

Using VolunteerHub

This guide will show you:

How to register

How to sign up for your scheduled
shift

Agreeing to the waiver

Check-in at Gleaners

Using VolunteerHub in the future

Questions?

Contact Christina Basey, Manager of Individual Volunteers

At cbasey@gleaners.org or (317) 829-1766

STEP 1: Use the link provided to you by your group leader in the confirmation email

- **This link is specific to your group and once you sign up using this link, you will automatically be joined to your group. The link will be your group name followed by gleaners.volunteerhub.com**
- **NextGear below as an example**

Group Name:

Number of Volunteers: volunteers

Volunteers will register at the following link:

<http://nextgearcapital.gleaners.volunteerhub.com/>

***volunteers will need to create a profile AND register for your scheduled shift. Once a volunteer signs up for the scheduled shift(s) they will be asked to sign off on a waiver (once per calendar year). Minors will be asked to print off the waiver for parent signature and will need to bring the signed waiver to Gleaners with them.**

Date and time of volunteerism:

Arrival time/doors will open at:

Things to remember

All volunteers must wear closed-toe shoes

Volunteers must be 9 years old or over

Volunteers can bring water bottles with them (please no other food or drink in warehouse or food pantry)

ADDITIONAL WAYS TO BE A HUNGER HERO!

Bring in food donations: [Here is a list of most needed items](#)

Bring in cash donations: \$1 = 3 Meals. With our buying power of 10:1, we are able to get large quantities of the items we need at a fraction of the cost. Monetary donations also allow us purchase perishable items, like dairy and meat, we can't collect at a food drive.

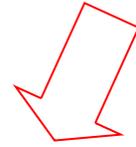
Start an on-site or online fund drive for your organization: There is no better team than #TeamFightHunger. Many Hoosiers rely on Gleaners' network of agency partners for hunger relief, and your support keeps shelves stocked throughout central and southeast Indiana.

Keep Christina posted if you would like to participate in any of these ways in addition to volunteering, she will get you more information!

STEP 2: Register on VolunteerHub

New Users: Click “Create Account” at the top right of the page

Returning users can sign in



The screenshot shows the top navigation bar of the VolunteerHub website. On the left is the 'GLEANERS' logo. On the right are two buttons: 'SIGN IN' and 'CREATE ACCOUNT', with a small American flag icon to the right of 'CREATE ACCOUNT'. Below the navigation bar is a dark blue header with a white box containing a welcome message for NextGear Capital volunteers. The message includes social media icons for Facebook, Twitter, Instagram, YouTube, and LinkedIn. Below the message is a calendar for August 2018, showing days from Sunday to Saturday with dates 1 through 4.

New Users: Create a username and password. Click “Next”

These are specific to you, there are no password or username requirements.

The screenshot shows a registration form on the VolunteerHub website. The form is titled 'Thank you for your interest in volunteering with Gleaners Food Bank of Indiana. You will need to create an account to get started. Please start by choosing a username and password that's easy for you to remember.' The form contains three input fields: 'Username', 'Password', and 'Verify Password'. Below the fields is a green button labeled 'NEXT'.

STEP 2: Register on VolunteerHub...continued

You will not need a join code since you're using a group-specific link. Click "Next"

The screenshot shows a registration progress bar with five steps: a checkmark, 'Join Code', 'Affiliations', 'Profile', and 'Complete'. The 'Join Code' step is active. Below the progress bar, the text reads 'Got a join code?'. A subtext instruction says: 'If you have a join code, enter it below and click "Next." If you do not have one, leave the field blank.' Below this is an empty text input field. At the bottom are two buttons: 'PREVIOUS' (grey) and 'NEXT' (green).

Check any that apply. Click "Next"

The screenshot shows the registration progress bar with the first two steps checked, 'Affiliations' active, and 'Profile' and 'Complete' remaining. Below the progress bar, the text reads 'Check all that apply. Select any that apply from the list provided.' There are two radio button options: 'I do not need service hours for work or school' and 'I need service hours for work or school'. At the bottom are two buttons: 'PREVIOUS' (grey) and 'NEXT' (green).

STEP 2: Register on VolunteerHub...continued

Complete your profile.

Complete the form below.

* indicates required field

Full Name

*

Email

*

****Full Name, Email and Date of Birth are the only required fields****

- you will also need to select if you'd like to receive email or text updates
- you can fill in the other information at your preference

***Please note, birth date is required in order to determine if you will need to sign the adult or minor waiver.**

Congratulations! You have successfully created your account.

Click "Next" to log into your account and sign up for available activities.

[NEXT](#)

You've successfully created your profile! Click "Next" to sign up for a shift

STEP 3: Signing up for a volunteer shift

The calendar view will have a listing of the date(s) scheduled for your group.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4
6	7	8	9 1:30 pm - 4:45 pm Cynthia H. Hubert Community Cupboard - 1st Shift	10	11
13	14	15	16	17	18
20	21	22	23	24	25

Click "Sign Up"

THURSDAY, 8/9/2018

1:30 PM
Cynthia H. Hubert Community Cupboard - 1st Shift

🕒 Thu, August 9 1:30 PM - 4:45 PM (3.3 hours) 👤 15 slots remaining
📍 3737 Waldemere Ave, Indianapolis, IN 46241 🏆 5 points

Food pantry volunteers stock shelves, assist clients with food selection as they shop, and help clients with carryout assistance to their cars.

[MORE](#) [SIGN UP](#)

Select your group

Select your group affiliation for this event.

NextGear Capital (15 slots available)

None of the above (5 slots available)

[EXIT](#) [NEXT](#)

STEP 3: Signing up for a volunteer shift...continued

Read and click the checkbox to agree to the waiver

I have read, understand, and agree to comply with the Volunteer Guidelines. In Witness whereof Volunteer, the undersigned, has executed this Release in Indianapolis, IN on the date written above.

I understand and accept the waiver above.

PREVIOUS

NEXT

- **You will only need to agree to the waiver once per calendar year.**
- **Minors will be asked to print the form for a parent signature and bring to Gleaners for their volunteer shift**

Cynthia H. Hubert Community Cupboard - 1st Shift ⓘ Thursday, August 9 • 1:30 pm - 4:45 pm (3.25 hours)



Complete

Registration complete! We have sent a confirmation email to:
cbasey@gleaners.org

 [POST ON TWITTER](#)

 [POST ON FACEBOOK](#)

[BACK TO EVENT LIST](#)

[VIEW EVENT DETAILS](#)

You're all set!

Checking in at Gleaners

GLEANERS FOOD BANK OF INDIANA

To begin, select new or existing user.

existing user

new user

You'll click "Existing User" and use name, username, phone or email to check in. It's that easy!

GLEANERS FOOD BANK OF INDIANA

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

go

STEP 4: Using VolunteerHub in the future

Once you've created an account, you will never need to register again in the future!

Next time you volunteer, you'll use your username and password to access your account and sign up for a shift.

If you are volunteering with a group—you'll receive a link to your group's landing page.

If you'd like to volunteer as an individual or with your family and friends, you can view available shifts at any time from your account by selecting "Events" at the top of the page