



First Baptist Church of Hampton  
First Presbyterian Church  
Bethel A.M.E.  
First United Methodist Church

## How to SIGN UP for Volunteering with Habitat Hampton Faith Build

1. Go to [www.HabitatPGW.volunteerhub.com](http://www.HabitatPGW.volunteerhub.com)
2. Click the Volunteer Hub button to **CREATE AN ACCOUNT**.
3. Registration is simple! We just ask for your name and email address since all volunteer signups are online.
4. Once you hit **SUBMIT**, you will receive an automated email back that says you are registered and can now see the Volunteer Hub Calendar.
  - a. Once registered you can also sign up for Volunteer Alerts and you will then be alerted when we start scheduling volunteers again.
5. Once signed in, click on the drop down box that says **ALL EVENTS** (on the left hand side of the page) and choose the Hampton Faith Build option. This will filter the calendar to only show construction build dates under the Faith Build.
6. Faith Build dates will either be listed as **“YOUR CHURCH’S NAME Build Day”** or **“Join the Faith Build.”**
  - a. A Church’s build day will be only for volunteers from that particular church
  - b. A Join the Faith Build day will be open for volunteers from any church, plus the community.
7. One each date/build listed, you will either see:
  - a. # of Slots Remaining
  - b. Wait List Only
  - c. Registration is closed
8. If slots are remaining for your Church’s build day or a Join the Faith Build day, **SIGN UP!** Click on the date/name of build (in big green letters on top) and then on the left hand side, click the big Green **SIGN UP** Button. Enter your email name, click the appropriate boxes and once you click submit, you will receive an automated confirmation email.
9. If you are the leader of the church group, you can also enter all the emails for your volunteers that day and they will all receive an automated confirmation email that they are good to go. How you do signups at your church is up to you – you can have everyone sign up individually

on the site for your special build day OR have everyone sign up with you and then you register everyone as one group with all of their email addresses.

10. All individual Church Build days will be listed as **WAIT LISTED!** This is so the general public cannot sign up on dates we want to reserve for you and your church!

- a. For instance, your church volunteer coordinator has told you that Saturday, April 7<sup>th</sup> is the Church Build for your church. So, click on Saturday, April 7<sup>th</sup> and you will see it says "**WAIT LIST ONLY.**" Click on the wait list button, enter your email address, and within 24 hours, Habitat will remove you from the wait list and you will then receive an automated confirmation email that you are registered to volunteer on that date.