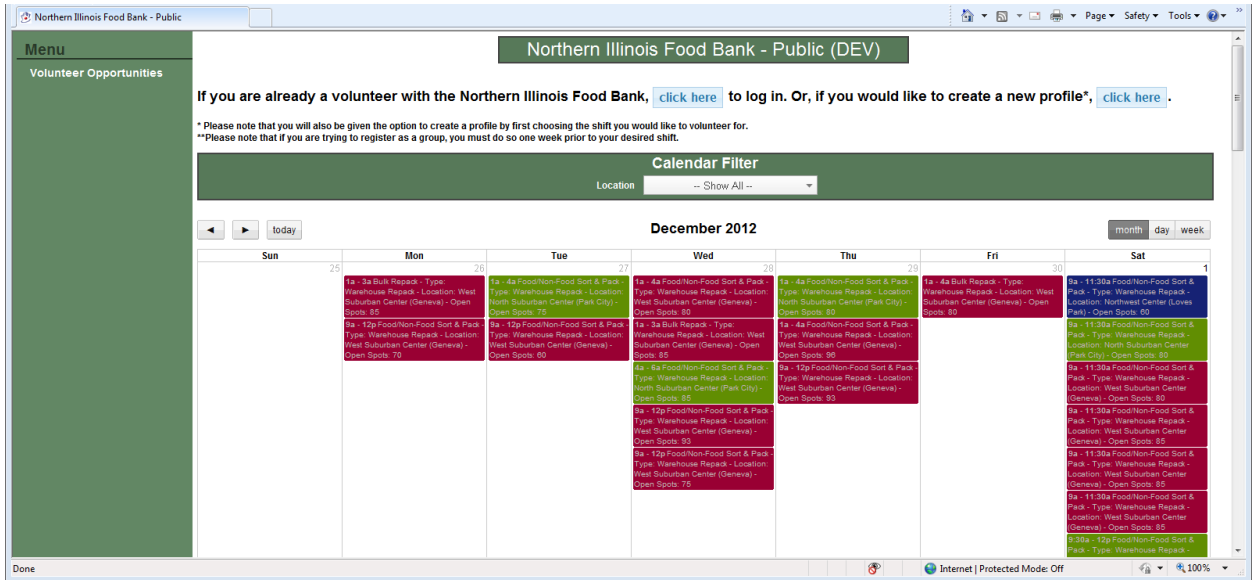




Individual Registration

1. Click on the link from our website www.SolveHungerToday.org
2. The home page is a Volunteer calendar.



- 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@northernillfoodbank.org
- c. The Number of open spaces is listed for each shift, you can only registers for shifts that have open spaces

3. 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:

Opportunity Name	Food/Non-Food Sort & Pack
Description of Duties	Duties will vary based on the product, but it typically includes assembling boxes, evaluating, sorting, labeling, and boxing product for distribution to the community.
Location	West Suburban Center (Geneva)
Hide Opportunity Information	
Location	West Suburban Center (Geneva)
Description of Duties	Duties will vary based on the product, but it typically includes assembling boxes, evaluating, sorting, labeling, and boxing product for distribution to the community.
Attire	Close-toed shoes (sneakers or work boots) are required. Long shorts or pants and a t-shirt or sweatshirt are recommended. Volunteers wearing open-toed shoes will not be allowed in the warehouse and may be asked to leave.
Parking	Plenty of parking is available. Volunteers and visitors enter the building through the North entrance, so you will want to park in the lot to the North of the building. The entrance on the West is for staff.
Additional Information	Volunteers assist with evaluating, sorting, labeling, and packing items such as frozen meat, toiletries, cereal, produce, etc. With this help, we are able to distribute the product to our network partners.
Hide Shift Information	
Shift Date	11/06/2012
Start Time	09:00 AM

[Individual Registrations](#) [Group Registrations](#) [Register A Family](#) [Close](#)

- a. At the bottom of the screen you can choose to register as: an individual, family or group
- b. Select **Individual**

Note: If you have not already logged in or are a new user you will be prompted to a log in page before the next step. You will need to log in using your email address and password or create a new user profile at this point to continue registration. For more information of how to register as a new user see our guide: [New user registration](#)

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

Northern Illinois Food Bank - Public (DEV)

Opportunity Information

Opportunity Info

Opportunity Name	Food/Non-Food Sort & Pack
Opportunity Type	Warehouse Repack
Location	West Suburban Center (Geneva)

Additional Information

Volunteers assist with evaluating, sorting, labeling, and packing items such as frozen meat, toiletries, cereal, produce, etc. With this help, we are able to distribute the product to our network partners.

Description of Duties

Duties will vary based on the product, but it typically includes assembling boxes, evaluating, sorting, labeling, and boxing product for distribution to the community.

Directions

Dearborn Court is accessible from Averill Road between Kirk and Kautz Roads. Averill Road runs parallel to 38 and 64, and is the stoplight just north of 38 off of Kirk Road. Please note that Mapquest.Com & some GPS are not able to accurately find our location. However, Maps.Google.Com is accurate.

Parking

Plenty of parking is available. Volunteers and visitors enter the building through the North entrance, so you will want to park in the lot to the North of the building. The entrance on the West is for staff.

Attire

Close-toed shoes (sneakers or work boots) are required. Long shorts or pants and a t-shirt or sweatshirt are recommended. Volunteers wearing open-toed shoes will not be allowed in the warehouse and may be asked to leave.

Registration Information

You are registering to volunteer on **11/22/2012** from **09:00 AM** to **12:00 PM**. You are not registered until you hit submit.

Thursday, November 22, 2012; 9:00 AM - 12:00 PM

* Would you like to sign up for other shifts in this opportunity? Yes No

5. **If you would like to sign up for additional shifts** within the same opportunity (if not proceed to step 8).
- Check **Yes** for “Would you like to sign up for additional shifts.”
 - Check the boxes next to the additional shifts you would like to sign up for (shifts are listed first by shift time, then months, If you would like to sign up for an afternoon or evening shift you must scroll past all the shifts for the morning).
 - Click the **Submit** button at the bottom of the page.

Northern Illinois Food Bank - Public - Windows Internet Explorer provided by NFB

http://www.civiccare.com/nfb/index.php?option=com_content&view=article&id=11189

Northern Illinois Food Bank - Public

You are registering to volunteer on **11/22/2012** from **09:00 AM** to **12:00 PM**. You are not registered until you hit submit.

Thursday, November 22, 2012; 9:00 AM - 12:00 PM

* Would you like to sign up for other shifts in this opportunity? Yes No

Other available shifts in the opportunity

Please check the boxes for the additional shifts for which you would like to register.

Date/Time	
Monday, November 5, 2012; 9:00 AM - 12:00 PM	<input type="checkbox"/>
Monday, November 12, 2012; 9:00 AM - 12:00 PM	<input type="checkbox"/>
Monday, November 19, 2012; 9:00 AM - 12:00 PM	<input type="checkbox"/>
Monday, November 26, 2012; 9:00 AM - 12:00 PM	<input type="checkbox"/>
Monday, December 3, 2012; 9:00 AM - 12:00 PM	<input type="checkbox"/>
Monday, December 10, 2012; 9:00 AM - 12:00 PM	<input type="checkbox"/>
Monday, December 17, 2012; 9:00 AM - 12:00 PM	<input type="checkbox"/>
Monday, December 24, 2012; 9:00 AM - 12:00 PM	<input type="checkbox"/>
Monday, December 31, 2012; 9:00 AM - 12:00 PM	<input type="checkbox"/>

6. **If you do not wish to sign up for additional shift**
- Check the **no** for “Would you like to sign up for additional shifts..”

- b. YOU MUST CLICK SUBMIT TO CONFIRM THAT YOU ARE REGISTERING FOR A SHIFT. You are not registered until you click submit.**
7. After clicking Submit you will be taken to a Thanks for Registering Page
8. 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.
9. 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.