

Instructions for Habitat Volunteer Hub (HVB)

Northside Partnership (NSP) will continue using the Habitat VolunteerHub website for signing up for workdays at our NSP construction site in 2026. As you will see this signup page is part of Habitat's website. For future use, please save this website link to your home screen for easy access. ([Instructions on last page](#))

In addition to registering on VolunteerHub, each volunteer will also need to complete an electronic waiver once per calendar year here: <https://waiver.smartwaiver.com/v/habitatmidohio>

NSP VolunteerHub link: <https://vhub.at/nsp>

The first time you log in, you will need to create a username and password. You will have an option to be kept signed in for ease of future use.

Below is the sign-in page. Create your account

The screenshot shows the Habitat for Humanity MidOhio VolunteerHub website. At the top, there is a navigation bar with the Habitat logo, a 'SIGN IN' button, and a 'CREATE ACCOUNT' button. Below the navigation bar is a large banner area with a green line-art background. The banner contains the text 'Welcome to the Northside Partnership Home Page!' and a paragraph explaining that the Northside Partnership (NSP) is a coalition of churches that sponsor a Habitat home each year. It also mentions that shifts reserved for NSP are listed below and provides contact information for House Lead Bob Lentz at blentz@habitatmidohio.org or the Volunteer Team at volunteers@habitatmidohio.org. Below the banner is a section with a blue background that says 'TUESDAY, 12/27/2022'. Underneath this, there is a section for 'Construction- NSP' with a time slot of '8:30 AM - 3:30 PM'. It includes a clock icon, the date and time 'Tue, December 27 at 8:30 AM - 3:30 PM (7 hours)', a location pin icon, and the address '1396 Genesee Ave, Columbus, OH 43211'. There is also a 'Waitlist only' icon and a 'JOIN WAITLIST' button. At the bottom, there is a paragraph of text: 'Join the Northside Partnership Home Build! There is no experience necessary. Tasks will vary and our helpful site leads will teach you everything you need to know. You must be 16 years or older (and accompanied by an adult 21 or over if you are under 18)'.

By default, all the workdays are listed in the file form. Meaning you will need to scroll down to see available dates. (See below)

The screenshot shows the 'My Schedule' page for Robert Lentz Sr. The page is divided into two sections for the dates Tuesday, 12/6/2022 and Thursday, 12/8/2022. Each section displays an event titled 'Construction- NSP' starting at 8:30 AM. The event details include the time (8:30 am - 3:30 pm), location (1396 Genessee Ave, Columbus, OH 43211), and a description: 'Join the Northside Partnership Home Build! There is no experience necessary. Tasks will vary and our helpful site leads will teach you everything you need to know. You must be 16 years or older (and accompanied by an adult 21 or over if you are under 18) to volunteer. Teams of youth volunteers must be accompanied by 1 adult per 5 youth. Come out and help Habitat, learn new skills, and meet some amazing people.' A 'CANCEL REGISTRATION' button is visible for each event. The page also includes a search bar and navigation links for 'Events', 'My Schedule', 'Admin', and 'Robert Lentz Sr'.

However, you can change the workdays to a calendar view by clicking on the calendar icon. “shown below.”

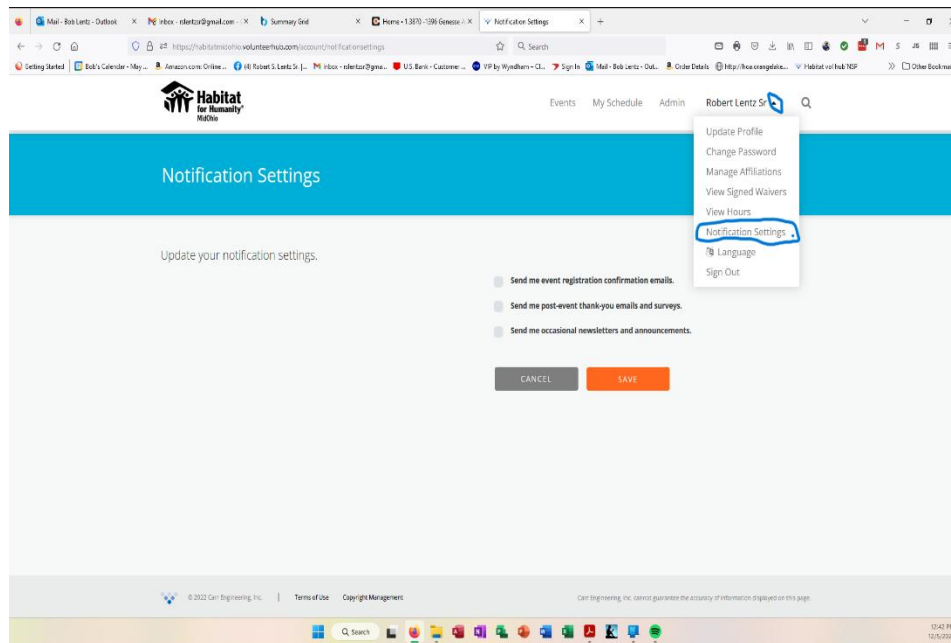
The screenshot shows the 'Events' page in a calendar view. The calendar displays events for May and June 2023. The events are listed by date and time, with the following details:

MAY 2023						
21	22	23	24	25	26	27
		8:30 AM - 3:30 PM Construction- Team Faithful		8:30 AM - 3:30 PM Construction- Team Faithful		
28	29	30	31			

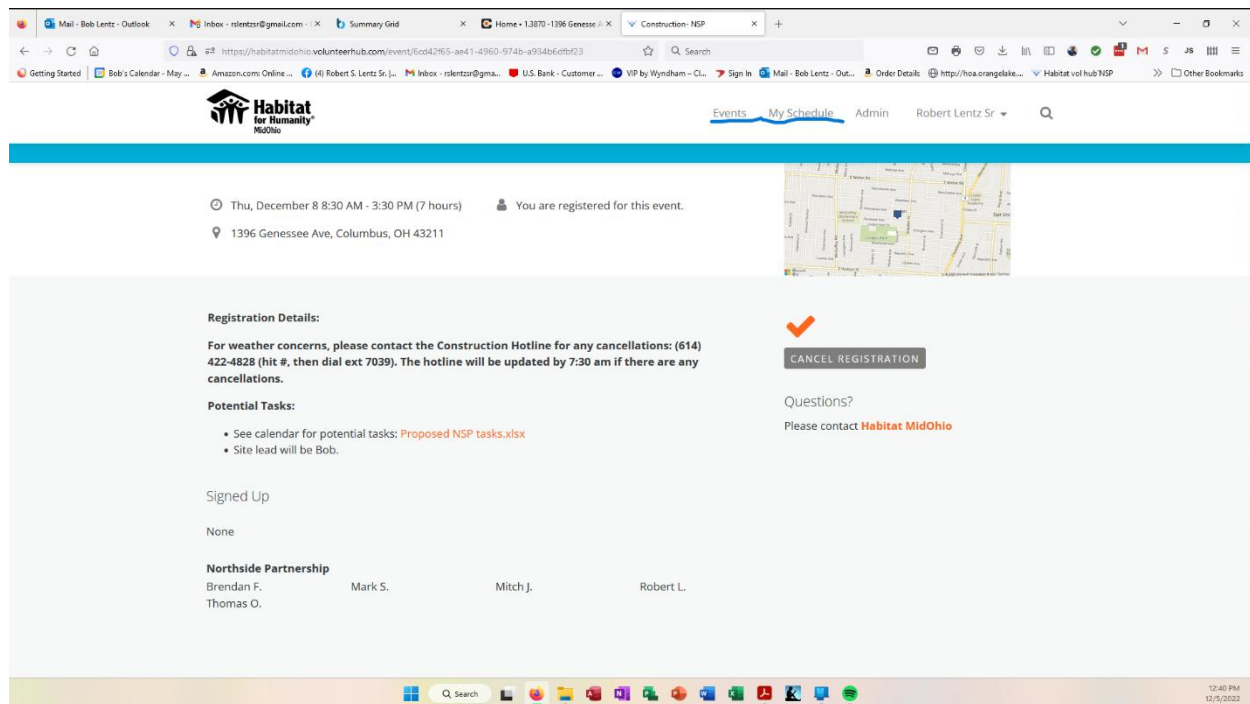
JUNE 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	8:30 AM - 3:30 PM Construction- NSP	7	8:30 AM - 3:30 PM Construction- NSP	9	10:30 AM - 3:30 PM Construction- NSP: Church A
11	12	8:30 AM - 3:30 PM Construction- NSP	14	15:30 AM - 3:30 PM Construction- NSP	16	8:30 AM - 3:30 PM Construction- NSP: Church B
18	19	20	21	22	23	24
25	26	27	28	29	30	

From this view, you can click on any workday or your Church Group and sign up. (Exp. Church A or B) If all the available slots are taken, you can still sign up, but it will put you on the waitlist. Providing a slot opens, the software will automatically add you to the active list in the order you signed up. You will

automatically get an email when you sign up and a reminder as the date gets closer. You will also get an email when you are removed from the waitlist to the active list. You have the option of canceling the emails under “notification Settings” (Shown below)

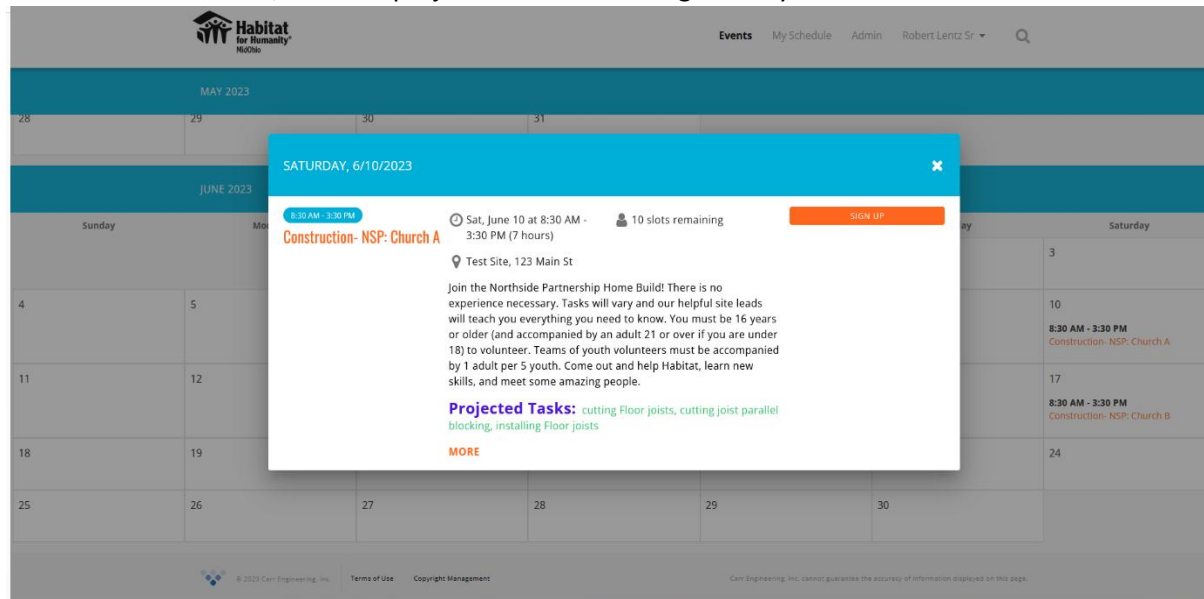


Once you have signed up for a workday, you can go back to the file view or calendar view, depending on your settings by clicking on Events. (See below)



Clicking on “My Schedule” will show you all the dates you signed up for.

You will see a link provided for you under “Potential tasks” found on all the workday pages or the Projected Tasks will be listed on the individual dates. This is where you would find what stage of construction we are in, with the projected tasks for that given day.



Clicking the “More” button opens the construction page. You will be able to see who has signed up, if the active slots are filled and information concerning the rain line. When calling the rain line and you don’t hear are site mentioned, that means we are working.

Also, if I need to notify the group signed up for any particular date, about a change, I have the option to do that. However, the email will only go to those signed up, not the whole NSP Team.

How do I create a short cut on my computer home screen? (Windows 11)

Copy the URL of the HVB website. Then right click on your home screen and select “New” and “shortcut” Paste the URL on the short cut tab and then click next. Type the name you want and then click finish.

<http://nsp.habitatmidohio.volunteerhub.com/>