



Introducing the Habitat Chicago Volunteer Portal

In early 2024, Habitat for Humanity Chicago introduced our online volunteer portal to help streamline the process for volunteers to sign up for shifts at our build sites, ReStores, and more. Prior to this change, our volunteer team was doing all volunteer scheduling by hand – that's 1,000s of shifts per year!

With this new portal, volunteers can make an account and register for shifts on their own. This is also how we manage items like safety waivers, check-ins and check-outs for volunteer shifts, and tracking volunteer hours for work, school, and more.

Because of this new method for registering volunteers, ALL Women Builders must sign up for a volunteer portal account and register for their Women Build build day no later than 10 days before their scheduled build day. Any Women Builders who do not register for their build day on the volunteer portal will not be able to participate in their build day.

But fear not! The instructions for how to sign up for the portal and register for your build day are listed below. If you have any questions, please contact your Team Leader or reach out to the Habitat Chicago Volunteer Team at volunteer@habitatchicago.org.

Register for Your Women Build 2024 Build Day

To complete your registration for Women Build 2024, you must do (2) things:

- Sign up for an account on Habitat Chicago's volunteer portal (if you have not already)
- Register for your team's build day on the volunteer portal no later than 10 days before your scheduled build day.

1. How to sign up for the volunteer portal:

Open the volunteer portal by clicking on your team's unique URL provided by your Team Leader. *(Note: If you already created a volunteer portal account, you can skip straight to step #2.)* Create your volunteer portal account by clicking on the "Get Started" button on

the top right corner of the screen. Choose a username and password for your volunteer portal account and keep this handy for the future!

As part of creating your account, you will be asked to complete the following:

- A. Share your affiliations. Tell us your interests, skills, experience, etc. It is fine if you choose not to share.
- B. Watch our online orientation video to learn more about Habitat for Humanity Chicago, our volunteer opportunities, and Habitat for Humanity International. Some of this information might seem like a review for many of you, so if you need to skip to the end of the video, we understand. After watching the video, you must answer a short question about ways to volunteer at Habitat Chicago to move forward. Acceptable answers include “ReStore, the build site, office work” and others along those lines. Just a few words are fine!
- C. Complete the creation of your account and click “Submit” to finish. You will receive an email from Habitat Chicago confirming that you signed up for your new account, and a second email informing you that Habitat Chicago is doing a background check (we always check the Illinois sex offender registry for volunteers). You do NOT have to wait for your background check to be approved before you can move on to step 2.
- D. You are now ready to immediately sign up for your 2024 Women Build build day and move onto step 2.

2. **Sign up for your 2024 Women Build day!**

After you finish registering for your account, or after you sign in using your team’s special link, you will be taken to a calendar that shows your Women Build build day event. Click on that event and then click again on the blue “Sign Up” button, then again on the blue “Finish” button.

Note: If this is your first time using volunteer portal, you will be prompted to sign the safety waiver. If you have already volunteered with Habitat Chicago in 2024, you will not need to sign this waiver again.

And that’s it! You will receive an email confirming your registration after that. If you don’t see this email then please check your junk and spam inboxes. If your confirmation email does go to spam, then we suggest adding the volunteer portal email (b02@b.volunteerhub.com) as a safe sender so you don’t miss reminder emails about your build day.

You did it! Great job! If you have any issues, please reach out to our Volunteer Team at volunteer@habitatichicago.org.