Step-by-step Guide to Signing Up to Volunteer for the First Time on Giveffect

Step 1:
Visit our homepage at www.habitatqc.org. On the top right hand corner, click on the word “VOLUNTEER.”

Step 2:
You should now be on our volunteer landing page. This page is where you will go in the future to quickly sign up for volunteer shifts. You may want to bookmark this location. Here, you will find calendars such as “Construction” or “ReStore.” (shown with red circles below) If this is your very first time volunteering with us, please click on the button “Mandatory Volunteer Orientation” and follow the prompts. (shown with green circle) If you have volunteered with us previously, please go on to Step 3.
Step 3:
Scroll down past the photos until you see the “Sign Up to Volunteer” button. (button shown in red circle) Click that button.

Step 4:
You should now be on a page that looks like the photo below. There are two options to sign in. With option 1, you can continue with Facebook (if you have a Facebook account and want to link it to your Giveffect Account). Or option 2, which is what you will select if you don’t have Facebook or don’t want your Facebook account linked. If you choose this option you will want to click the link to “Create a New Account” which will be located just below the “Sign In” button.
Step 5:
Again, you will see that they are giving you the option to continue with Facebook. You can skip that and fill in your name, email and password below. Then you will click on the “Sign Up” button.

PLEASE NOTE:
After you click “Sign Up,” if you are prompted with the error message below about a user already with this password, hit your browsers back button and click the link to reset your password. It is possible that your email was imported when we did the conversion and this is what the message is flagging.

If you get this error click your browsers back button... then follow the link for forgotten password.
Step 6:
Once you have reset your password or created a new account you will land on this page. This is how you access your profile. You will likely be prompted if you wanted to save your password or not. If you are on your personal or private computer go ahead an save your password. The deep purple column on the right hand side will be where you can access all kinds of features. This new system will let you track your volunteer hours and your financial support in one place. It will also allow you some new benefits like managing tickets for Habitat events. To sign up for a volunteer shift though, you will want to click the “Volunteer Opportunities” tab in the left column.

Step 7:
The “Volunteer Opportunities” link will open a master calendar with ALL volunteer opportunities. This calendar may be a bit overwhelming with options; which is why we separated the calendars out when you access them from www.habitatqc.org/volunteer3. Once you find the shift you would like to sign up for you can either click the calendar to bring up the shift detail and click “Sign-Up” or you can click the “Sign Up” button on the right hand column next to the shift you would like to do.
Step 8:
Now you will fill out the volunteer application. This will be 6 steps of information but this will also be your liability waiver and will only need to be completed ONCE per year. When you have completed each step, click the “Next” button at the bottom of your screen. When completely finished, click the “Finish” button.

Step 9:
Once you click the “Finish” button, you will be taken back to confirm the volunteer shift that you wanted to sign up for by checking the box(s) and clicking on the “Finish” button.

Step 10:
Congratulations you are ready to volunteer! You can now sign up for shifts. Again you will NOT need to go through all of these steps every time. Simply visit www.habitatqc.org and click on the “Volunteer” tab on the top right hand side then select the calendar you would like to see for available shifts.