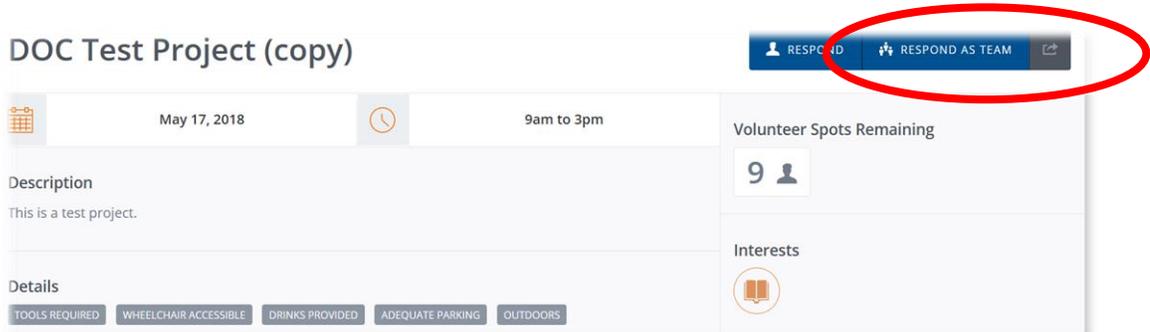# United Way of the Quad Cities Volunteer Hub
Volunteer Day of Caring Registration Guide - Team

1. Follow the direct link in your invite email to view the list of projects.

2. Scroll down on the Day of Caring page to view the project (needs) options. The date, time, project title, hosting agency and number of volunteers needed - are all listed on the card. To view more information, or to register, click "View Details". You must be a registered user to proceed. If you are not, go to the home screen and choose "Sign Up"

3. On the Need page, you can see a project description, additional details, the number of volunteer spots remaining and a place to "Respond" or "Respond as a Team". Click "Respond as a Team" for more than one person.

4. At this point you will be redirected to a log in page. Once you are logged in, you will be redirected back to the project details page.

5. **For team registration**, (more than 1 person) select "Respond as a Team". The next page will start with your information. Below you will fill in a team name, description and if you will be part of the team. Choose yes if you plan to volunteer, or no if you are just registering a team. Then answer the questions as they pertain to you below the Team Details and select "Submit Team"

6. **Do Not Skip This Step!!**
    On the next page you will see your information, however you will still need to register your volunteers to complete the registration and save your spots. To add your team members, choose "Add Team Member". Note your slots will NOT be secure until you have added all the team member information.

7. Type in your team member's email. If they are already in the system, you will be asked to verify their name and the information will pre-populate. Then continue by completing the event questions, agree to the release form and click "Submit Team Member". Continue this process until your entire team is entered.

Testy's Test Team

Add Team Member

Member Email *	Email
Member First Name *	First Name
Member Last Name *	Last Name

8. You will receive a confirmation email when you have registered your team.

Volunteer Hub Technical Support
For technical support using the volunteer hub, please contact Marci Zogg at 563.344.0334 or
mzogg@unitedwayqc.org. Or reach out to Amy Daniels at 563.344.0344 or
adaniels@unitedwayqc.org.