## **Produce Express Volunteer Registration Instructions**

## 1. Second Harvest Food Bank Home Page

Choosing the "Volunteer" quick link at the top of the home page will bring you to the "How to Become a Volunteer" page.



#### 2. How to Become a Volunteer

#### **HOW TO BECOME A VOLUNTEER**



Your time is a gift to hungry kids, seniors and others who don't have enough food to eat. The Second Harvest Food Bank of Northwest Pennsylvania volunteers help sort, process and pack food... and it's a fun experience.

There are many volunteer opportunities available at Second Harvest. We work with individuals, schools, businesses and religious groups, just to name a few.

Please watch our brief video below for more information on how you can get involved and become a Second Harvest volunteer.







After you have watched the **Volunteer Welcome Video** scroll down and view the "**Get Started**" options.

If you are registering as an individual (or individuals), please select "Sign In" on the calendar below. If you do not yet have a volunteer profile, you will be prompted to make one after choosing "Sign In".

Please enter the email you wish to be contacted at, your first name, and choose the "Next" button. Then please enter as much volunteer information as possible on the next page.

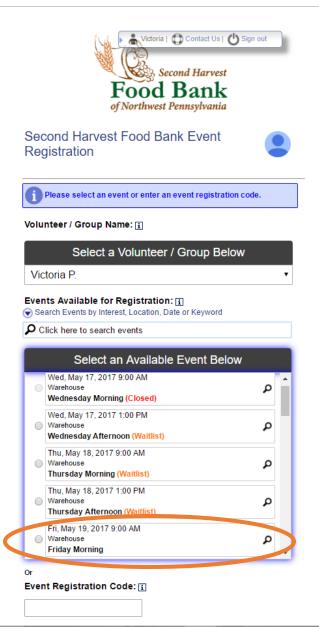
Volunteer Groups looking to register can skip ahead to step #5.

#### GET STARTED BY CLICKING ON ONE OF THE OPTIONS BELOW:

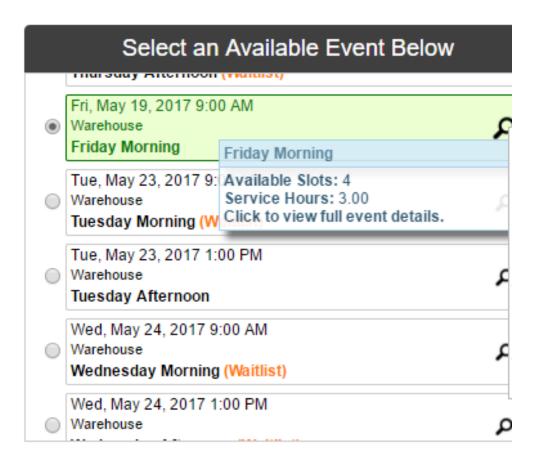
- To register a an individual volunteer, scroll down to the volunteer calendar at bottom of this page.
- To register a group of volunteers, click here.
- Click here to read volunteer Frequently Asked Questions.



## 3. Register for an Event



After you have created a volunteer profile, you will be brought back to the volunteer calendar where you can then register for an event. Full volunteer shifts will be marked as either (Closed) or (Waitlist). In the image above, the only event with any availability is Friday, May 19, 2017 9:00 AM.

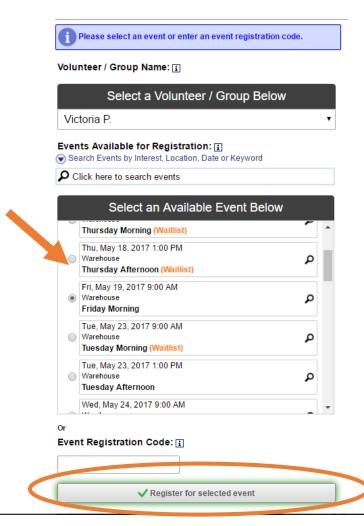


To see how much availabilty an event has, move your mouse over the **magnifying glass** image. This information box will tell you the number of available slots as well as the length of the event (Service Hours). You can click the magnifying glass for even more information.



# Second Harvest Food Bank Event Registration





Once you have decided which event you would like to register for, be sure that the bubble to the left of your event is filled in and then choose "Register for selected event." You will receive a confirmation email. If you need further assistance, please contact our volunteer coordinator at either <a href="mailto:ecorbin@nwpafoodbank.org">ecorbin@nwpafoodbank.org</a> or 814-459-3663 x 113.