

Signing up to Volunteer

A Tutorial for Creating an Account, Signing up to Volunteer, or Cancelling your Sign Up



Coalition to
Shelter and Support
the Homeless

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Information about Volunteering through the Volunteer Hub, our Sign Up

- ✓ You can sign-up no later than 9:00 pm on Thursday night for the next Friday through Sunday. **If you can volunteer, please, don't wait, sign up before 9:00 pm.**
- ✓ You can sign up no later than 9:00 pm on Sunday night for the next Monday through Thursday. **If you can volunteer, please, don't wait, sign up before 9:00 pm.**
- ✓ A Code Blue night starts on one day and ends on the following day. **Example: For a Code Blue night starting December 9.**
 - Evening Driving shift and Opening shift begin and end on **December 9**
 - 1st Overnight starts on December 9 but **ends at 2:30 am December 10**
 - 2nd Overnight begins and ends on **December 10**
 - Morning Cleaning and Morning Driving begin and end on **December 10**



To Access an Account



1. Go to the website: co2ssh.org.
2. Click on Volunteer.
3. This will take you to...



To Create an Account

Sign In

Welcome to the Coalition to Shelter and Support the Homeless Volunteer Site.

New Volunteers: Before you can volunteer in the Code Blue Shelter, you must first take a training. You can click on "register" to create an account. Next you will need to sign up for a training. These trainings will be scheduled in the fall, before the Code Blue season starts.

Returning Volunteers: To register for a specific shift, please sign in using your Username and Password. If you have forgotten either, please call Cara at 1-866-390-0291 ex. 0 for help to reset your login information.

Username

Password

☐

Keep me logged in

[Forgot Password or Username?](#)

SIGN IN

Don't have an account? [Create New Account](#)

4. As a new volunteer you will click on Create New Account which takes you to



To Create an Account

**Thank you for volunteering for with the
Coalition to**

Shelter and Support the Homeless.

We are always looking for new volunteers to help at the Code Blue Shelter as well as the Free Community Meals. To get started, please create an account and answer the questions as best you can. You will be able to update your account at any time.

Once you have completed your registration, you will need to sign up for one of our training dates. After the completion of a training, your account will be activated and you will be able to start signing up for Shelter Shifts. **Please know that you will not be able to sign up for any Shelter Shifts until you have completed the training.**

You **MUST** be 18 years old in order to volunteer for Coalition to Shelter and Support the Homeless.

Username

Davidvan5

Password

.....

Verify Password

.....

NEXT

5. Once you have clicked on NEXT you will be sent to ...



Creating an Account (contd)



Affiliations

Profile

Complete

Check all that apply.

Select any that apply from the list provided.

This section will ask you a few questions about your interests.

This information helps CSSH fill some shifts if we come up short of volunteers.

- ☐ I'M INTERESTED IN JOINING A CSSH COMMITTEE...
- ☐ ...Administration
- ☐ ...Finance
- ☒ ...Snow Emergency
- ☐ ...Van Driver/Attendant
- ☐ I'M WILLING TO VOLUNTEER AT...
- ☐ ...Doylestown Presbyterian Church
- ☒ ...Neshaminy Warwick Presbyterian Church
- ☒ ...Our Lady of Guadalupe
- ☒ ...St. Paul's Lutheran Church
- ☐ ...Trinity Episcopal Church

PREVIOUS

NEXT



Creating an Account (continued)

Complete the form below.

* indicates required field

Email

davidvand2014@gmail.com *

Full Name

First / Middle / Last

David M vanDriver

Home Address

2020 Volunteer Hub Lane *

City

Code Blue

State

PA

Zip

18929

Home Phone

215-343-7000 *

Mobile Phone

215-290-8000

Gender

Male *

Birthday

Month

06

Day

28

Year

1987 *

SMS Opt-In

May we send event reminders to your mobile phone? (carrier charges may apply)

Yes, you may text me *

If you are a member of a local religious organization, please list.

NWPC

PREVIOUS

NEXT

Once you are finished click
NEXT.



Congratulations! You have successfully created your account.

Click "Next" to log into your account and sign up for available activities.

NEXT



Coalition to
Shelter and Support
the Homeless

Email you receive immediately after you create your account.

Account Created

Welcome to Code Blue! Your account has been created.

Username

Davidvan5

Sign in

[Click here to sign up for events](#)












Creating an Account (continued)

Thank you for your interest in volunteering for the Coalition to Shelter and Support the Homeless. Click on the "Sign- Up" button next to the shift that interests you to sign up for it.

You can also sort for a shift you prefer by clicking on the "All Events" box on the left. Just pick the shift you want to see.

Please call Cara at 1-866-390-0291 ex. 0, if you have any questions.

7:00 PM Opening Shift - Male - Neshaminy Warwick	 Sun, December 6, 7 pm - 10 pm (3 hours)	 This event is reserved.	 RESERVED
10:00 PM First Overnight - Female - Neshaminy Warwick	 Sun, December 6, 10 pm - 2:30 am (4.5 hours)	 This event is reserved.	 RESERVED
10:00 PM First Overnight - Male - Neshaminy Warwick	 Sun, December 6, 10 pm - 2:30 am (4.5 hours)	 This event is reserved.	 RESERVED

Once your account is created you may not be able to sign up until all the paperwork has been completed and returned to CSSH. That's why you see reserved for all shifts.



Signing up for a Shift

- ✓ Please sign up for 4-7 shifts. These can be throughout the season.
- ✓ Consider signing up for shifts churches other than your own. This season, because of COVID, may be tough. Volunteers will really be in demand.
- ✓ Check your personal schedule and sign up ahead of time to get the shift you want and help us.
- ✓ There is no limitation on how many times you may sign up. If you want to sign up for 3 times during a week, we recommend that you space yourself and put a day in between.
- ✓ You **may** sign up for double shifts.
- ✓ Please keep track of the shifts you have signed up for.



Signing up for a Shift

7:00 PM

Opening Shift - Female - Neshaminy Warwick

🕒 Fri, December 4, 7 pm - 10 pm (3 hours) 👤 This event is reserved.



RESERVED

- Arrive at Host Site by designated time.
- Set up, welcome and interact with guests, help with showers if appropriate, orient to site
- Distribute belongings.
- Assist with other activities as requested.

7:00 PM

Opening Shift - Male - Neshaminy Warwick

🕒 Fri, December 4, 7 pm - 10 pm (3 hours) 👤 1 slot remaining

SIGN UP



- Arrive at Host Site by designated time.
- Set up, welcome and interact with guests, help with showers if appropriate, orient to site
- Distribute belongings.
- Assist with other activities as requested.

To sign up for the Opening Shift- Male, click the blue SIGN UP button.




Signing Up for a Shift (continued)

FRIDAY, 12/4/2020

7:00 PM

Opening Shift - Female - Neshaminy Warwick

⌚ Fri, December 4, 7 pm - 10 pm (3 hours)  This event is reserved.



RESERVED

- Arrive at Host Site by designated time.
- Set up, welcome and interact with guests, help with showers if appropriate, orient to site
- Distribute belongings.
- Assist with other activities as requested.

7:00 PM

Opening Shift - Male - Neshaminy Warwick

⌚ Fri, December 4, 7 pm - 10 pm (3 hours)  You are registered for this event.



CANCEL REGISTRATION

- Arrive at Host Site by designated time.
- Set up, welcome and interact with guests, help with showers if appropriate, orient to site
- Distribute belongings.
- Assist with other activities as requested.


This now shows that you have registered for that shift.



Signing up for a Shift (continued)

Opening Shift - Male - Neshaminy Warwick ⌚ Friday, December 4 • 7 pm - 10 pm (3 hours)

Complete

 [ADD THIS EVENT TO MY CALENDAR](#)

- Arrive at Host Site by designated time.
- Set up, welcome and interact with guests, help with showers if appropriate, orient to site
- Distribute belongings.
- Assist with other activities as requested.

[BACK TO EVENT LIST](#)

This will appear on your screen once you have registered or signed up.

By clicking the **Back to Event List**, this takes you back to the shift list so you can sign up for another shift.



Signing up for a Shift (continued)

Event Registration Complete

You are now registered for the following event.

Opening Shift - Male - Neshaminy Warwick

Time

Friday, December 4 7 pm - 10 pm

Attendee

David van Driver
Male Volunteer

Need to cancel?

[Click here to cancel your registration.](#)

Add to Calendar

[Click here to add reminder to your calendar.](#)

Once you have signed up for a shift you will also receive an email, shown above. This is the only notification you will receive from the Volunteer Hub. If you don't receive this, **something went wrong. Email Cara at codeblue@co2ssh.org.**



Cancelling a Shift

- ✓ If you need to cancel a shift for the current week that you are already signed up for, call **Cara at 866-390-0291 ex 0. immediately** so she can find a substitute.
- ✓ If you have signed up well in advance, 2 weeks or more, you do not need to notify Cara and can cancel on your own.
- ✓ If you have **not received an email** notifying you of your cancellation, **something went wrong**. Call Cara at **866-390-0291 ex 0**.



Cancelling a Shift (continued)

7:00 PM

Opening Shift - Male -
Neshaminy Warwick

🕒 Fri, December 4, 7 pm - 10 pm (3 hours) 👤 You are registered for this event.

- Arrive at Host Site by designated time.
- Set up, welcome and interact with guests, help with showers if appropriate, orient to site
- Distribute belongings.
- Assist with other activities as requested.



CANCEL REGISTRATION



You may need to cancel a shift. Maybe you signed up for the wrong day, something has come up, or another reason.

1. If the shift is for **the week coming up, immediately call Cara (866-390-0291 ex. 0)**
2. If your shift is scheduled for later, cancel on your own by clicking on the cancel registration. See black arrow.



Cancelling a Shift (continued)

Opening Shift - Male - Neshaminy Warwick

🕒 Friday, December 4 • 7 pm - 10 pm (3 hours)

Confirm Cancellation

Cancellation Complete

Confirm Cancellation

You are about to cancel your registration for Opening Shift - Male - Neshaminy Warwick on Friday, December 4, 7 pm - 10 pm. Do you want to continue?



If you click on EXIT,
it means you
**DON'T WANT TO
CANCEL.**

This may send you back to the next page.



Cancelling a Shift (continued)

Opening Shift - Male - Neshaminy Warwick

🕒 Friday, December 4 • 7 pm - 10 pm (3 hours)

Confirm Cancellation

Cancellation Complete

Confirm Cancellation

You are about to cancel your registration for Opening Shift - Male - Neshaminy Warwick on Friday, December 4, 7 pm - 10 pm. Do you want to continue?

EXIT


NEXT

By clicking on NEXT, you **are ready to cancel your sign up/registration.**



Cancelling a Shift (continued)

Opening Shift - Male - Neshaminy Warwick ⌚ Friday, December 4 • 7 pm - 10 pm (3 hours)

**Cancellation Complete**

Sorry to see you go. Your registration for this event has been cancelled.

EXIT

The above message from the Volunteer Hub will appear on your screen.

When you click on EXIT, you will be directed back ...




Cancelling a Shift (continued)


All Events ▾


TUESDAY, 12/1/2020

6:30 PM

Van Attendant - Evening -
Neshaminy Warwick

 Tue, December 1, 6:30 pm -
7:40 pm (1.17 hours)

 Registration is closed.


FULL

When you click on EXIT, you will be directed back to the beginning of the events list of shifts where you can sign up for more shifts!!!!



Cancelling a Shift (continued)

Event Registration Cancelled

Your registration for the following event has been cancelled.

Opening Shift - Male - Neshaminy Warwick

Time

Friday, December 4 7 pm - 10 pm

Attendee

David van Driver
Male Volunteer

You will receive an email, shown above, that notifies you that you have cancelled. If you don't receive it, **something has gone wrong.** Email Cara at codeblue@co2ssh.org.



Sorting by Shift (continued)

Thank you for your interest in volunteering for the Coalition to Shelter and Support the Homeless. Click on the "Sign- Up" button next to the shift that interests you to sign up for it.

You can also sort for a shift you prefer by clicking on the "All Events" box on the left. Just pick the shift you want to see.

.....Opening Shift - Female
.....Second Overnight - Female
.....Host Site Manager
.....Male Volunteers
.....First Overnight - Male
.....Opening Shift - Male
.....Second Overnight - Male

Call Cara at 1-866-390-0291 ex. 0, if you have any questions.

All Events

1. If you don't want to sort through all of the shifts, you can sort for the shift you want by clicking on **All Events**. This pulls up a list of all of the shifts.
2. Select the one you want, in this case **Second Overnight- Male**.



Sorting by Shift

.....Second Overnight - Male

WEDNESDAY, 12/2/2020

2:30 AM

Second Overnight - Male - Neshaminy Warwick

🕒

Wed, December 2, 2:30 am - 6:30 am (4 hours)

👤

1 slot remaining

SIGN UP

- Communicate with First Overnight Shift regarding status of Guests and any other necessary activity
- Remain awake, visible, and quiet.
- Make coffee and set out breakfast.
- Wake up guests at 6 a.m.

MORE

THURSDAY, 12/3/2020

3. All of the **Second Overnight – Male** shifts from December through March will be shown as you scroll down.



Sorting by Shift

4. Select the shifts you want and continue to use the same sign up method in slides 10-14.
5. You can use this method to select for any shift. This is a good timesaver since you don't need to look through all 16 shifts for a day.



Using My Schedule

[Events](#)[My Schedule](#)[Admin](#)

Joanne Retiree



Thank you for your interest in volunteering for the Coalition to Shelter and Support the Homeless. Click on the "Sign- Up" button next to the shift that interests you to sign up for it.

You can also sort for a shift you prefer by clicking on the "All Events" box on the left. Just pick the shift

1. If you have forgotten your schedule or what you signed up for, you can click on **My Schedule**. This will bring up the shifts you have signed up for.

TUESDAY, 12/1/2020

7:00 PM

**Shelter Manager -
Neshaminy Warwick**

🕒 Tue, December 1, 7 pm - 10 pm
(3 hours)

👤 You are registered for this event.



CANCEL REGISTRATION

THURSDAY, 12/3/2020

2:30 AM

**Second Overnight - Female -
Neshaminy Warwick**

🕒 Thu, December 3, 2:30 am -
6:30 am (4 hours)

👤 You are registered for this event.



CANCEL REGISTRATION

◦ Communicate with First Overnight Shift regarding status of Guests and any



Help using the Volunteer Hub

If you have any problems with using the Volunteer Hub, please email:

Cara Nothum

codeblue@co2ssh.org

or call:

866-390-0291 ex. 0

