

# Sign up Instructions for Individuals

who are a part of an organization with a confirmed Build Day

<https://mkehabitat.volunteerhub.com/lp/groups/events>  
PLEASE HAVE YOUR JOIN CODE HANDY

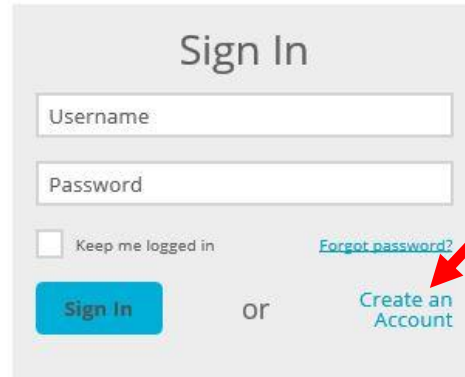
## Step by Step Instructions for the Volunteer Sign-up web site

### Step 1 – Click on the Create an Account Link

**Welcome to the Milwaukee Habitat GROUP VOLUNTEER portal!** Group volunteers play an integral part of helping Milwaukee Habitat for Humanity partner with families realize their dream of safe, affordable homeownership. Since 1984, Milwaukee Habitat has helped over 1000 families achieve this goal!

**If you are a new user**, please register as a volunteer by clicking "Create an Account" on the right. New users will be able to enter their join code on a later page. Please click "forgot username name or password" to reset your information.

**Are you a group leader** that would like to schedule a group event? Please fill out our [Group Interest Form](#) and a member



The screenshot shows a 'Sign In' form with the following elements: a 'Username' input field, a 'Password' input field, a checkbox for 'Keep me logged in', a 'Forgot password?' link, a blue 'Sign In' button, and a 'Create an Account' link. A red arrow points to the 'Create an Account' link.

### Step 2 – Create your own Username and Password


#### **Thank you for your interest in volunteering with Milwaukee Habitat for Humanity!**

In the following pages, you will be asked to provide information to build a volunteer account with us. You will be able to enter the join code on the next page. Once you have created an account you will be able to register for your group event.

**NEW INDIVIDUAL VOLUNTEERS:** Please [click here](#) to fill out an online application. All new volunteers need to consent to a background check and attend an orientation before volunteering in any area.

**RETURNING INDIVIDUAL VOLUNTEERS:** Please [click here](#) to log into your account.

Choose a username and password. To proceed with registration, click "Next" below.



The screenshot shows a registration form with three input fields: 'Username', 'Password', and 'Verify Password'. Red arrows point to each of these fields.



The screenshot shows a blue 'Next >' button and an 'Exit' link.

### Step 3 – Type in your Join Code – provided by your group’s leader (this is case sensitive)



#### Got a join code?

**GROUP VOLUNTEERS:** Please enter the join code provided in the email you received from your group leader on the right. This field is case-sensitive.

**NEW INDIVIDUAL VOLUNTEERS:** Please [click here](#) to fill out an online application. All new volunteers need to consent to a background check and attend an orientation before volunteering in any area.

**RETURNING INDIVIDUAL VOLUNTEERS:** Please [click here](#) to log into your account.

If you have a join code, enter it below and click "Next." If you do not have one, leave the field blank.

YourGroupsJoinCode

Next ▶

Exit

### Step 4 – Enter information on yourself as a volunteer

#### Notes:

- Items with a \* are required.
- Habitat reserves the right to perform background checks on everyone but generally only does so for people who are volunteering as individuals or frequent volunteers.
- Regarding underage volunteers, 16 & 17 year olds can volunteer in construction or the ReStore, 14 & 15 year olds can volunteer with a parent or guardian at the ReStore. Everyone should register via this system, but please request a copy of the waiver to be filled out and brought to the site on your first day.
- You will be automatically prompted to sign a waiver.

### Step 5 – Simply click the Next button

Congratulations! You have created a user account. Next, use your account to register for an event.

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



Step 5 – Scroll down to the Date and your Event to Sign Up.

Tuesday, June 6, 2017

**8:00 AM** **Rexnord - Painting**  
Tuesday, June 6, 8 AM - 2 PM (6 hours) This event is reserved. TBD  
Thank for helping a family achieve their dream of homeownership! Please note additional information on the build day (including what to bring, where to park, etc.) will be included in the confirmation email.  
More...

**8:00 AM** **Accunet Mortgage - Framing Day 2**  
Tuesday, June 6, 8 AM - 4 PM (8 hours) 15 slots remaining 3109 W. Garfield Avenue  
Thank for helping a family achieve their dream of homeownership! Please note additional information on the build day (including what to bring, where to park, etc.) will be included in the confirmation email.  
More...

RESERVED

SIGN UP

Step 6 – Read and Agree to the Liability Waiver by marking the check box

proceeds, or other benefits derived from such photographs or recordings.

5. **Construction and Severability.** I agree that this Release and Waiver of Liability is intended to be as broad and inclusive as permitted under Wisconsin law and that in the event any clause or provision of this Release and Waiver of Liability shall be held to be invalid, the validity of such clause or provision shall not otherwise affect the remaining provisions which shall continue to be enforceable.

6. **Legal Rights.** I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY. I FULLY UNDERSTAND THIS DOCUMENT, AND THAT IT SUBSTANTIALLY LIMITS MY LEGAL RIGHTS. I AM NOT RELYING UPON ANY STATEMENT OR REPRESENTATION OF ANY REPRESENTATIVE OF HABITAT WHEN I SIGN THIS DOCUMENT, AND I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING THIS DOCUMENT.

I understand and accept the waiver above.

Next > Exit

Step 7 – check your email inbox for a confirmation email, you will also receive a reminder email 3 days prior to the event. In the case of inclement weather, please check your inbox that morning for updates. These are usually sent between 6:30-7:00am.