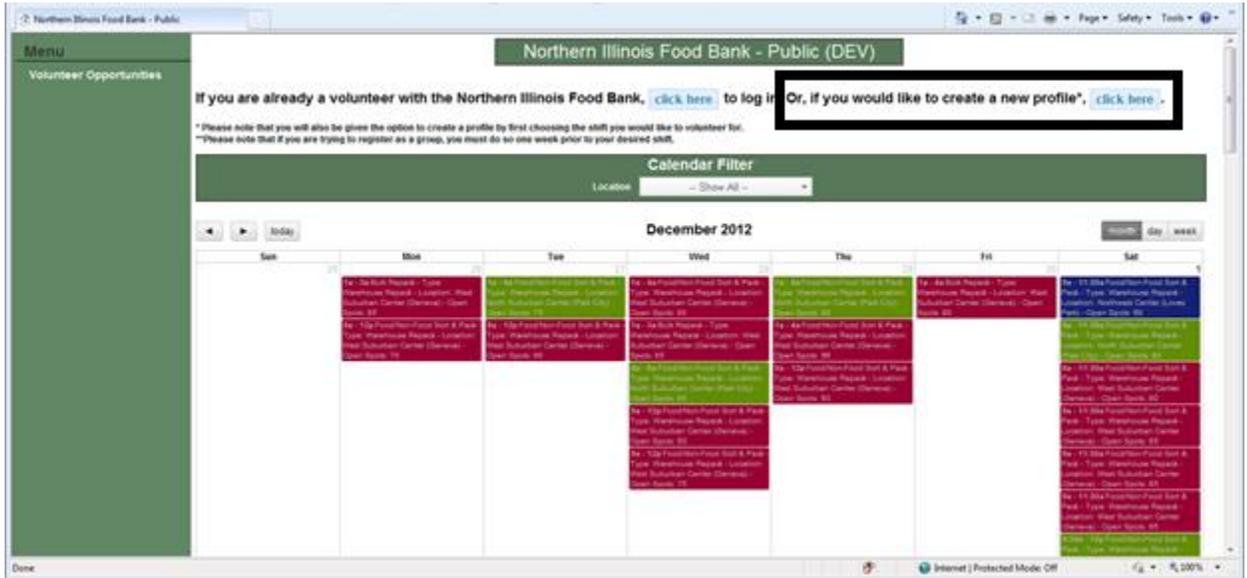




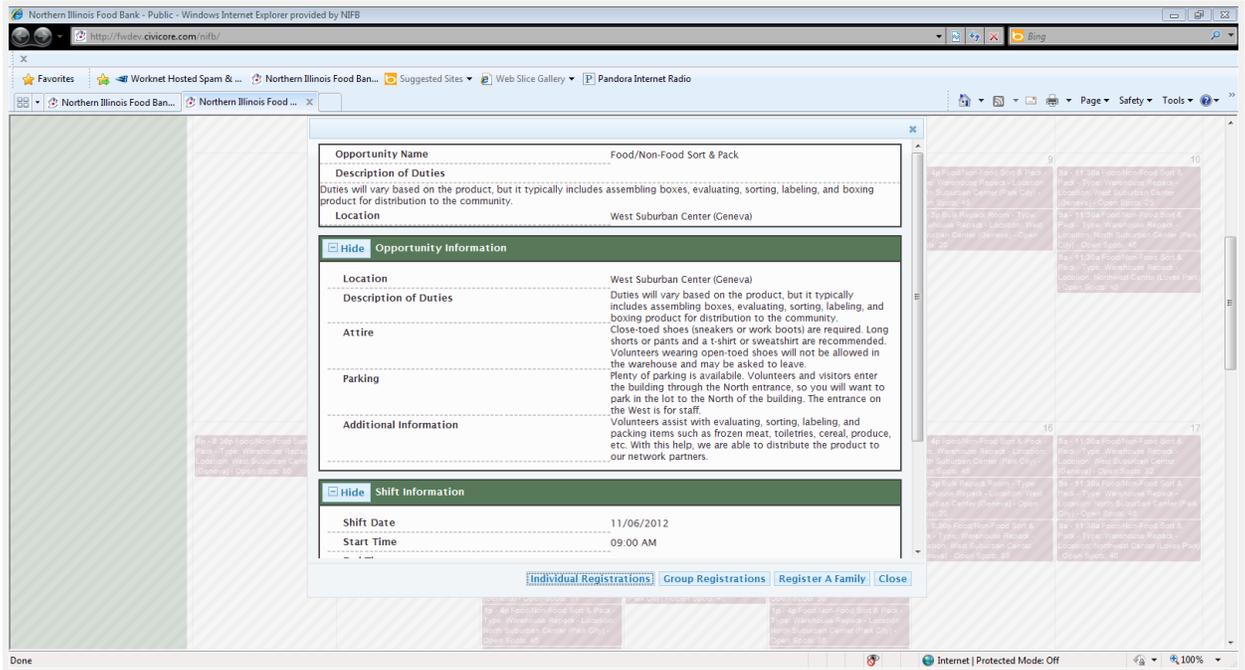
# New User Registration

1. Click on the link from our website [www.SolveHungerToday.org](http://www.SolveHungerToday.org)
2. The home page is a volunteer calendar:

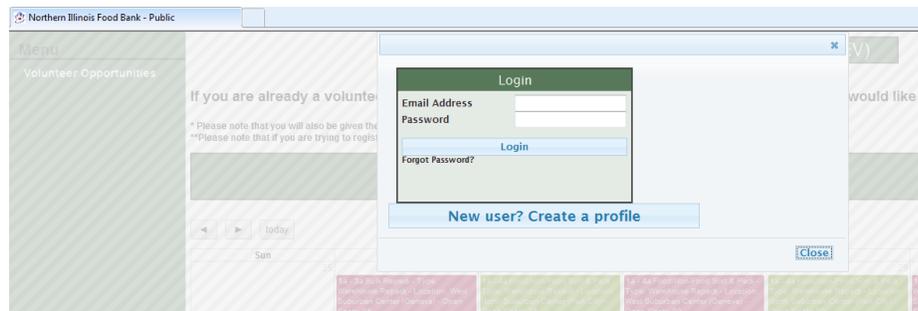


3. As a New User there are two steps you can take
  - a. Register as a new user first:
    - i. Click the button at the top of the calendar page that says “if you would like to create a new profile, Click here.”(Proceed to step 6).
  - b. Find a volunteer opportunity first and then register as a new user while signing up for a shift (Proceed to step 4).
4. Find the volunteer opportunity that interests you:
  - a. The calendar filter at the top of the page will allow you to view opportunities for specific Center locations; West Suburban Center, North Suburban Center, and the Northwest Center.
  - b. As of right now, the only opportunities available on the calendar are Food/Non-Food Sort and Pack and Bulk Repack Room. If you are looking for volunteer opportunities outside of these two options, please contact the food bank directly at [Volunteer@northernilfoodbank.org](mailto:Volunteer@northernilfoodbank.org)

- Once you find the opportunity that interests you, double-click on it so that a pop-up window with more information about the opportunity will be displayed on your screen:



- At the bottom of the screen you can choose to register as: an individual, family or group.
- Select **Individual**.
- You will then be taken to a log in screen; new users should click on “**New User? Create a Profile.**”

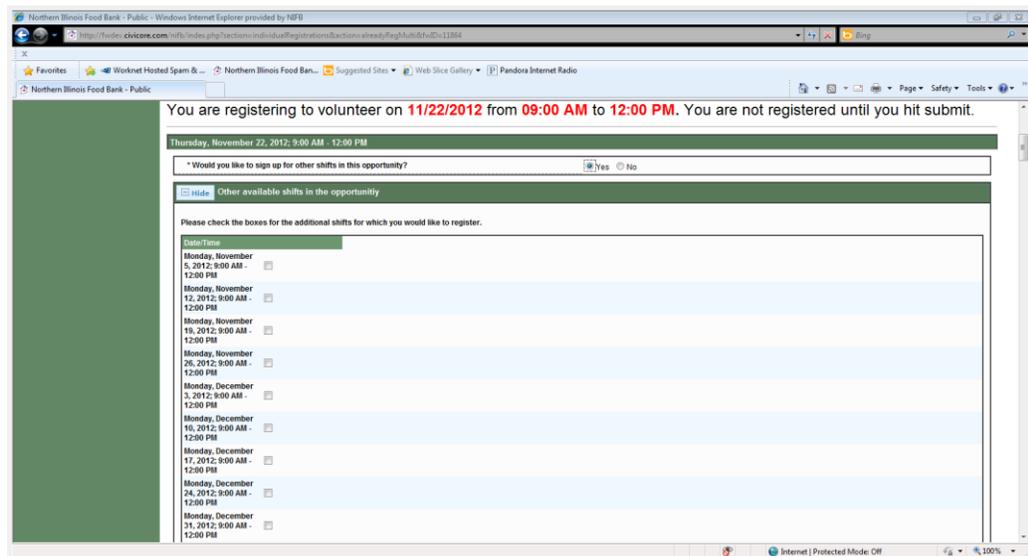


6. A form to create a new user profile will be displayed:

- Please enter your information into the fields.
- Fields with a \* next to them are required.
- The  button is located near some fields to offer additional information. To access this information hover the mouse over the button.
- When complete click the **Submit** button.

7. You will be taken to a page confirming that you are registering for a particular shift:

8. **If you would like to sign up for additional shifts** within the same opportunity see below. If not, proceed to step 9.
  - a. Check **Yes** for “Would you like to sign up for additional shifts.”
  - b. Check the boxes next to the additional shifts for which you would like to register. Please note that shifts are listed first by time and then by month. If you would like to sign up for an afternoon or evening shift, you must scroll past all the morning shifts.
  - c. Click the **Submit** button at the bottom of the page:



9. **If you do not wish to sign up for an additional shift:**
  - a. Check the **no** for “Would you like to sign up for additional shifts...”
  - b. **YOU MUST CLICK SUBMIT TO COMPLETE YOUR SHIFT REGISTRATION. You are not registered until you click submit.**
10. You will receive a confirmation email, thanking you for registering as well as reminding you which shifts you are registered to attend.
  - a. Please Note: If you chose to register for additional shifts, your email confirmation will not show you the additional shift information. It will only show you information for the first shift. You can view additional shift information in the **My Account** section of this site.
11. If you find that you are unable to attend an upcoming shift for which you are registered, please go to the **My Account** section to manage your upcoming shift(s). For additional information on cancelling a shift, please see our guide: Cancelling a Shift.