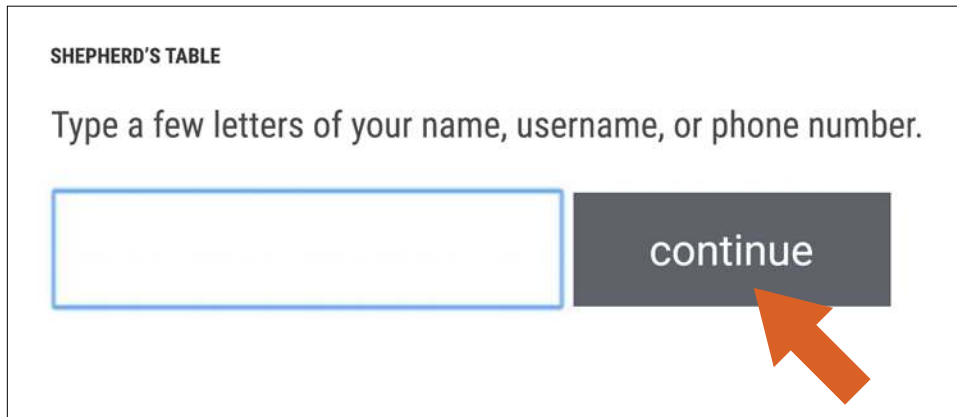
Now your cancellation is confirmed. Press **Exit** to go back to the calendar.



CHECKING IN AT THE KIOSK

STEP 1

Enter part of your name, username, or phone number to find your account.



SHEPHERD'S TABLE

Type a few letters of your name, username, or phone number.

continue

An orange arrow points to the 'continue' button.

STEP 2

It will ask you to confirm your account. Click **Continue**.



SHEPHERD'S TABLE

John Doe (jdoe)

Is this you?

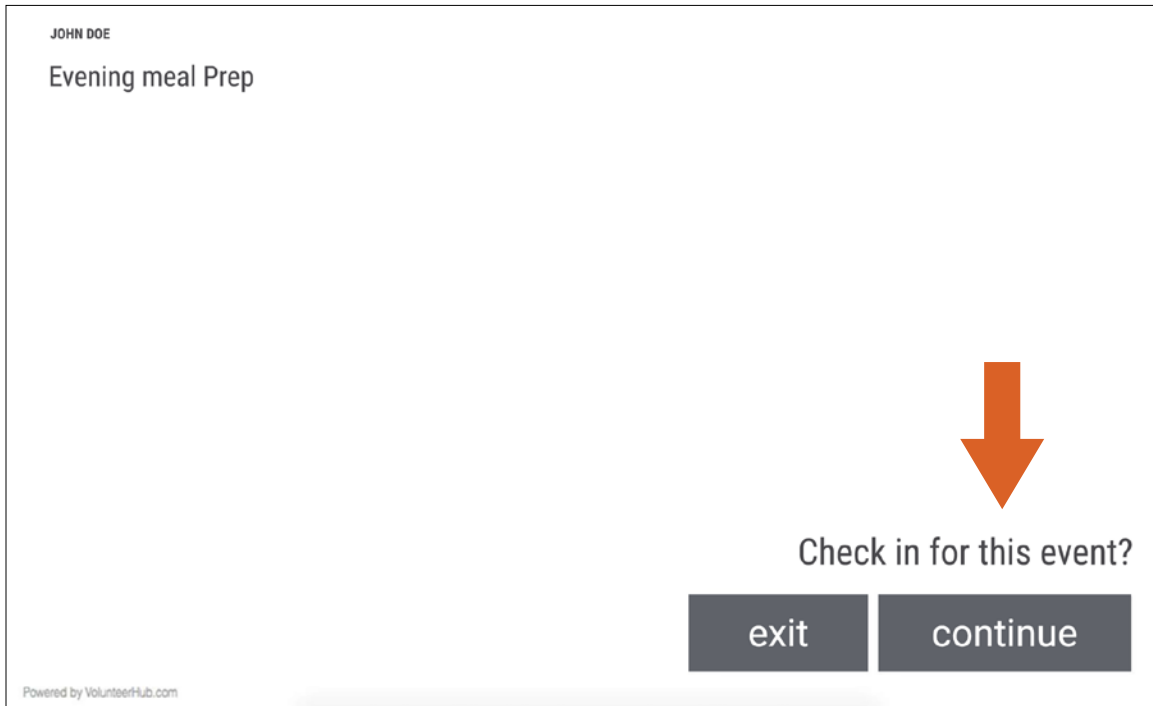
exit continue

An orange arrow points to the 'continue' button.

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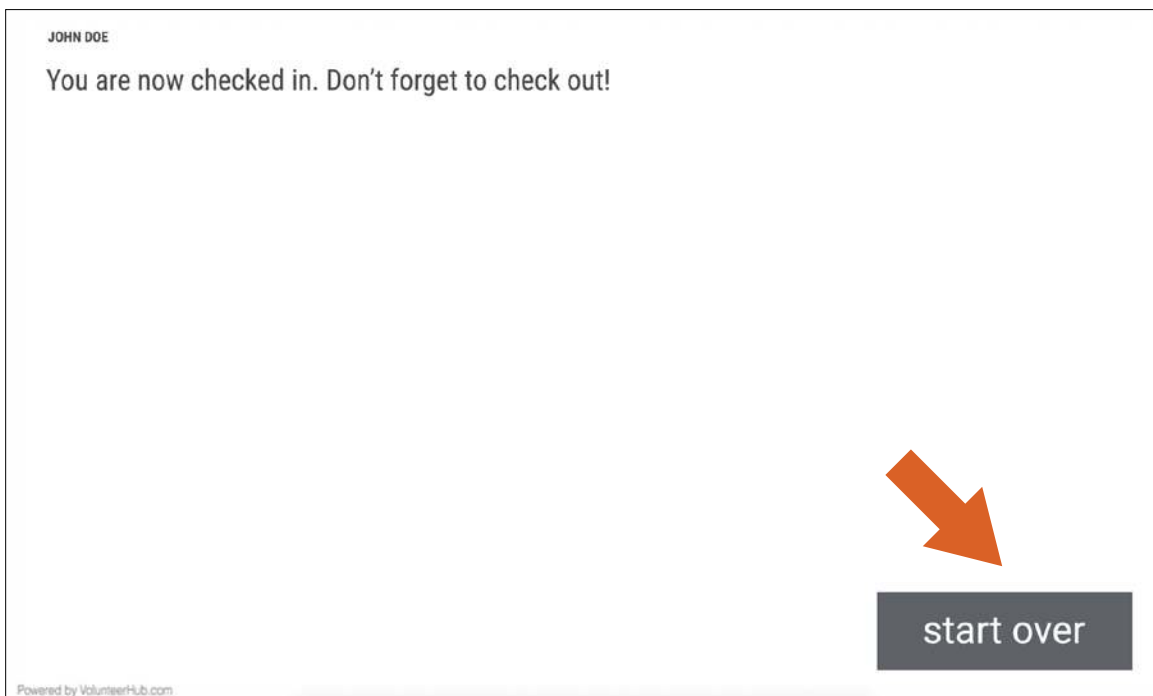
STEP 3

The shift you're registered for will show up on the screen. Click the **Continue** button.



STEP 4

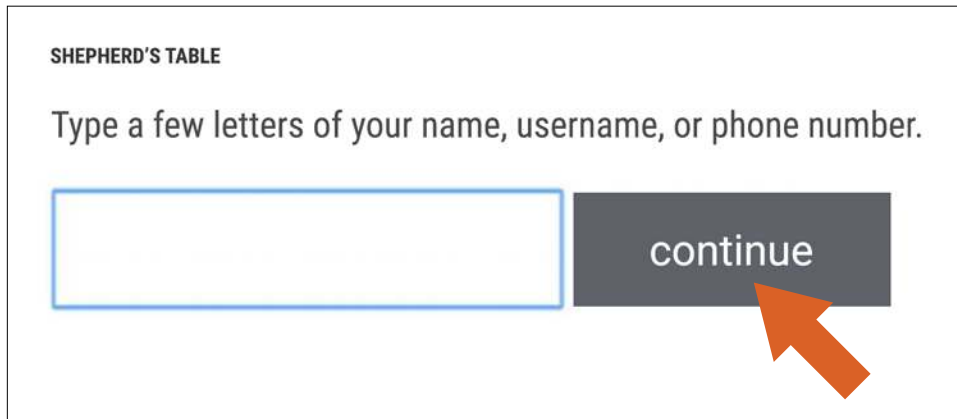
A confirmation screen will pop up. Press **Start over** to go back to the home screen.



CHECKING OUT AT THE KIOSK

STEP 1

Put in part of your username, name, or phone number to find your account.



SHEPHERD'S TABLE

Type a few letters of your name, username, or phone number.

continue

STEP 2

Confirm your account. Click **Continue**.



SHEPHERD'S TABLE

John Doe (jdoe)

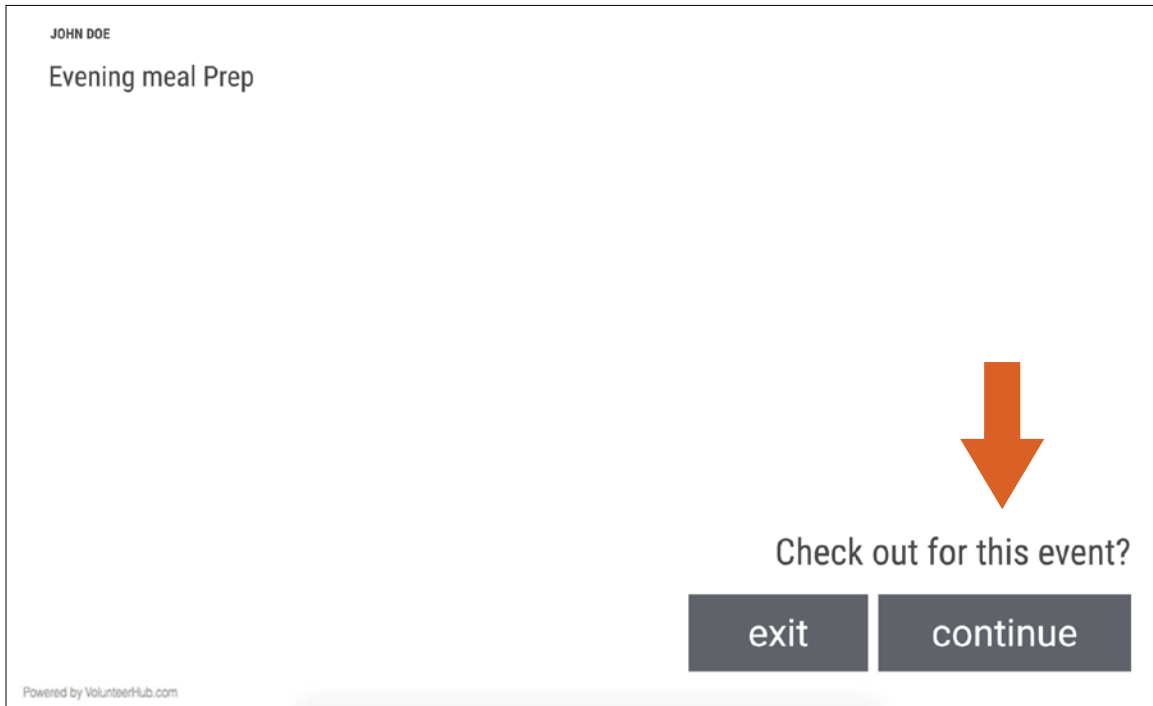
Is this you?

exit continue

Powered by VolunteerHub.com

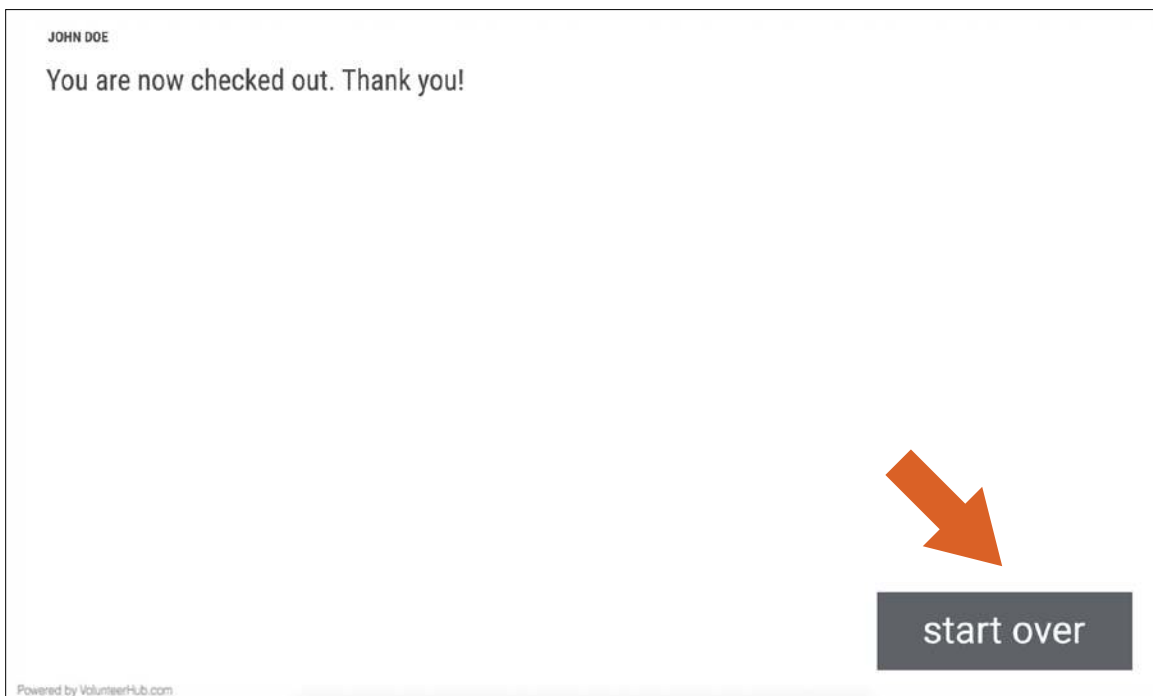
STEP 3

The shift you're registered for will show up on the screen. Click the **Continue** button.



STEP 4

You will receive a confirmation. Click **Start over**.





Shepherd's Table
TOGETHER MEETING NEEDS. CHANGING LIVES.

THANK YOU!

HAVE ANY ADDITIONAL QUESTIONS?

PLEASE CONTACT OUR VOLUNTEER COORDINATOR, MARCY MERTI,
MARCYM@SHEPHERDSTABLE.ORG



TWITTER



INSTAGRAM



FACEBOOK



YOUTUBE



LINKEDIN