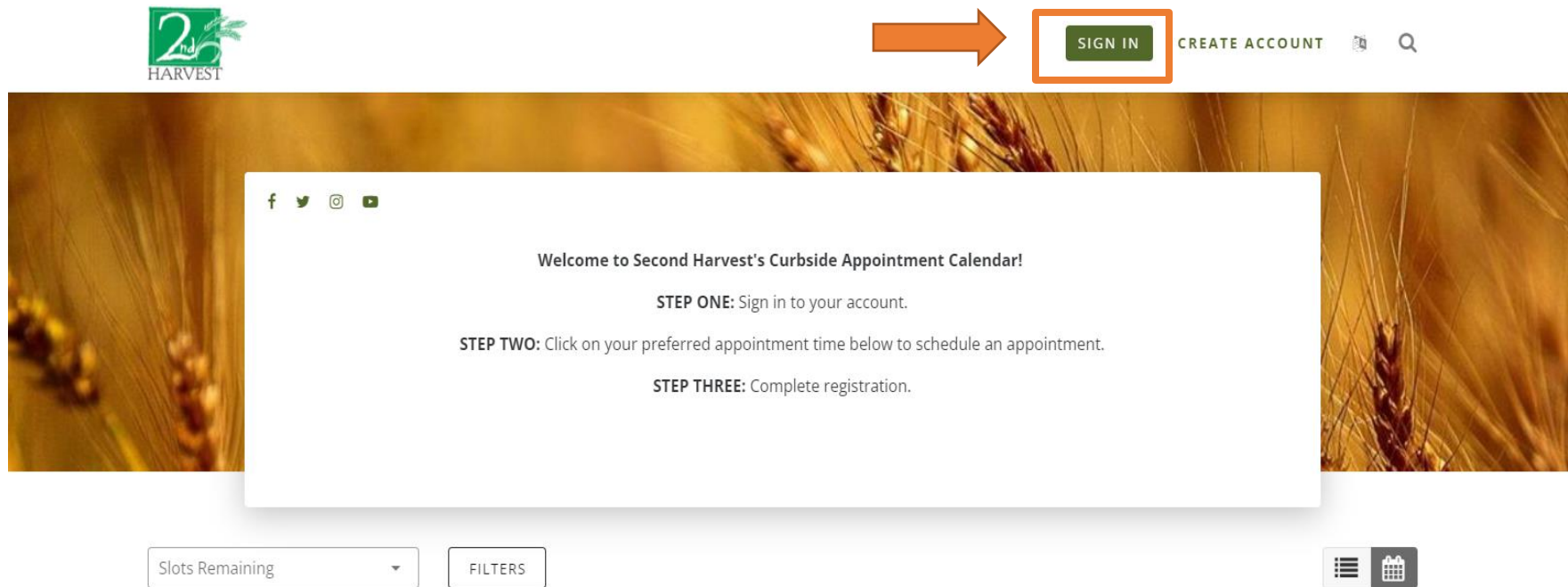


Agency VolunteerHub Guide: Account Navigation & Appointment Registration

Step 1: Visit <http://vhub.at/2hcputc> and log in to your account (we recommend bookmarking this link).



The screenshot shows the top navigation bar of the Second Harvest website. On the left is the logo for '2nd HARVEST'. To the right of the logo is an orange arrow pointing to a green 'SIGN IN' button, which is highlighted with an orange rectangular box. Further right are the links 'CREATE ACCOUNT', a user profile icon, and a search icon. Below the navigation bar is a large banner image of golden wheat. Overlaid on the banner is a white rectangular box containing the following text:

f t i v

Welcome to Second Harvest's Curbside Appointment Calendar!

STEP ONE: Sign in to your account.

STEP TWO: Click on your preferred appointment time below to schedule an appointment.

STEP THREE: Complete registration.

At the bottom of the page, there is a 'Slots Remaining' dropdown menu, a 'FILTERS' button, and a calendar icon.

Step 2: Input your agency's username (1) and password (2) and click the "Sign In" button (3). If you have forgotten your password, click "Forgot Password or Username" or call (509) 252-6288.

A screenshot of a web page titled "Sign In" with a background of golden wheat. The page contains a sign-in form with three numbered orange arrows pointing to specific elements: arrow 1 points to the "Username" input field, arrow 2 points to the "Password" input field, and arrow 3 points to the "SIGN IN" button. A "Forgot Password or Username?" link is also visible. Below the form is a "Keep me logged in" checkbox and a "Create New Account" link.

Welcome! Please sign in to view available appointment times. If you have trouble accessing your account please call (509) 252-6288.

Note: Each half-hour is capped at a certain number of appointments to ensure we are able to serve our partners in a timely manner.

Sign In

1 Username

2 Password

Keep me logged in [Forgot Password or Username?](#)


3

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

Step 3: Once logged in, choose how you would like to view available appointments – calendar or list view.

(The first time you log in, your account will automatically default to calendar view. If you select the list view, the next time you log in, your account will default to list view)

Slots Remaining



APRIL 2022

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11 9 am - 9:30 am 9:00AM Curbside Pick up 9:30 am - 10 am 9:30AM Curbside Pick up	12	13	14	15
18	19 12:30 pm - 1 pm 12:30PM Curbside Pick up	20	21	22
25	26	27	28	29

Calendar view is currently shown above

Step 4: Click on the day you wish to schedule an appointment. Only available appointments will show.

Slots Remaining ▾

FILTERS



APRIL 2022

Monday

Tuesday

Wednesday

Thursday

Friday

4

5

6

7

1

8

11

9 am - 9:30 am
9:00AM Curbside Pick up

9:30 am - 10 am
9:30AM Curbside Pick up

12

13

14

15

18

19

12:30 pm - 1 pm
12:30PM Curbside Pick up

20

21

22

25

26

27

28

29



Step 5: Find the appointment time you would like to schedule and click “Sign Up”.

MONDAY, 4/11/2022 ✕

9:00 AM
9:00AM Curbside Pick up

🕒 Mon, April 11, 9 am - 9:30 am (30 minutes) 👤 2 slots remaining

📍 5825 Burlington Loop Pasco, WA 99301

SIGN UP

Sign Up:

1. To sign up for this 9:00am Curbside Pick Up appointment, please click on the "sign up" button.
2. A confirmation email will be sent to you once you have successfully registered for the appointment. If you are unsure if your registration was successful please call (509) 252-6288.
3. If you need to cancel your appointment please call your Second Harvest Agency Relations Representative or (509) 252-6288.

9:30 AM
9:30AM Curbside Pick up


🕒 Mon, April 11, 9:30 am - 10 am (30 minutes) 👤 2 slots remaining

📍 5825 Burlington Loop Pasco, WA 99301

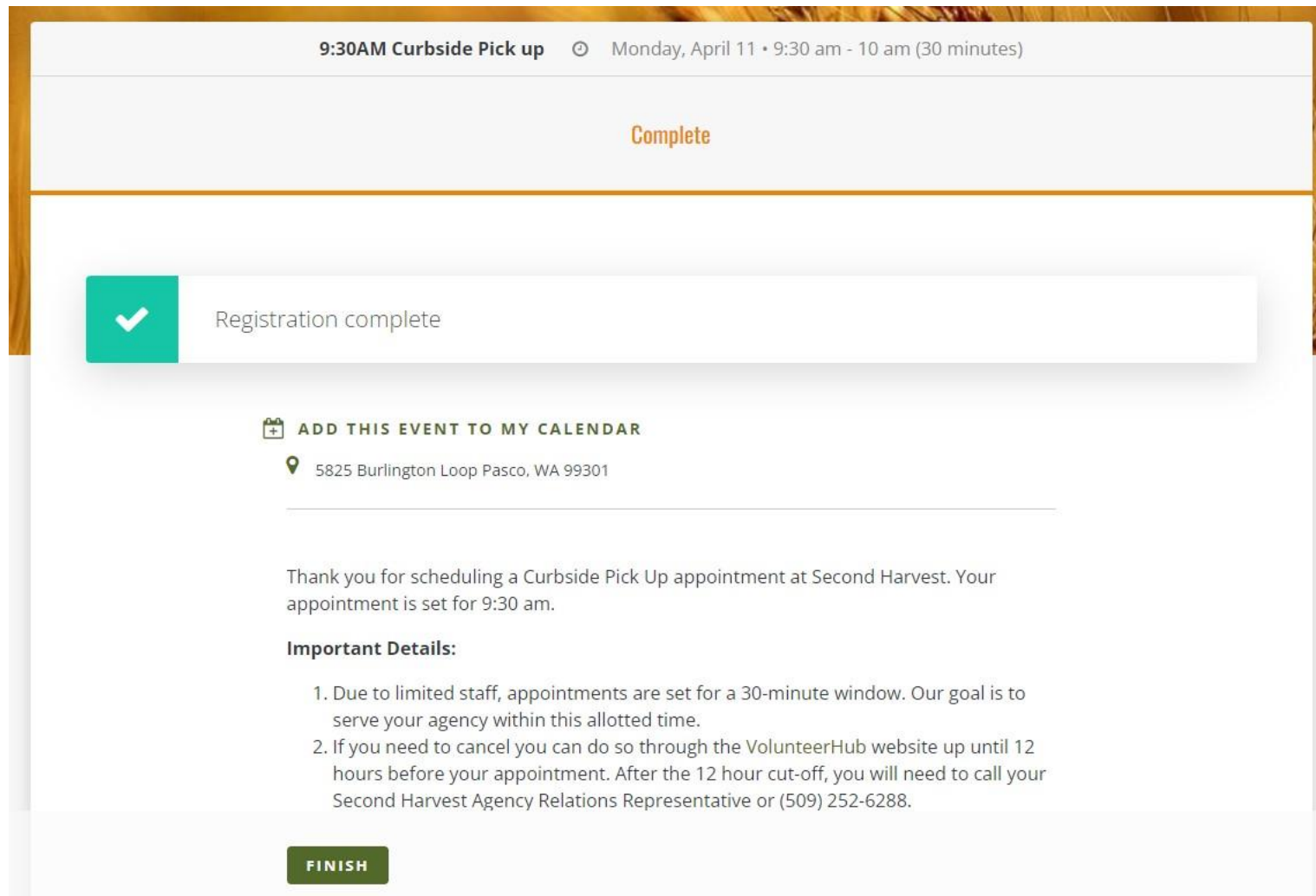
SIGN UP

Sign Up:

1. To sign up for this 9:30am Curbside Pick Up appointment, please click on the "sign up" button.
2. A confirmation email will be sent to you once you have successfully registered for the appointment. If you are unsure if your registration was successful please call (509) 252-6288.
3. If you need to cancel your appointment please call your Second Harvest Agency Relations Representative or (509) 252-6288.



Step 6: Congratulations, you have scheduled a Curbside Pick Up appointment! Be sure to read ALL event details before selecting “Finish”. A confirmation message will also be sent to your email. If you did not receive a confirmation email – you did not register for the pick up time – please double check.





The screenshot shows a confirmation page for a "9:30AM Curbside Pick up" on Monday, April 11, from 9:30 am to 10 am (30 minutes). The page is marked as "Complete" in orange text. A green checkmark icon is next to the text "Registration complete". Below this, there is a section titled "ADD THIS EVENT TO MY CALENDAR" with a calendar icon, followed by the address "5825 Burlington Loop Pasco, WA 99301". A horizontal line separates this from a thank-you message: "Thank you for scheduling a Curbside Pick Up appointment at Second Harvest. Your appointment is set for 9:30 am." Below the message is a section titled "Important Details:" with two numbered points: "1. Due to limited staff, appointments are set for a 30-minute window. Our goal is to serve your agency within this allotted time." and "2. If you need to cancel you can do so through the VolunteerHub website up until 12 hours before your appointment. After the 12 hour cut-off, you will need to call your Second Harvest Agency Relations Representative or (509) 252-6288." At the bottom of the page is a green button labeled "FINISH".

9:30AM Curbside Pick up ⌚ Monday, April 11 • 9:30 am - 10 am (30 minutes)

Complete

✓ Registration complete

 **ADD THIS EVENT TO MY CALENDAR**

 5825 Burlington Loop Pasco, WA 99301

Thank you for scheduling a Curbside Pick Up appointment at Second Harvest. Your appointment is set for 9:30 am.

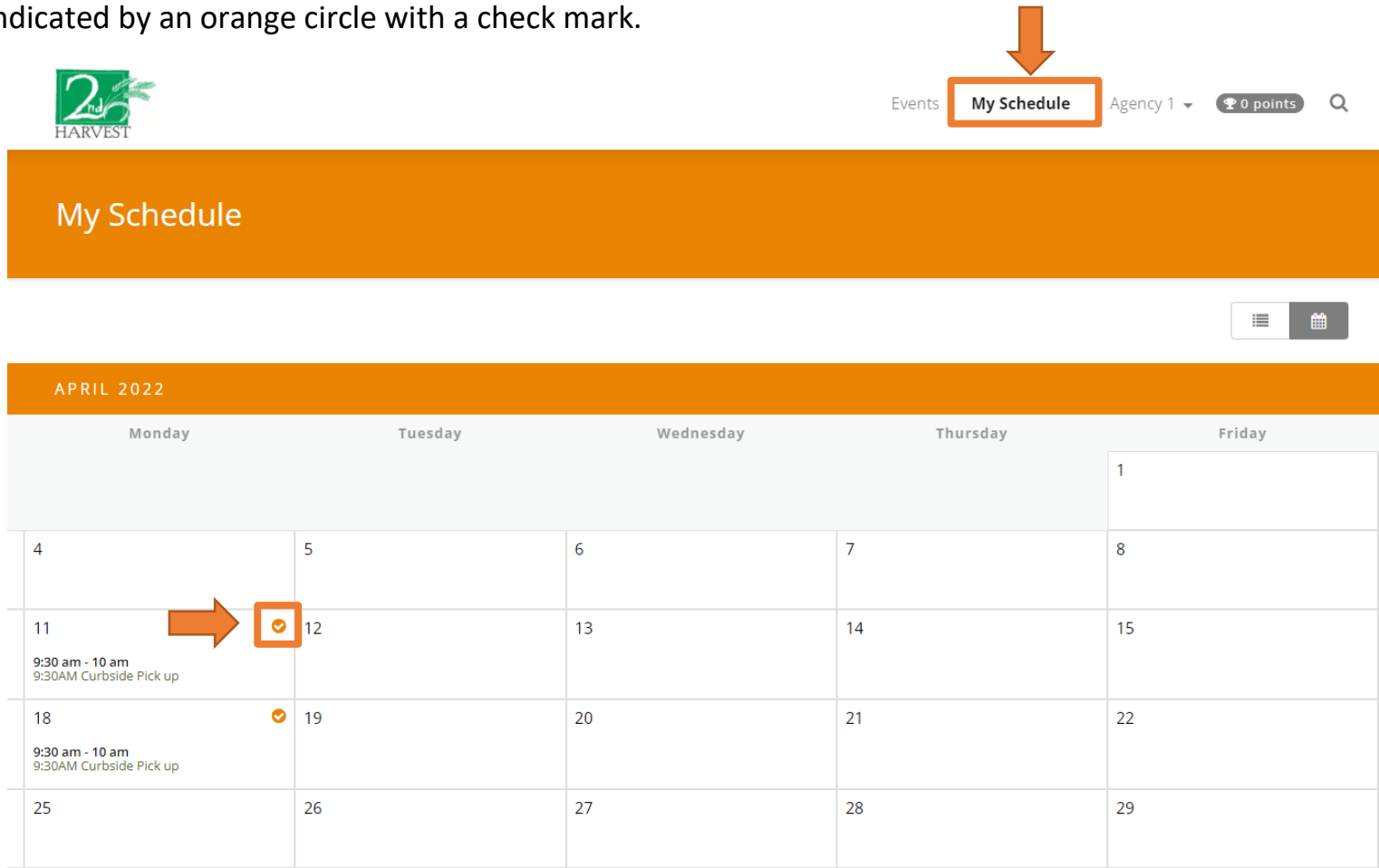
Important Details:

1. Due to limited staff, appointments are set for a 30-minute window. Our goal is to serve your agency within this allotted time.
2. If you need to cancel you can do so through the VolunteerHub website up until 12 hours before your appointment. After the 12 hour cut-off, you will need to call your Second Harvest Agency Relations Representative or (509) 252-6288.

FINISH

Viewing & Cancelling Appointments

Step 7: You can view all your scheduled appointments by clicking “My Schedule”. Scheduled appointments are also indicated by an orange circle with a check mark.



The screenshot shows the 'My Schedule' page. At the top left is the '2nd HARVEST' logo. To the right, there are navigation options: 'Events', 'My Schedule' (highlighted with an orange box and an arrow pointing to it), 'Agency 1', '0 points', and a search icon. Below this is a large orange header with the text 'My Schedule'. Underneath are two icons: a list icon and a calendar icon. The main content is a calendar for 'APRIL 2022' with columns for Monday, Tuesday, Wednesday, Thursday, and Friday. The calendar shows dates from 1 to 29. On Monday, April 11, there is an appointment from 9:30 am to 10 am for '9:30AM Curbside Pick up', indicated by an orange circle with a checkmark. On Monday, April 18, there is another appointment from 9:30 am to 10 am for '9:30AM Curbside Pick up', also indicated by an orange circle with a checkmark. An orange arrow points to the checkmark on April 11.

Step 8: To see the details of your appointment or to cancel your appointment, select the appointment day on the calendar.

APRIL 2022				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11 9:30 am - 10 am 9:30AM Curbside Pick up	12	13	14	15
18 9:30 am - 10 am 9:30AM Curbside Pick up	19	20	21	22
25	26	27	28	29

Step 9: To cancel your appointment, click "Cancel Registration".

MONDAY, 4/11/2022

9:30 AM

9:30AM Curbside Pick up

Mon, April 11, 9:30 am - 10 am (30 minutes)

5825 Burlington Loop Pasco, WA 99301

You are registered for this event.

CANCEL REGISTRATION

Sign Up:

1. To sign up for this 9:30am Curbside Pick Up appointment, please click on the "sign up" button.
2. A confirmation email will be sent to you once you have successfully registered for the appointment. If you are unsure if your registration was successful please call (509) 252-6288.
3. If you need to cancel your appointment please call your Second Harvest Agency Relations Representative or (509) 252-6288.

Step 9.1 (To cancel from your email):

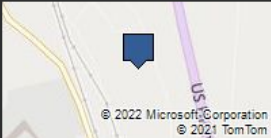
Open your email and find the appointment registration confirmation email. In the body of the email, click “Click here to cancel your registration”.

Event Registration Complete

You are now registered for the following event.

9:30AM Curbside Pick up

Time
Monday, April 18 9:30 AM - 10 AM



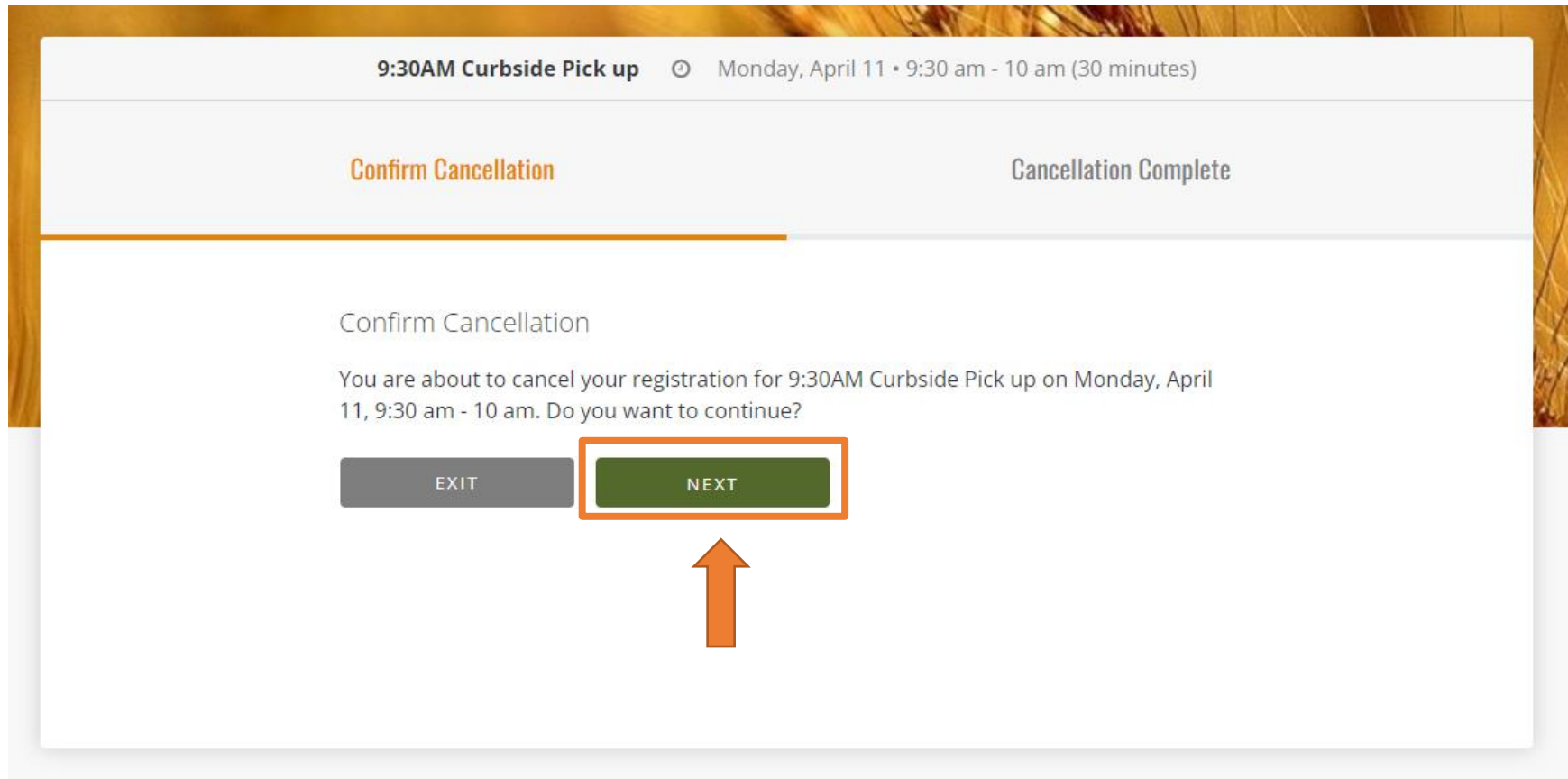
Location
5825 Burlington Loop Pasco, WA 99301

Attendee
Testy Test

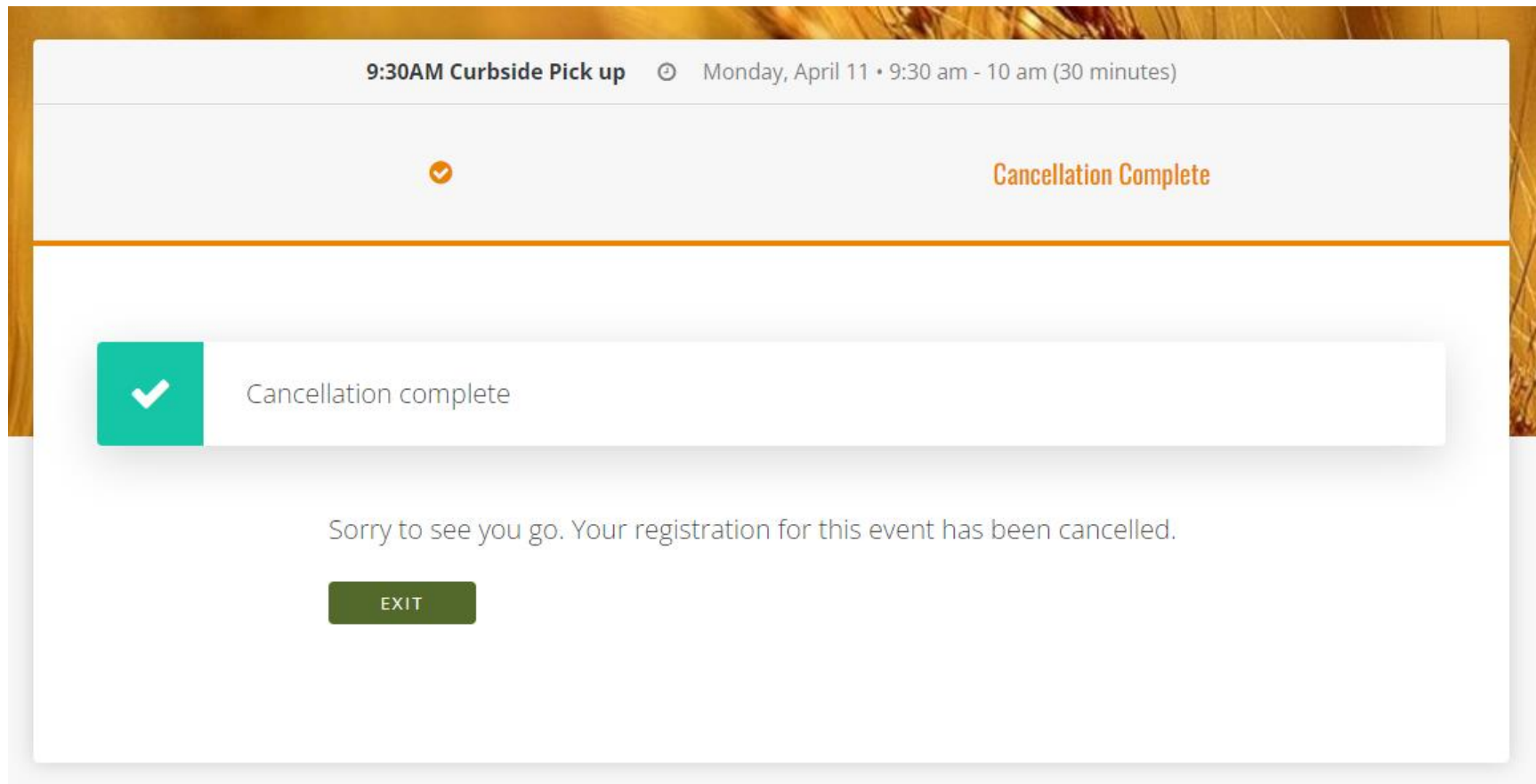
Need to cancel?
[Click here to cancel your registration.](#)

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

Step 10: A new window will appear asking you to confirm your cancellation, click “Next”.



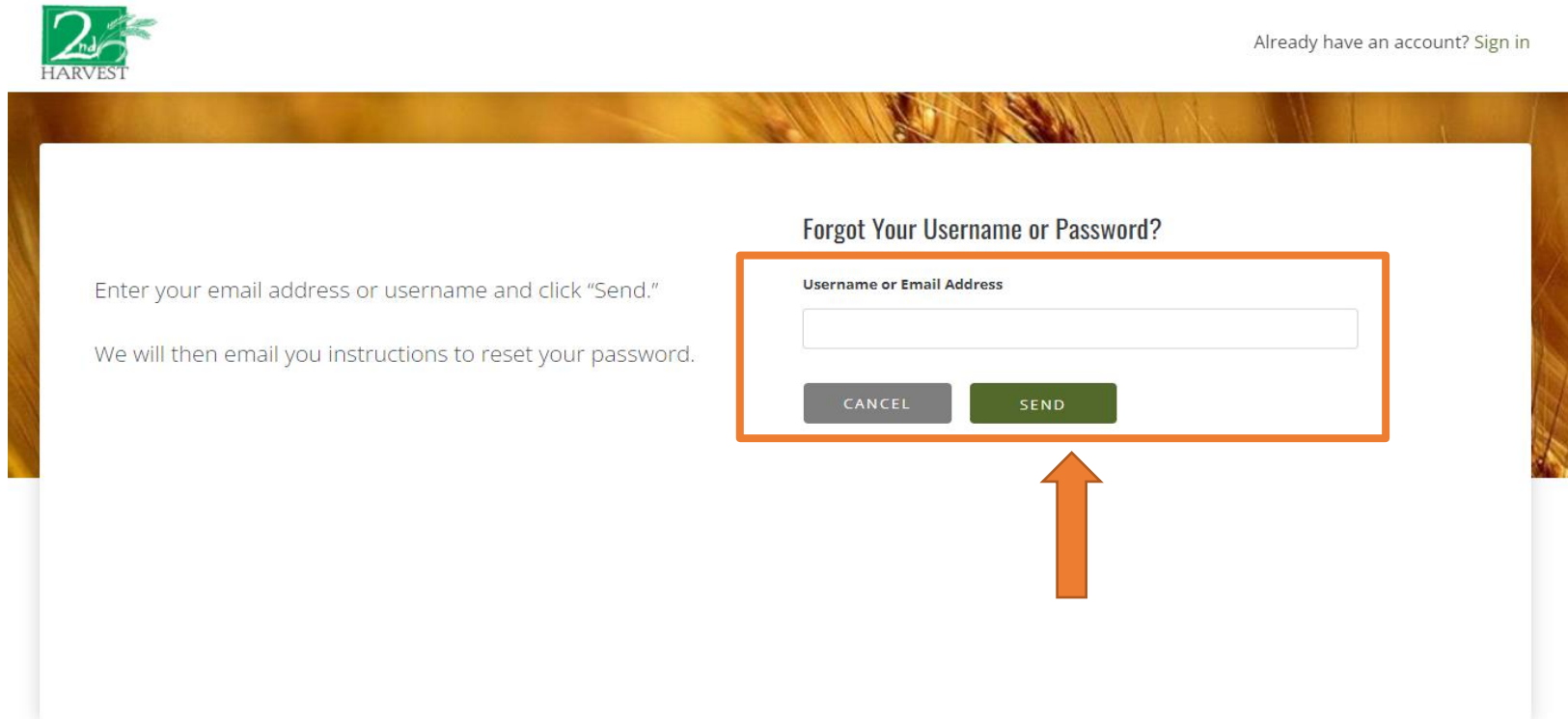
Step 11: A new window will appear showing your cancellation is complete. You will also receive a cancellation confirmation email. If you did not receive a cancellation email – you did not cancel your reservation – please double check.



Resetting Account Password

Step 2.1 (if you have forgotten your account password):

Input your username or the email associated with your account and click "Send". A link to reset your password will be sent to your accounts email. Follow the steps outlined in the email.



The screenshot shows the 'Forgot Your Username or Password?' form on the 2nd Harvest website. The form is titled 'Forgot Your Username or Password?' and contains a text input field labeled 'Username or Email Address'. Below the input field are two buttons: 'CANCEL' and 'SEND'. An orange arrow points to the 'SEND' button. To the left of the form, there is instructional text: 'Enter your email address or username and click "Send."' and 'We will then email you instructions to reset your password.' The 2nd Harvest logo is visible in the top left corner, and a link 'Already have an account? Sign in' is in the top right corner.

2nd
HARVEST

Already have an account? [Sign in](#)

Forgot Your Username or Password?

Username or Email Address

CANCEL SEND

Enter your email address or username and click "Send."
We will then email you instructions to reset your password.