

STEP BY STEP INSTRUCTIONS FOR REGISTERING ON HUB-Baltimore Interfaith
(Questions? Contact Jayna at 410-366-1250 ext. 117 or jpowell@habitatthesapeake.org)

1. Go to www.habitatthesapeake.org
2. Scroll down until you see the picture and line that says: Volunteer! Get Onsite Now! Click on that.
3. On this page, you will see a **LARGE GREEN BOX** that says "**Volunteer Hub**". Click on that.
4. Scroll down on the next page where it says "Not Registered yet?" and click on the box that says "**Register**".
5. On the next page, choose a username and put it in the box that says "**Username**." An example would be your first initial and last name (jpowell)
6. Choose a Password and put it in twice (once where it says **Password** and once where it says **Verify Password**). You can use anything you'd like for a password. Just be sure it's something you will remember.
7. On the next page, in the box that says **Join Code**, put the Coalition Join code: **IF09**
(last two digits are numbers)
8. Click **NEXT**. (It will show that you have joined the Interfaith Coalition)
9. Click **PREVIOUS** (so you can add the other Join code)
10. In the box that says **Join Code**, put in your congregation's or organization's Join Code:
_____ (last 2 digits are numbers) Code is on the 2nd page of instructions.
11. Click **NEXT**
12. Click **NEXT** on next page (it will show that you have joined your cong/org group)
13. On the next page, fill out all the **required boxes** (name, number, address, emergency number, email address, etc).
14. When all boxes are filled, click **NEXT**.
15. You will see all the information you put in including the Groups you joined. Double check all information. If there are mistakes, click **PREVIOUS** and go back to the page where you need to make a correction. If all is fine, click **NEXT**. (If it doesn't show **BOTH** groups, go back and add the 2nd Join code)
16. You will see a box saying "**User Registration: Complete**" You are now registered.
17. **NOW YOU CAN SIGN UP FOR A DATE!** Get your date from your group leader and sign up! Remember to say **YES** about being on a waitlist.

18. IF YOU TRY TO SIGN UP WITHIN 2 WEEKS OF THE DATE, it will tell you it's full even if it's not! (The system shuts down and you have to be added by Jayna jpowell@habitatchesapeake.org. contact her if you want to sign up and can't!)

Interfaith Volunteer Corps Join Codes & Instructions

To register your volunteers online, follow the instructions found on: <http://habitatchesapeake.org/construction-volunteer>

First join code is the Interfaith Volunteer Corp and is **IF09** (that's the numbers 09 on the end)

1	Chizuk Amuno	CAC09
2	Baltimore Hebrew	BHC09
3	Christian Temple	CT09
4	First Christian Church	1CC09
5	St. Timothy's	STS09
6	Morgan State Muslim Student Association	MSUMSA09
7	AMIN	AMIN09
8	Muslim Community Cultural Center	MCCC09
9	First & St. Stephens	1SSUCC09

AFTER you put that one in, click on previous and put in YOUR organization/congregation's code which can be found here:

10	Islamic Society of Baltimore	ISB09
11	Baltimore County Muslim Council	BCMCMC09
12	Kol Haleb Synagogue	KHS09
13	Masjid Al-Inshirah	MAI09
14	Elijah Cummings Youth Program	ECYP09

YOU ONLY HAVE TO PUT IN THE JOIN CODES THE FIRST TIME YOU REGISTER. NEVER AGAIN!!!!

Your congregational leader will have the dates you have been assigned. Go to those dates and sign up! **You must sign up two weeks prior to the date.**