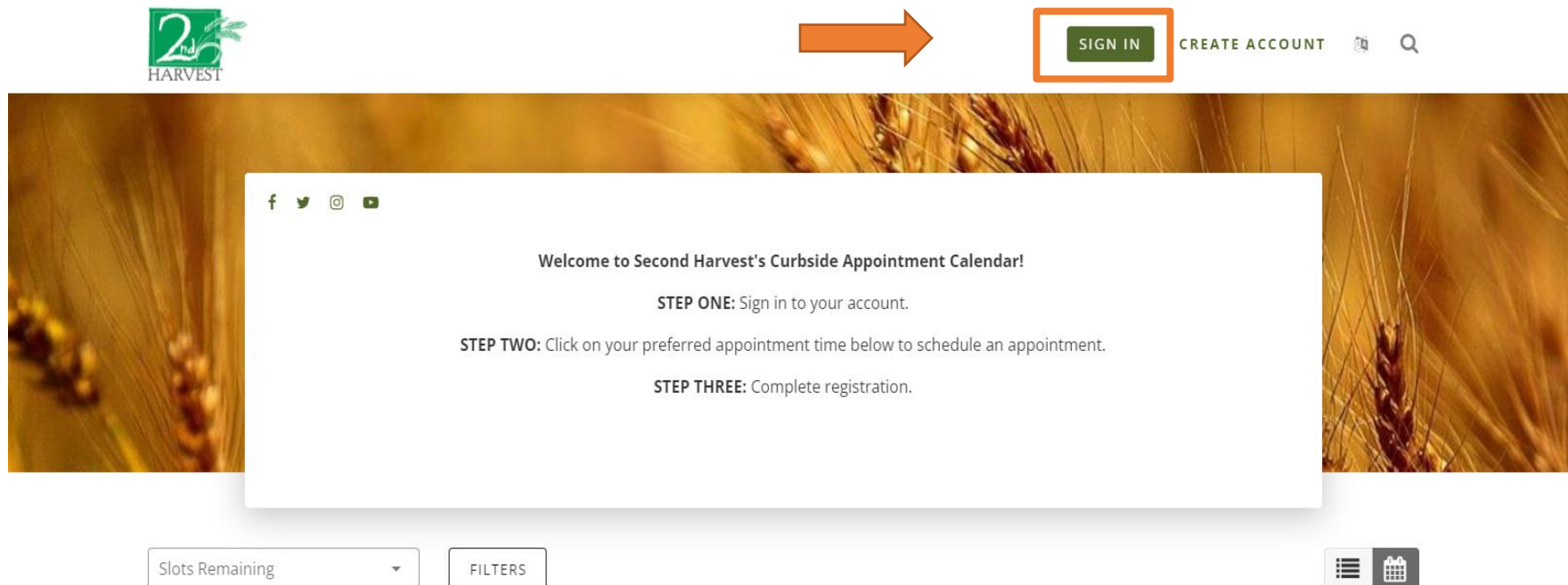
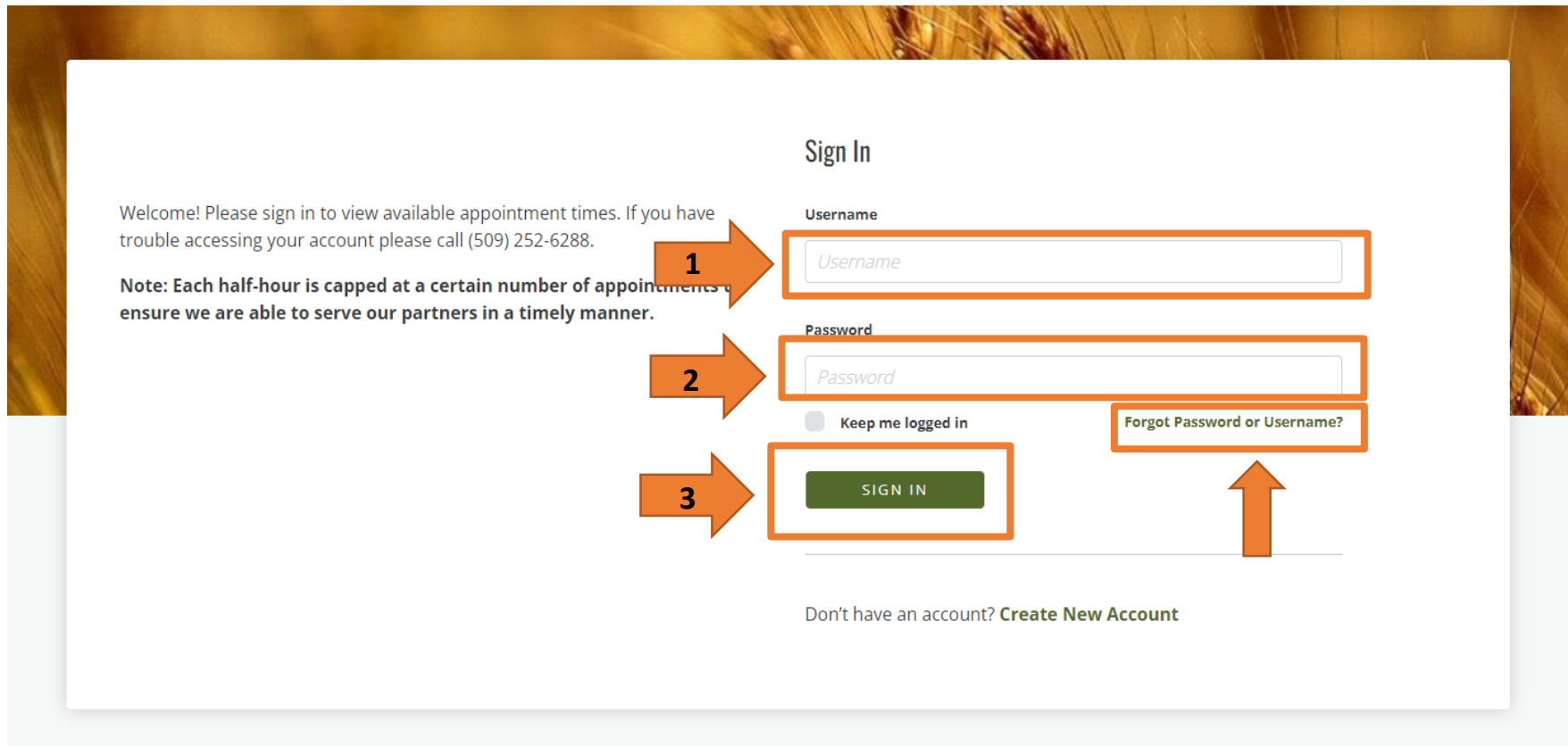


Agency VolunteerHub Guide: Account Navigation & Appointment Registration

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



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.



The screenshot shows a "Sign In" form with the following elements:

- 1**: An orange arrow points to the "Username" input field.
- 2**: An orange arrow points to the "Password" input field.
- 3**: An orange arrow points to the "SIGN IN" button.

Additional form elements include:



- A "Keep me logged in" checkbox.
- A "Forgot Password or Username?" link.
- A "Don't have an account? [Create New Account](#)" link at the bottom.

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 ▾

FILTERS






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.

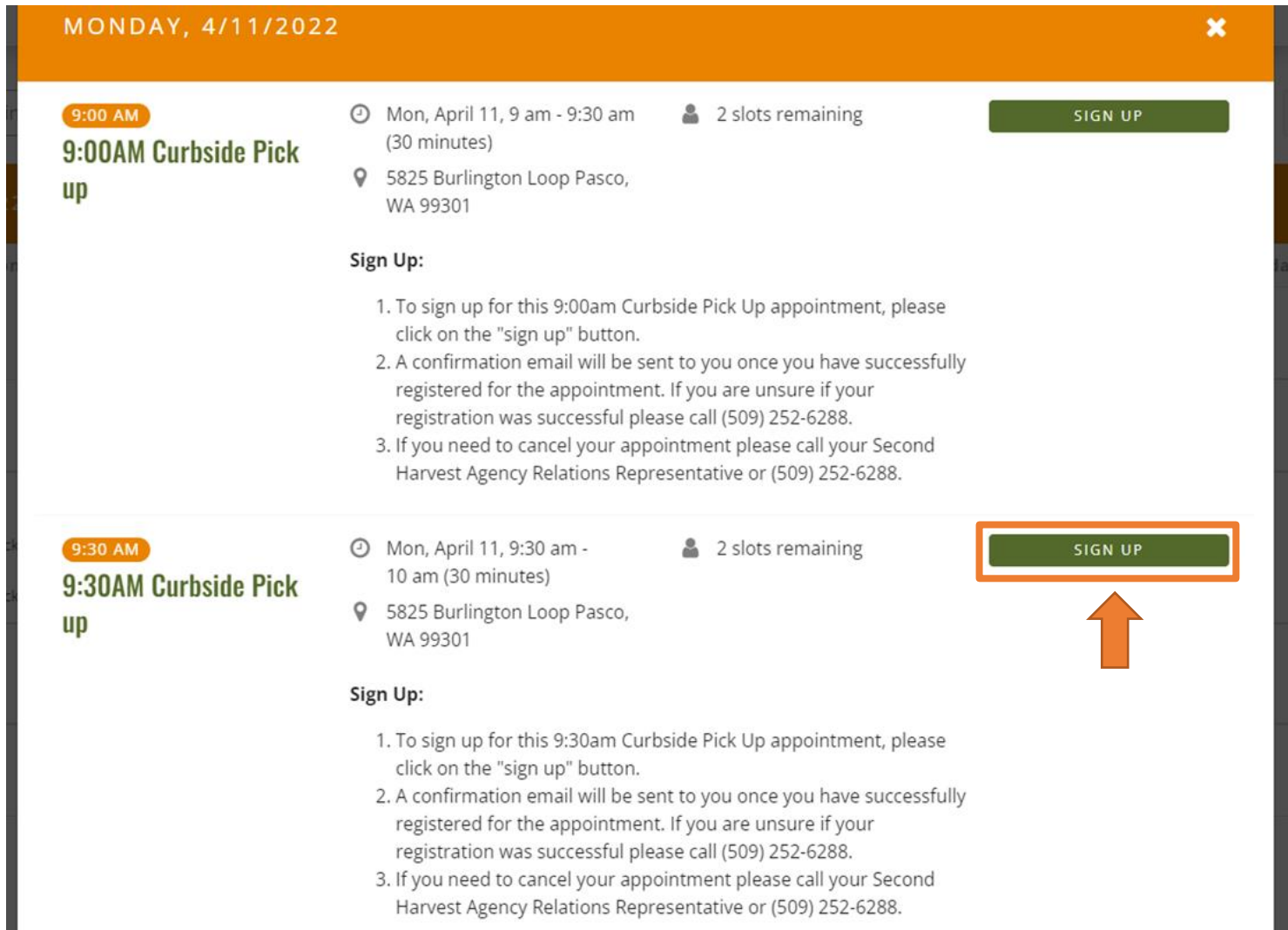
Slots Remaining  

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	2	13	14	15
18	9 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:

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

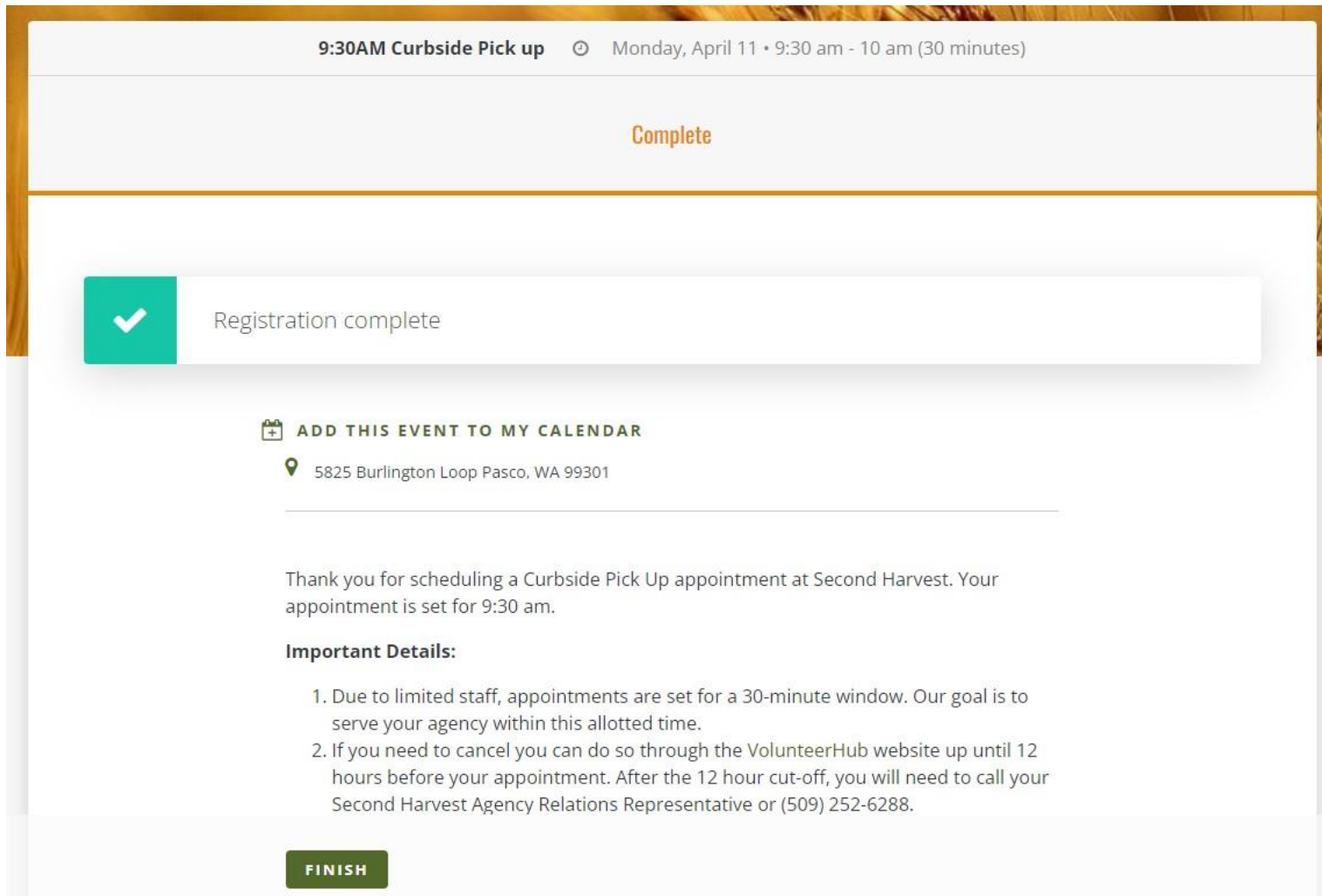
Mon, April 11, 9:30 am - 10 am (30 minutes) 2 slots remaining

5825 Burlington Loop Pasco, WA 99301

Sign Up:


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.




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.

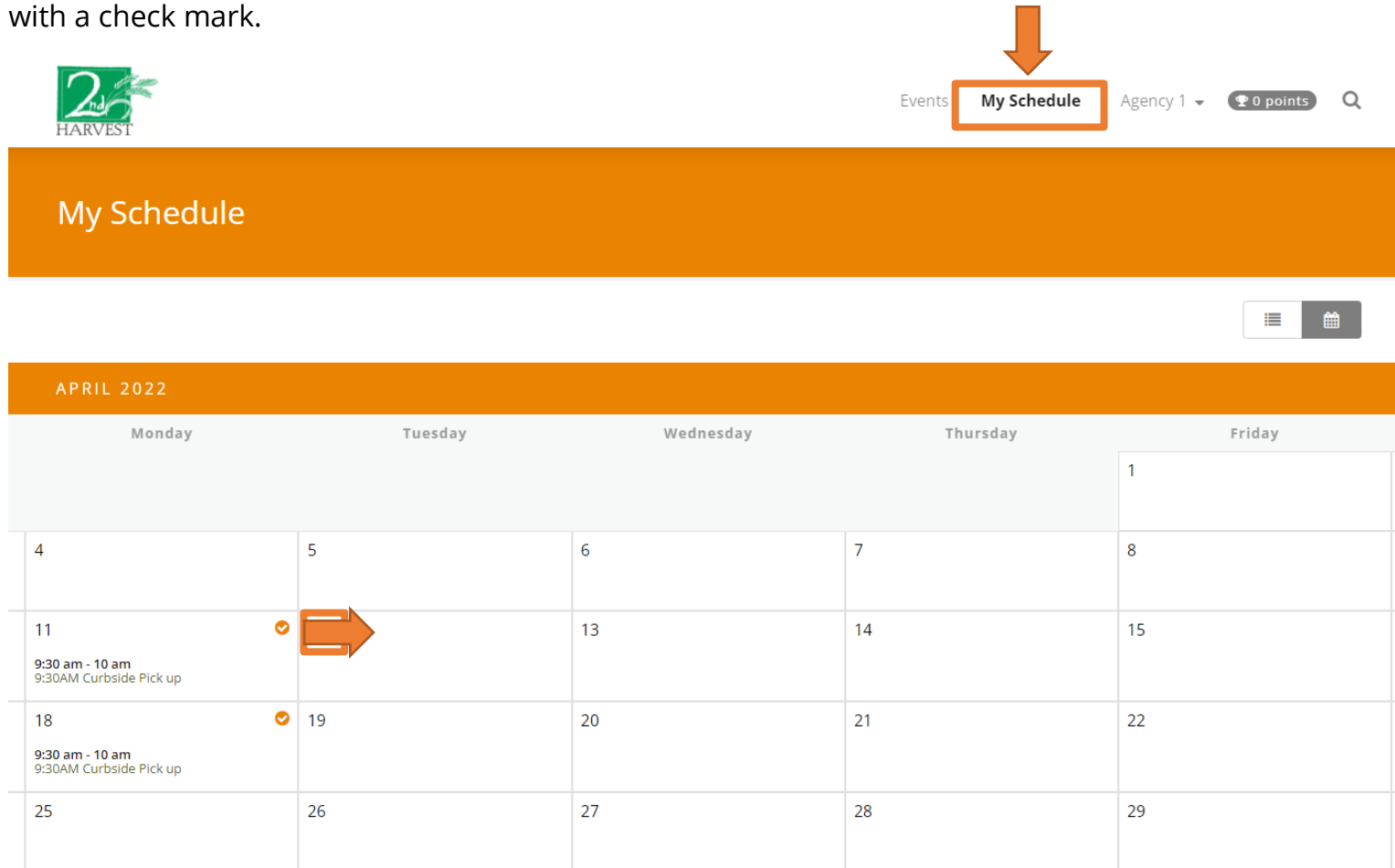
Important Details:

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.




Events **My Schedule** Agency 1 0 points

My Schedule

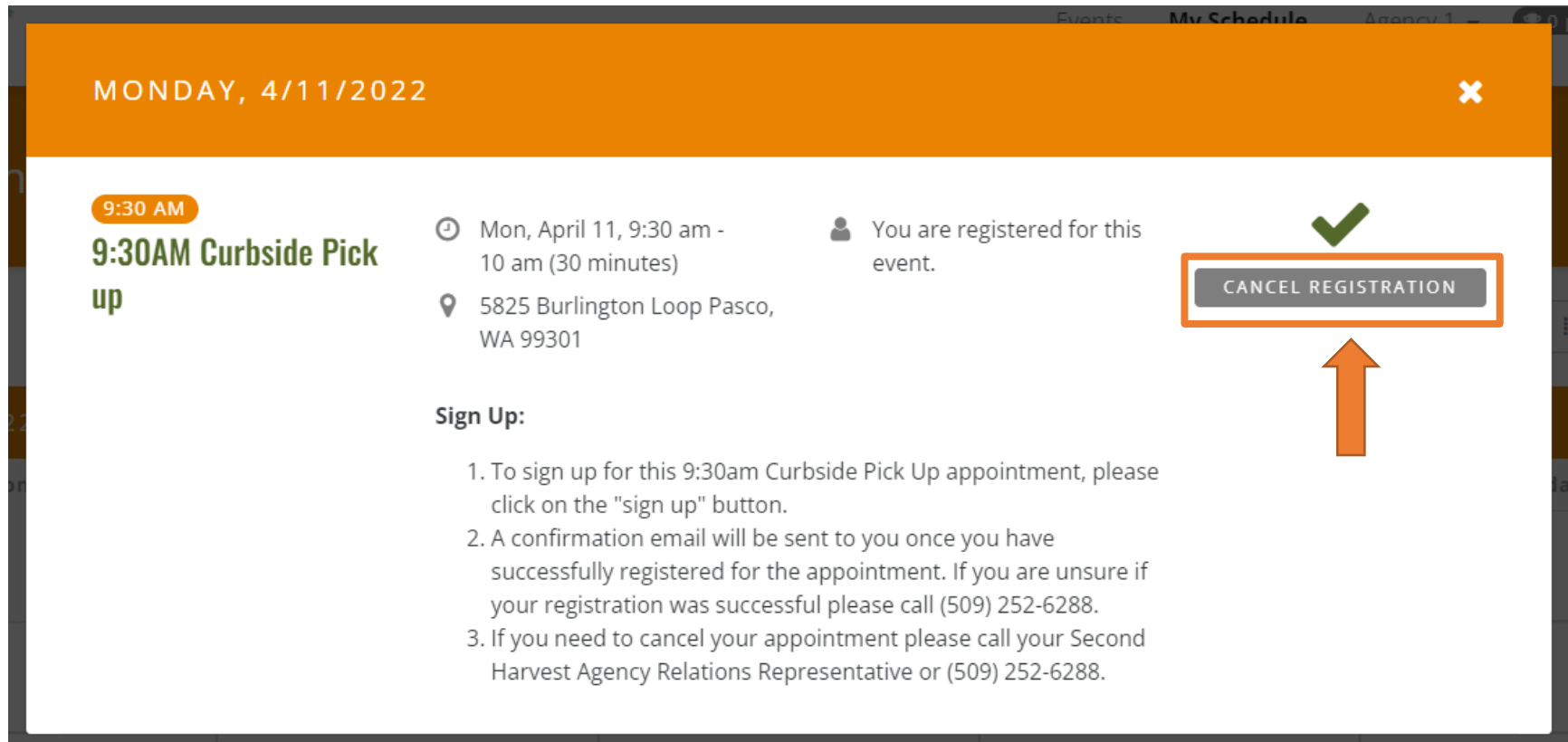
APRIL 2022

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

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
<div style="border: 2px solid orange; padding: 5px;"> 11 9:30 am - 10 am 9:30AM Curbside Pick up </div>	 12	13	14	15
18	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

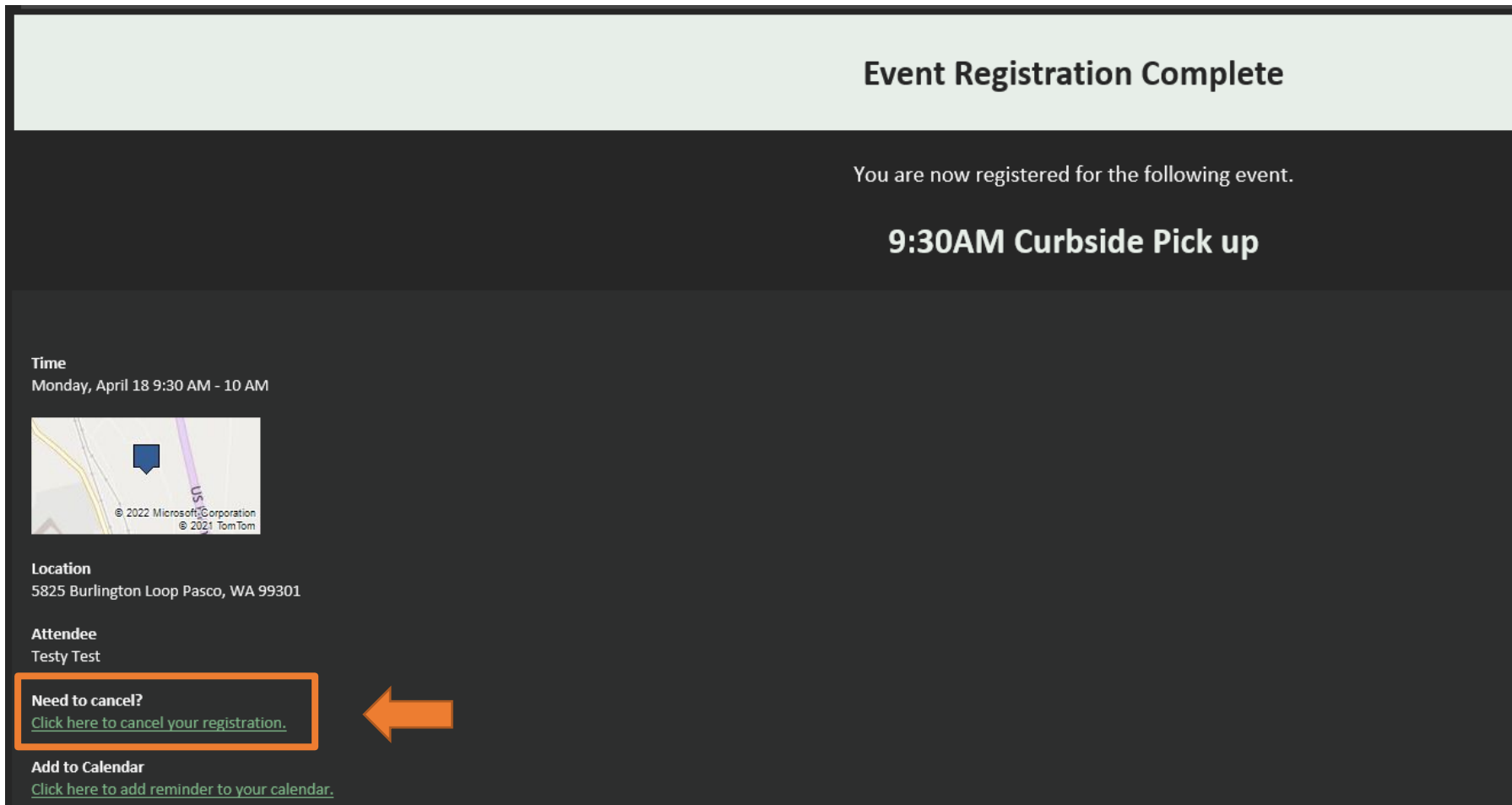
You are registered for this event.

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”.

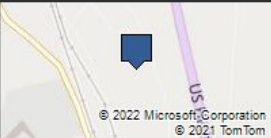


Event Registration Complete

You are now registered for the following event.

9:30AM Curbside Pick up

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



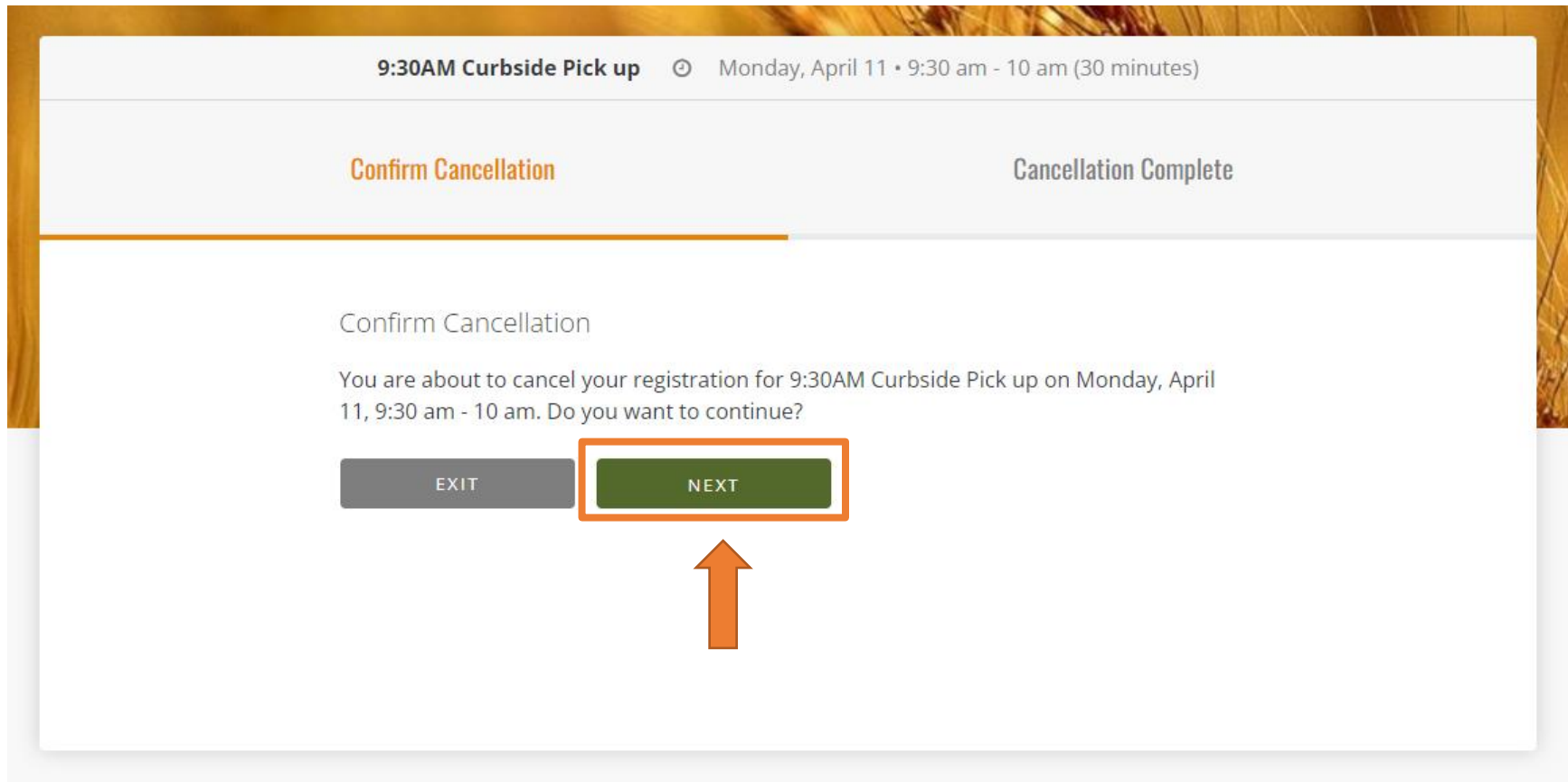
Location
5825 Burlington Loop Pasco, WA 99301

Attendee
Testy Test

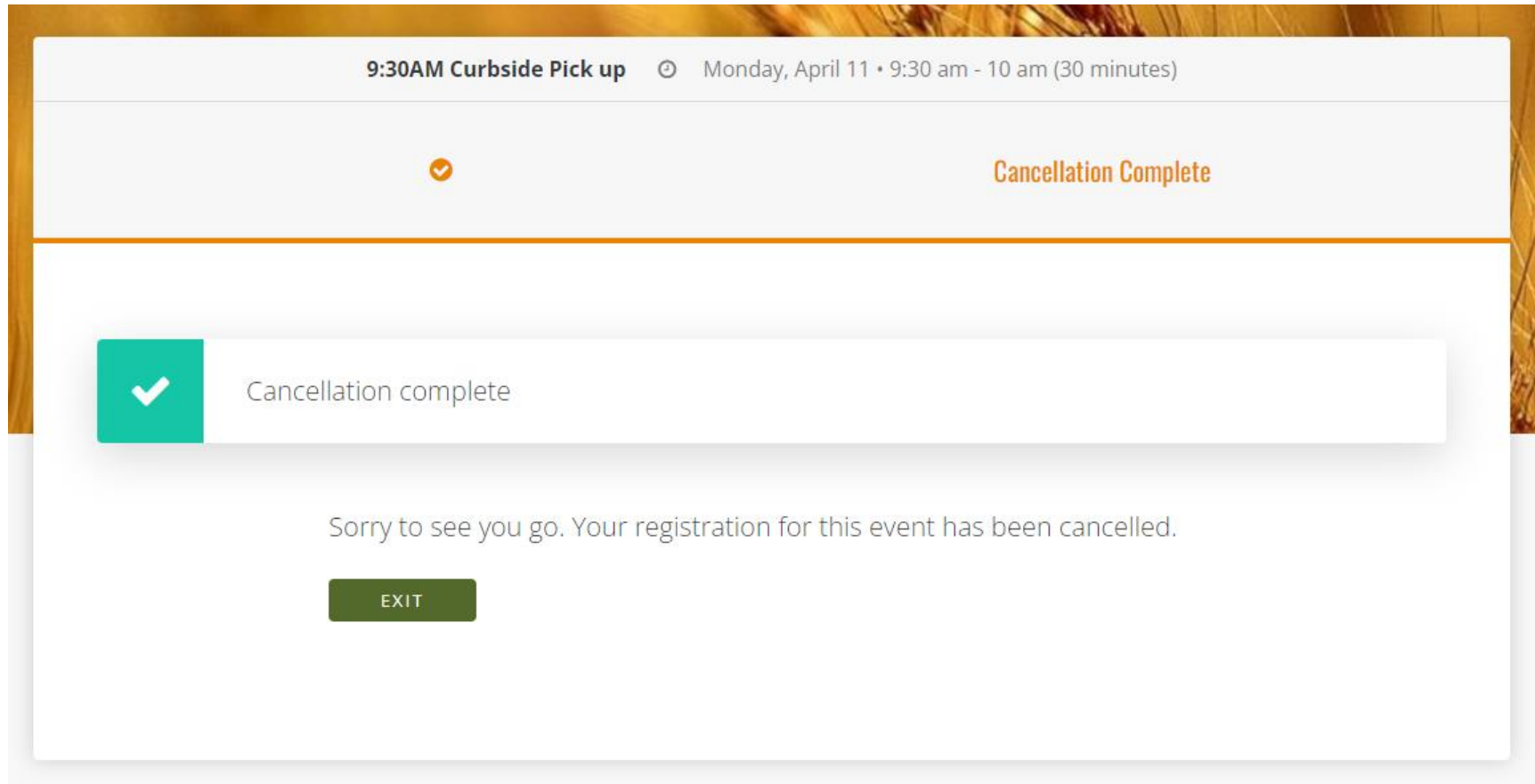
Need to cancel?
[Click here to cancel your registration.](#)

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”.

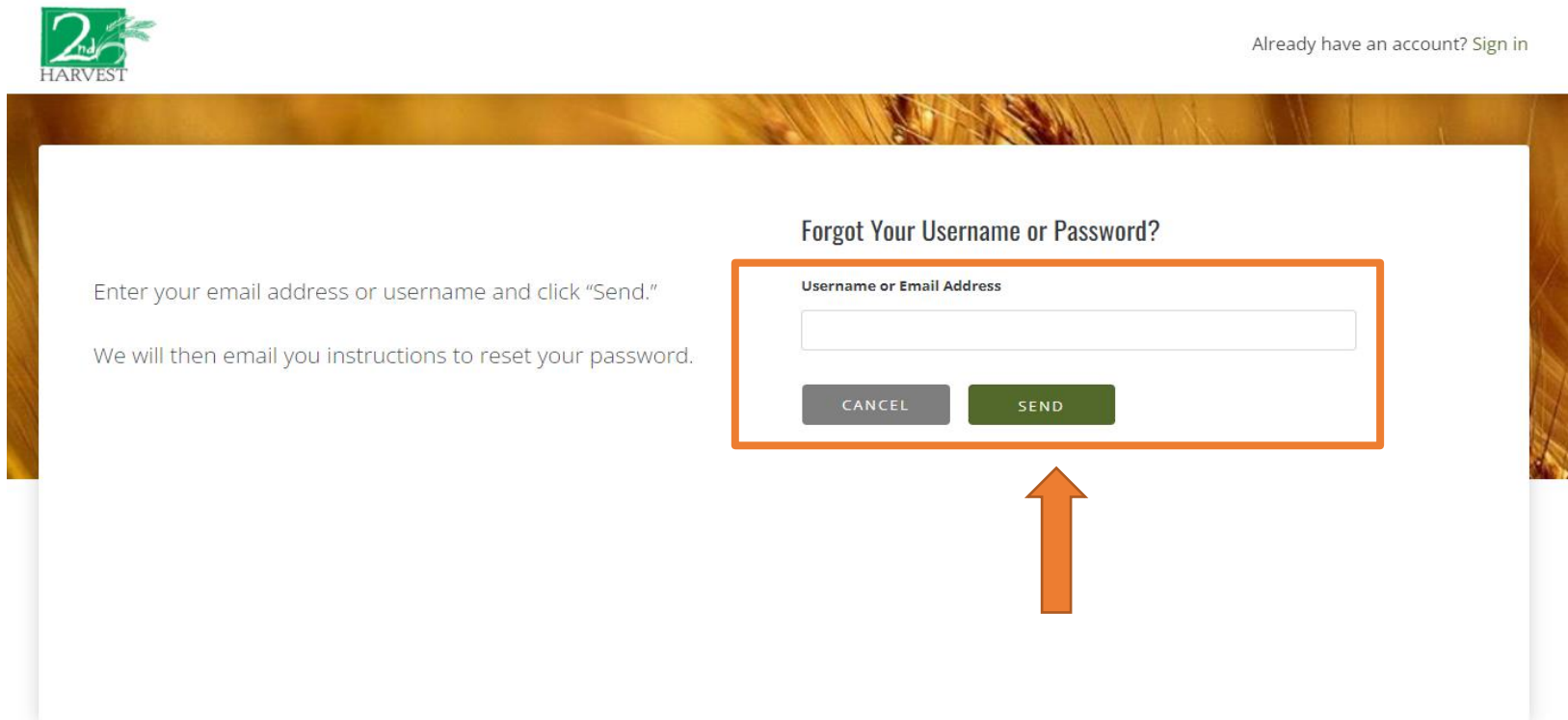



Step 11: A new window will appear showing your cancellation is complete. You will also receive a cancellation confirmation email. If you did not receive a cancellation email – you did not cancel your reservation – please double check.



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.



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

Forgot Your Username or Password?

Enter your email address or username and click “Send.”

We will then email you instructions to reset your password.

Username or Email Address