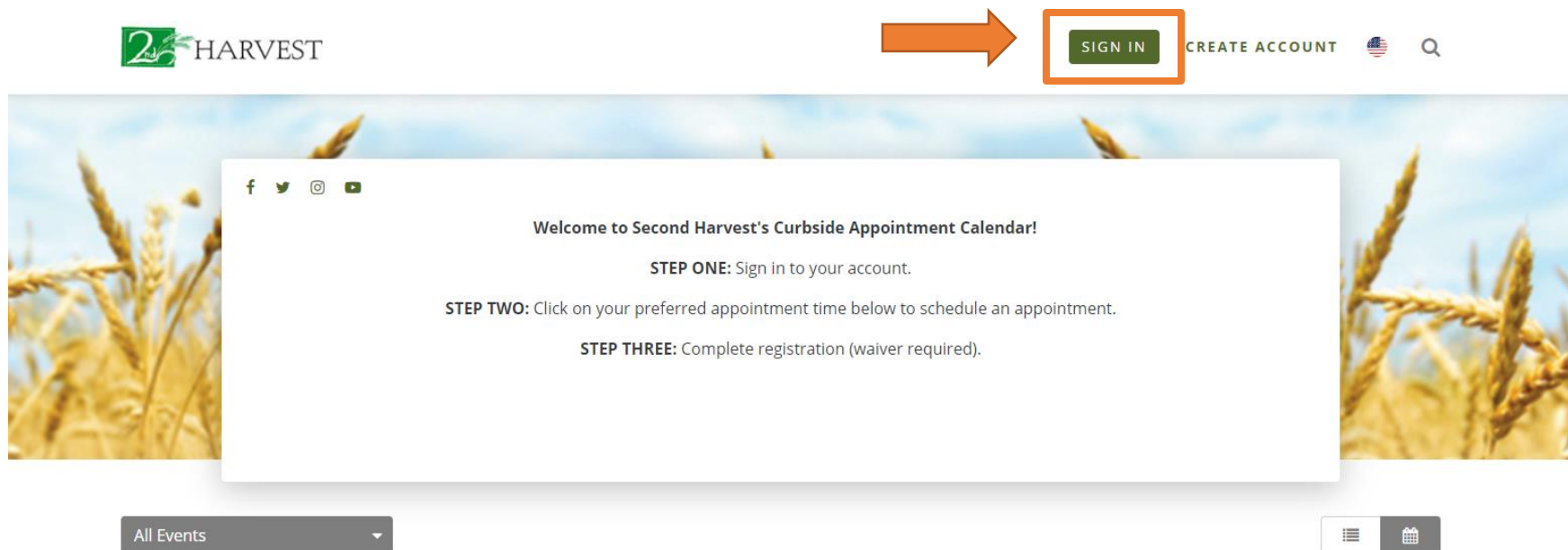


Agency VolunteerHub Guide: Account Navigation & Appointment Registration

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



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) 252-6285.

A screenshot of a web page titled "Sign In". The page has a white background with a blue sky and golden wheat stalks at the top. On the left, there is a welcome message and a note. On the right, there is a sign-in form with fields for "Username" and "Password", a "Keep me logged in" checkbox, a "Forgot Password or Username?" link, and a "SIGN IN" button. Three orange arrows with numbers 1, 2, and 3 point to the Username field, Password field, and SIGN IN button respectively. A fourth orange arrow points up to the "Forgot Password or Username?" link.

Welcome! Please sign in to view available appointment times. If you have trouble accessing your account please call (509) 252-6285.

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

Username

Password




Keep me logged in

[Forgot Password or Username?](#)

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)



All Events   

FEBRUARY 2021

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8 9 am - 9:30 am 9:00AM Curbside Pick Up	9 2:30 pm - 3 pm 2:30PM Curbside Pick Up	10	11	12
15 2:30 pm - 3 pm 2:30PM Curbside Pick Up	16	17	18	19
22	23	24	25	26


Calendar view is currently shown above

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

All Events  

FEBRUARY 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6
8 9 am - 9:30 am 9:00AM Curbside Pick Up 2:30 pm - 3 pm 2:30PM Curbside Pick Up	9 2:30 pm - 3 pm 2:30PM Curbside Pick Up	10	11	12	13
15 2:30 pm - 3 pm 2:30PM Curbside Pick Up	16	17	18	19	20
22	23	24	25	26	27



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

MONDAY, 2/8/2021

9:00 AM
9:00AM Curbside Pick Up

🕒 Mon, February 8, 9 am - 9:30 am (30 minutes) 👤 2 slots remaining **SIGN UP**

📍 1234 E Front Ave, Spokane WA 99202

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) 252-6285.
3. If you need to cancel your appointment please call your Second Harvest Agency Relations Representative or (509) 252-6285.

2:30 PM
2:30PM Curbside Pick Up

🕒 Mon, February 8, 2:30 pm - 3 pm (30 minutes) 👤 2 slots remaining **SIGN UP**

📍 1234 E Front Ave, Spokane WA 99202

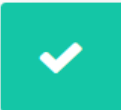
Sign Up:


1. To sign up for this 2:30pm 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) 252-6285.
3. If you need to cancel your appointment please call your Second Harvest Agency Relations Representative or (509) 252-6285.


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.

2:30PM Curbside Pick Up ⓘ Monday, February 8 • 2:30 pm - 3 pm (30 minutes)

Complete

 Registration complete

 **ADD THIS EVENT TO MY CALENDAR**

 1234 E Front Ave, Spokane WA 99202

Thank you for scheduling a Curbside Pick Up appointment at Second Harvest. Your appointment is set for 2:30pm.

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. Masks are **REQUIRED** inside the building.
3. 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

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.



Events

My Schedule

Agency 1

0 points



My Schedule

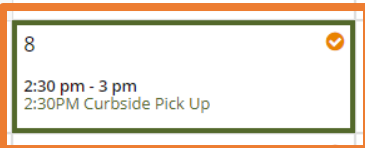



FEBRUARY 2021

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8 2:30 pm - 3 pm 2:30PM Curbside Pick Up	9 ✓	10	11	12
15 2:30 pm - 3 pm 2:30PM Curbside Pick Up	16 ✓	17	18	19
22	23	24	25	26

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

FEBRUARY 2021				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8 2:30 pm - 3 pm 2:30PM Curbside Pick Up	9	10	11	12
15 2:30 pm - 3 pm 2:30PM Curbside Pick Up	16	17	18	19
22	23	24	25	26



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

MONDAY, 2/8/2021

2:30 PM

2:30PM Curbside Pick Up

🕒 Mon, February 8, 2:30 pm - 3 pm (30 minutes)

📍 1234 E Front Ave, Spokane WA 99202

👤 You are registered for this event.

CANCEL REGISTRATION

Sign Up:

1. To sign up for this 2:30pm 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) 252-6285.
3. If you need to cancel your appointment please call your Second Harvest Agency Relations Representative or (509) 252-6285.

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”.

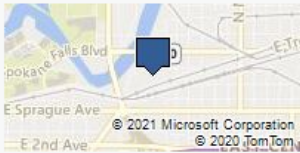
Event Registration Complete

You are now registered for the following event.

2:30PM Curbside Pick Up

Time

Monday, February 8 2:30 PM - 3 PM

**Location**

1234 E Front Ave, Spokane WA 99202

Attendee

Gage Catheran

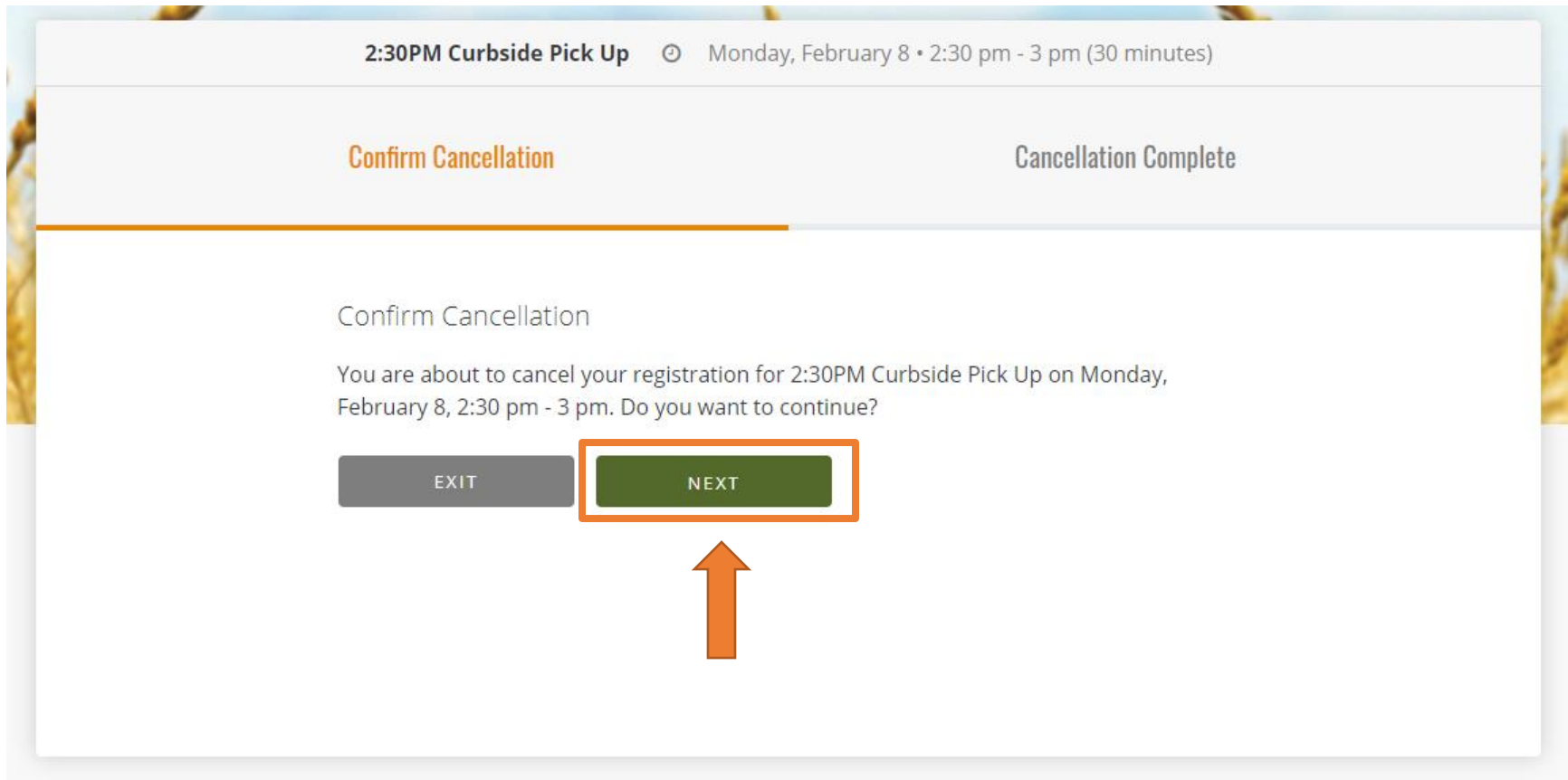
Need to cancel?

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

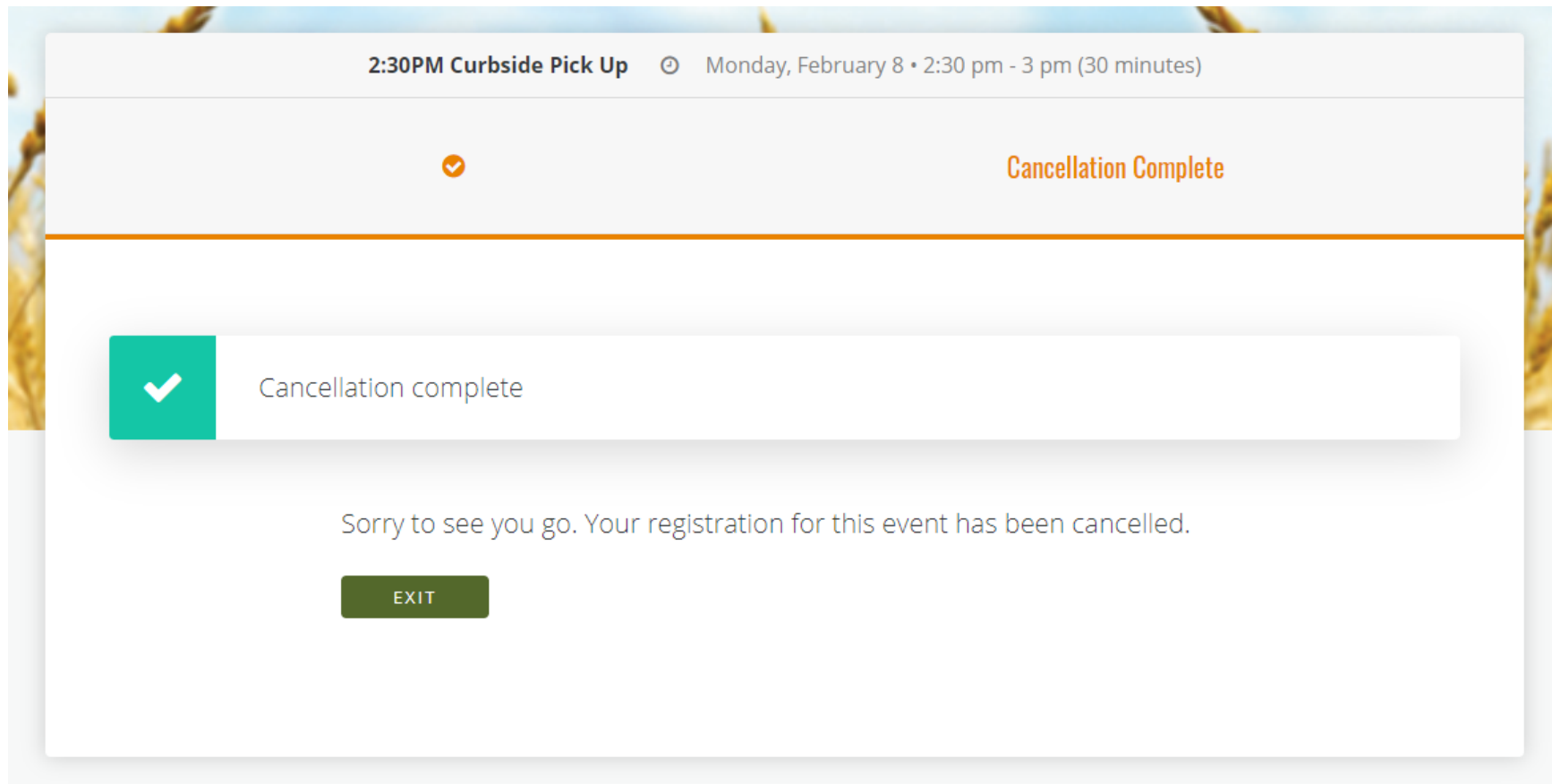
**Add to Calendar**

[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.



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

The screenshot shows a web form titled "Forgot Your Username or Password?". On the left, there is instructional text: "Enter your email address or username and click 'Send.'" and "We will then email you instructions to reset your password." On the right, the form itself is highlighted with an orange border. It contains a label "Username or Email Address" above a text input field. Below the input field are two buttons: a grey "CANCEL" button and a green "SEND" button. A large orange arrow points upwards from the bottom center of the page towards the "SEND" button.