

New Orleans Area Habitat for Humanity is excited to welcome Shirts Across America volunteers to New Orleans!

We hope you find these step-by-step instructions on how to register in our volunteer portal helpful.

Visit our volunteer calendar/registration portal: www.noahhvolunteer.org. 1.

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2. Just below the instruction block and above the first section (General Construction), please select 'NEW VOLUNTEER REGISTRATION' (third selection).





3. Fill out the login information registration section as outlined below.

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- a. * signifies a required field.
- b. Create your own login name (we recommend you use your email address as your login) and create a password (your password must be at least 6 characters long).
- c. Choose a security question and provide your answer.

You are not currently logged in LOG IN NEW VOLUNTEER REGISTRATION Enter an ACCESS CODE * Return to Calendar
If you do not want to use your email address for your username, you may use your primary phone number, or other 6-14 characters (letters & numbers only).
*Login Username: usually email address
*Password: [6-14 chars: A-z 0-9 [show]
*Confirm Password: [6-14 chars: A-z 0-9
Personal Security Question
Please do not use highly personal information such as your social security number, drivers license number, or mothers maiden name.
Password security question in case you ever forget your password or username.
*Question:
*Answer: Use only: A-z 0-9 _ , '

4. When asked 'Volunteering with a Group?'', type 'saa 4 nola' and click search.



When searching 'saa 4 nola', the group option will appear. Select the group with the Randy Novak listed as leader.

	Volunteering with a Groun?
ĺ	Volumeening war a choop:
I	If you are volunteering with a group which has already registered on this site, enter the group name or the group leaders last name in the box, then search.
I	sa 4 noise sa anna sa a
I	Found some groups, beste click the button for your group. The group leader will be notified you have been added.
	Group: SAA 4 Nola Leader: Novak, Randy
l	If you are a group leader - after registering here, a "Find/Create Group" button will appear in the top bar where you can create your group.



5. Provide your personal information in the 'Your Information' section outlined below. In the 'Documented Hours' section, select 'No documented hours needed'. Provide your emergency contact information in the 'Emergency Contact' section.

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YOUR INFORMATION	
If you do not provide us with an email address, we cannot send you confirmation emails and reminders for activities you have signed up for.	Title: *First Name: *Last Name: Email Address: Interns@habitat-nola.org Primary Phone: (111) 222-3333 *Date of Birth: mm/dd/yyyy () [how to] [min. age 16]
Documented Hours	
No documented hours needed Community Service for School or Organization Court Ordered	
EMERGENCY CONTACT	
	*Name:
	*Phone: [with area code]
	Occupation
	Employer
	Linkoyer

6. Provide answers to the demographic questions outlined below. Please do not skip the 'Gender' section; the question is in a different format than other demographic questions.

Demographic Info
NOAHH requests and collects the following information in an effort to seek funding and/or support for our programs and services. Disclosure of this information is not a requirement nor a factor in qualifying for any NOAHH program or service.
Marital Status
Prefer to not disclose
Omarried
○ Separated
○ Widowed
Obvorced
Dece/Ethnicity
Race/Ethilotty
Prefer to not disclose
○ White
O Black of African American
O Hispanic or Latino
O American Indian or Alaskan Native
O Native Hawaiian or Other Pacific Islander
Prefer to not disclose
0 165
○ No
veteran
Prefer to not disclose
Ow
∪ Yes
O No



** If you are 18 years of age or older, please skip to question 8. **

7. Required Liability Waivers must be reviewed and electronically signed by a volunteer's parent or guardian for any volunteer between 16 and 18 years of age. New Orleans Habitat does not accept volunteers under 16 years of age.

A volunteer's parent or legal guardian must select 'View Document' to view the Liability Waiver (Screenshot 1). The Liability Waiver will pop up in another screen (Screenshot 2). Once the document has been viewed, the volunteer's parent or guardian must type their full name in the third screenshot below and then select 'Click me to Confirm Acceptance' to complete the Liability Waiver (Screenshot 3).

Screenshot 1:





CLICK 'SAVE MY REGISTRATION' BELOW DEMOGRAPHICS QUESTIONS AND ABOVE THE WAIVER SECTION TO SAVE YOUR REGISTRATION TO MOVE TO SCHEDULING!





VOLUNTEER REGISTRATION STEP-BY-STEP GUIDE

8. Required Liability Waivers must be reviewed and electronically signed by volunteers 18 years of age and older. Select 'View Document' to view the Liability Waiver (Screenshot 1). The Liability Waiver will pop up in another screen (Screenshot 2). Once the document has been viewed, the volunteer must type their full name in the third screenshot below and then select 'Click me to Confirm Acceptance' to complete the Liability Waiver (Screenshot 3).

Screenshot 1:

Required Document Acceptance/Approvals
Liability Waiver: I have read this Release of Liability and Waiver Agreement, fully understand its terms and agree to be bound by it freely and voluntarily. View document (you must click button to view/download before you can continue)
Screenshot 2:
New Orleans Area
Habitat
for Humanity"
Aersion: 2 Date Updated: Any 1 2021
understand my work as a volunteer on or about a New Orlenas Area Habitat for Humanity (NOAHH) property or project could expose me to various risks of injury or illness. I funderstand and assume these risks and agree not to hold NOAHH, its agents, employees, volunteers, or partner families alief for such injury or illness. I funderstand and assume these risks and agree not to hold NOAHH, its agents, employees, volunteers, or partner families alief for such injury or illness. I funderstand that in the policy of NOAHH hat al volunteers or visitors must abile by the verbal activity instructions and requirements of NOAHH adiff or unkneepingene to visitors must abile by the verbal activity instructions and requirements of NOAHH adiff or unkneepingene to the construction site. I permit NOAHH to use photos, video, and any other likeness of me taken luring volunteer events for fundraising, publicity, or other appropriate uses promoting the mission of NOAHH. I will not receive any pay or additional reward for using my likeness, voice, or picture.
New Orleans Area Habitat for Humanity
2900 Elysian Frieds Ave I New Orleans, LA 70112 (504) 669-3348 Habitat-NOLA.org
VOLUNTERS
Carachat 2
Screensnot 3:
SAVE MY REGISTIVATION
equired Document Acceptance/Approvals
ability Waiver: Parent or Guardian must complete this waiver section! As the Parent/Guardian of this volunteer, I have read this Release of Liability and Waiver Agreement, fully understand its terms, and agree to be bound by it freely and voluntarily.
iew document) (disable any pop-up blockers if you experience any difficulties)
voui poe

CLICK 'SAVE MY REGISTRATION' BELOW DEMOGRAPHICS QUESTIONS AND ABOVE THE WAIVER SECTION TO SAVE YOUR REGISTRATION TO MOVE TO SCHEDULING!





9. After saving your registration, you will be returned to the main volunteer calendar. Once there, press 'Enter an Access Code'.

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Welcome John	Log Out	My Profile,	, Schedule, Hours, Etc	Find/Create Volunteer Group	Enter an ACCESS CODE	:
Show ALL Project	ts/Events	∨ 🗎				
Construction						

10. Enter 'SAA1' In the access code box and select 'GO'.

Welcome John Log Out My Profile, Schedule, Hours, Etc	Find/Create Volunteer Group SAA1 GO EXIT HELP!
Show ALL Projects/Events 🗸 📄 這 📴	
Construction	

11. Under the 'General Construction' section, shifts created for Shirts Across America by date will appear. Select/click the date you're scheduled to volunteer in New Orleans. You will be able to see other volunteers registered for different volunteer dates/shifts.

General Construction

Location: New Orleans, LA

(Construction)

Address & directions provided once scheduled

Description: Hard-working local families partner with NOAHH to become homebuyers with a 0% interest mortgage and a monthly payment of no more than 30% of their income. They provide 250 hours of sweat equity in place of a down payment by building Habitat homes or working at one of NOAHH's ReStores. All FTHP families must show a need for housing, the ability to repay a mortgage, and the willingness to partner with NOAHH. In addition to their contribution of sweat equity hours, homebuyers take financial literacy classes, home maintenance training and save a minimum of \$2,500 towards their escrow account. Since our inception, NOAHH has built and sold 635 single-family homes and 77 rental units. Over the past three years alone, NOAHH homebuyers have paid over \$1,250,000 in property taxes in Orleans Parish.

April 18, 2022 – MONDAY
32 hrs 27 slots available
Spring Break SAA
Friends Scheduled: Lindsey Lohr lindzlohr®y
June 13, 2022 — MONDAY
28 slots available (32 hrs)
Summer 1 SAA
June 27, 2022 — MONDAY
28 slots available (32 hrs)
Summer 2 SAA



12. Select 'Schedule Myself Only'.

Confirm & Complete Scheduling selection	
General Construction (Construction)	
Hard-working local families partner with NOAHH to become homebuyers with a 0% interest mortgage and [more]	
Location: New Orleans, LA [address & directions are provided once you have signed up]	
April 18, 2022 – MONDAY	
(27 slots uppetDid) — Spring Break SAA	
Schedule Myself only	

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13. All New Orleans Habitat volunteers are required to be vaccinated against COVID-19. Please select 'Confirm Understanding' in the 'Proof of COVID-19 Vaccination' section acknowledging you are vaccinated against COVID-19. Shirts Across America staff will provide New Orleans Habitat proof of COVID-19 vaccination for each volunteer prior to beginning volunteer activities on a New Orleans Habitat site.

	Confirm & Complete Scheduling selection
General Const	truction (construction)
Hard-working loc	aal families partner with NOAHH to become homebuyers with a 0% interest mortgage and [more]
Lo Participante	The Article State of the Artic
April 18, 2022	2 – MONDAY
	(27 slots available) — Spring Break SAA
	Scheduling for myself only
	Proof of COVID-19 VacCapation: We require all volunteers have neceived complete COVID-19 vaccination (1 or 2 shots as the type requires), and provide proof to our staff when you arrive on site. Anyone without this proof will be asked to leave. This proof is only required the first time you volunteers with us after Auging 1, 2021. Confirm Understanding (vul must clock button before you can continue) The indicated documentation must be provided to our staff when you arrive on site. Would will continue to see this notification until your document has been entered into our system.
	Frends Schooled: Lindery Lahr Indalondy
[



14. Select 'Schedule Myself Here.'

Confirm & Complete Scheduling selection						
General Construction (meanwrited)						
Hard-working local families partner with NOAHH to become homebuyers with a 0% interest montgage and [more]						
Location: New Orleans, LA [address & directions are provided once you have signed up]						
April 18, 2022 – MONDAY						
(27 slots available) — Spring Break SAA						
Scheduling for myself only						
Proof of COVID-19 Vaccination: We require all volunteers have received complete COVID-19 vaccination (1 or 2 shots as the type requires), and provide proof to our staff when you arrive on site. Anyone without this proof will be asked to leave. This proof is only required the first time you volunteer with us after August 1, 2021. Comm Understanding Click to exit confirmation box. The indicated documentation must be provided to our staff when you arrive on site. You will continue to see this notification until your document has been entered into our system. Schedule Myself here						
Lindey Left Indédrép.						

15. You are now registered. Select 'Return to My Profile/My Schedule'.

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We have successfully scheduled you AS AN INDIVIDUAL VOLUNTEER on the date(s) selected. We will email you a confirmation email within 20 minutes. REVIEW JUST SCHEDULED or (RETURN TO CALENDAR) or (RETURN TO: PROFILE - MY SCHEDULE)

16. Your volunteer profile should reflect your scheduled Shirts Across America volunteer date/shift. The 'Proof of COVID-19 Vaccination' section will remain outstanding until we receive your proof of COVID-19 vaccination information from Shirts Across America.



THANK YOU FOR VOLUNTEERING WITH NEW ORLEANS AREA HABITAT FOR HUMANITY! WE LOOK FORWARD TO HAVING YOU IN NEW ORLEANS SOON!