



# Registering A Family

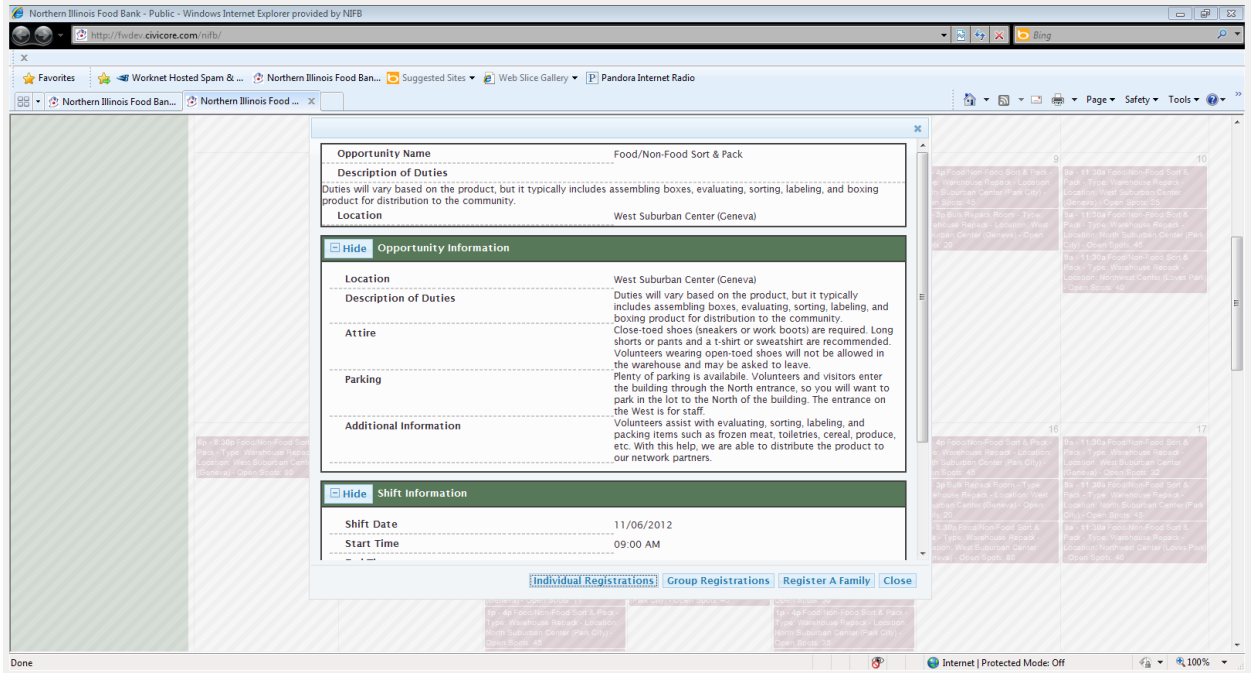
1. Click on the link from our website: [www.SolveHungerToday.org](http://www.SolveHungerToday.org)

The initial page is our volunteer calendar:

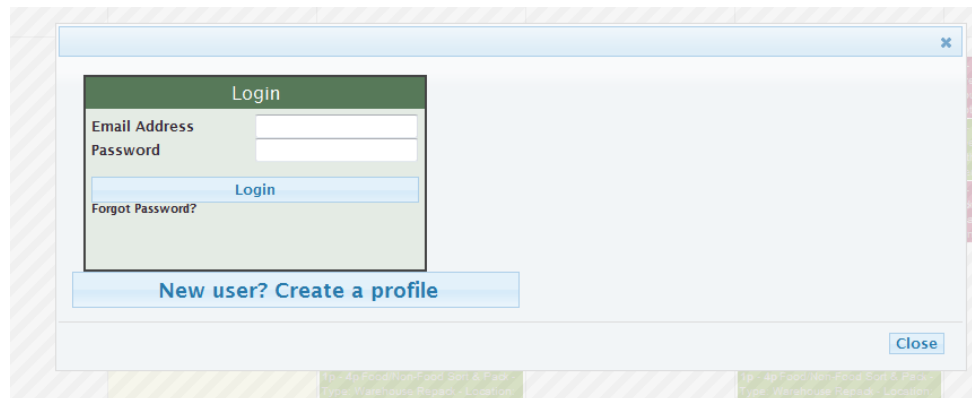
The screenshot shows a web browser window displaying the Northern Illinois Food Bank - Public (DEV) volunteer calendar for December 2012. The page title is "Northern Illinois Food Bank - Public (DEV)". Below the title, there is a navigation menu with "Volunteer Opportunities" selected. A message states: "If you are already a volunteer with the Northern Illinois Food Bank, [click here](#) to log in. Or, if you would like to create a new profile\*, [click here](#)." Below this, there are two notes: "\* Please note that you will also be given the option to create a profile by first choosing the shift you would like to volunteer for." and "\*\* Please note that if you are trying to register as a group, you must do so one week prior to your desired shift." The calendar itself is a grid showing days from Sunday to Saturday. Each day has a list of volunteer opportunities, each with a time slot, shift type, location, and the number of open spots. For example, on Sunday, there are three shifts: 8-20p Food/Non-Food Sort & Pack (Warehouse Repack, West Suburban Center, 80 spots), 1p-3p Bulk Repack Room (Warehouse Repack, West Suburban Center, 20 spots), and 8-12p Food/Non-Food Sort & Pack (Warehouse Repack, West Suburban Center, 59 spots). The calendar also includes navigation buttons for "today", "month", "day", and "week".

1. Find a volunteer opportunity that is of interest to you:
  - a. The calendar filter at the top of the page allows you to view opportunities for each Center: West Suburban Center, North Suburban Center, and Northwest Center.
  - b. Each shift on the calendar lists the number of open spaces available. You can only register a family for a shift that has enough open spaces.
  - c. 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).

2. 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:



- a. At the bottom of the screen you can choose to register as: an individual, family or group
- b. Select **Register A Family**
- c. Please Login with your email address and password: if you do not have a profile, you will need to create one in order to continue with registration:



3. The next screen will be a family information form:

Northern Illinois Food Bank - Public (DEV)

**Food/Non-Food Sort & Pack**  
 11/15/2012  
 01:00 PM - 04:00 PM

\* Name of Family

Please fill in the number of youth (8-15 years) and the number of adults you expect to come to this shift. If you are not bringing any youth, mark the space with zero. Please review the minimum age allowed on the project description page. If you want to bring this same group to more than one shift, click the "Yes" bubble for "Do you want to sign up for additional shifts?"

| Number of Adults     | Number of Youth      | Do you want to sign up for additional shifts?      |
|----------------------|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="radio"/> Yes <input type="radio"/> No |

Submit Cancel

- a. Please enter the information into all the required fields.
- b. At the bottom of the page you will have to indicate the number of adults and the number of youth.
  - i. Anyone between the ages of 8 and 16 is considered a youth.
  - ii. If you are not bringing any youth, you are still required to enter a numerical value. Please enter 0.

4. **If you would like to sign up for additional shifts** within the same opportunity see below. *(If not, proceed to step 6).*

| Date  | Number of Adults     | Number of Youth      |
|---|----------------------|----------------------|
| <input type="checkbox"/> 11/09/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 11/12/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 11/14/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 11/16/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 11/19/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 11/21/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 11/23/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 11/28/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 11/28/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 12/03/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 12/05/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 12/07/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 12/10/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 12/12/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> 12/14/2012 01:00 PM-03:00 PM | <input type="text"/> | <input type="text"/> |

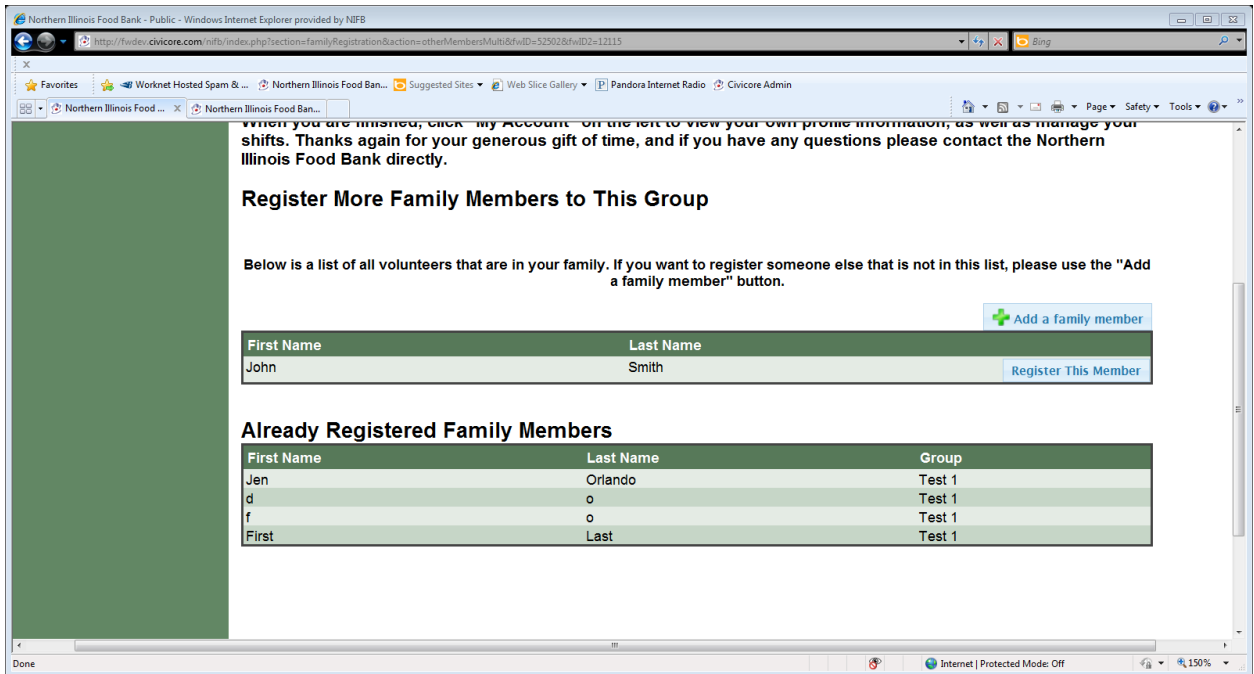
- a. Check **Yes** for "Would you like to sign up for additional shifts?"

- b. Check the boxes next to the additional shifts you would like to sign up for  
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. Enter the number of adults and number of youth you expect to attend each shift.  
Please note that this number can be changed in the my accounts section.
  - d. Click the **Submit** button at the bottom of the page. **YOU MUST CLICK SUBMIT TO CONFIRM YOU ARE REGISTERING FOR ALL OF YOUR SHIFTS.**
5. **If you do not wish to sign up for an additional shift or shifts:**
  - 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.**
6. You will be taken to a “Thanks for Registering Page”
7. **To add a family member with their own email address**
  - a. Click on [+Add a family member](#)  
  
*Please Note: If your family member(s) already have an account with Northern Illinois Food Bank, you will not be able to register them as a new family member. If a member of your family already has an account, please have that member register for the shift independently or contact the food bank to add that member to the family.*
  - b. Enter Information for your family member into the form
  - c. Field with a \* are required
  - d. Click **Save**
  - e. At this point the person is added to your family but not registered for a particular shift. You must also register them.
  - f. Click Submit when complete.
  - g. At this point the person is added to your family but not registered for a particular shift. You must also register them.
8. **Entering Contact information for family members without an email address**
  - a. Click [+Add a family member WITHOUT an email address](#)  
*Please Note: Once you submit a form indicating no email address, the head of household’s account is the only way to manage this individual’s information*

registration. The family member without an email address will not have their our account.

- b. Enter Information for your family member into the form
- c. Field with a \* are required
- d. Click **Save**
- e. At this point the person is added to your family but not registered for a particular shift. You must also register them.

## 9. Registering a Family Member for a Shift:



- a. After adding a family member, you will be given the option to register them.
- b. Find the family member you wish to register and Click **Register This Member**.
- c. Their name will then be moved from the general list of family members to the "Already Registered Family Members" list.

*Please Note: Registering a family member will register them for all shifts where the family is registered. If you wish to remove them from a certain shift, you have to manually do so in the My Account section.*

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 family shift(s) in the My Family list. For additional information on cancelling a shift, please see our guide: [Cancelling a Shift](#).