

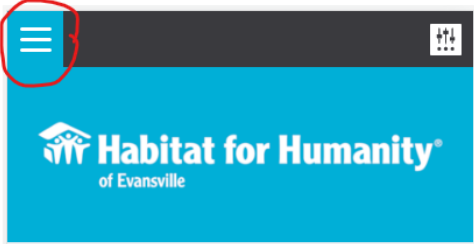
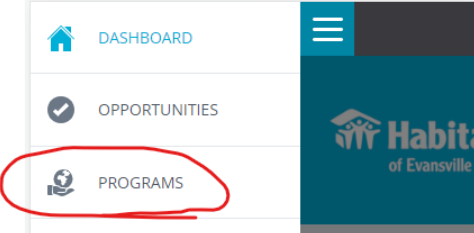
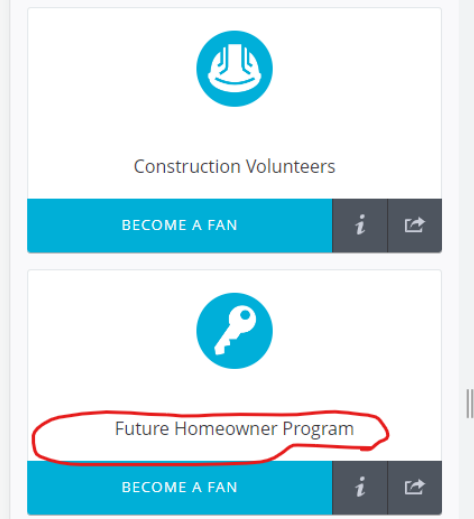
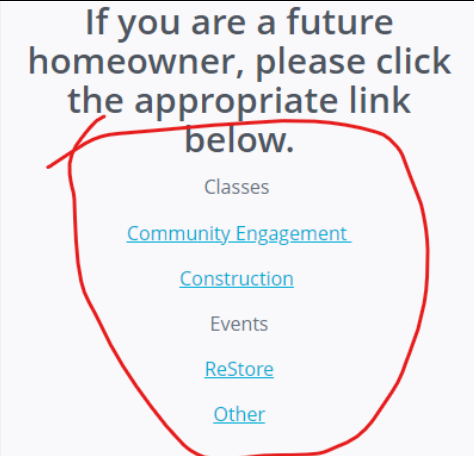
# Logging Sweat Equity Hours

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## Navigating to Sweat Equity Opportunities

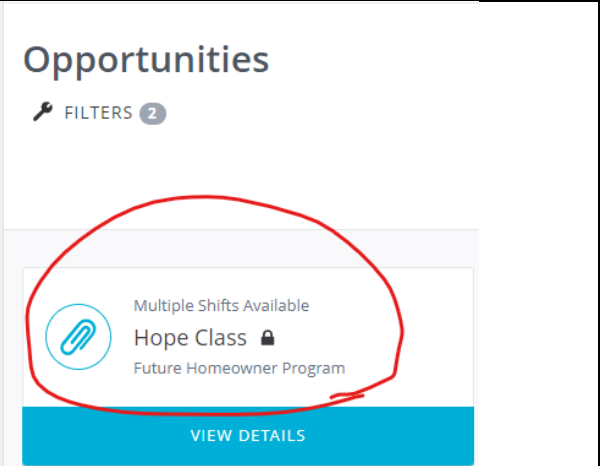
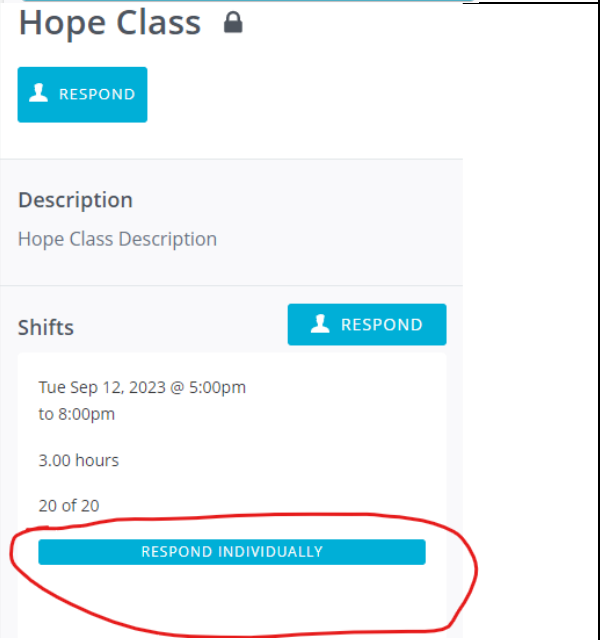
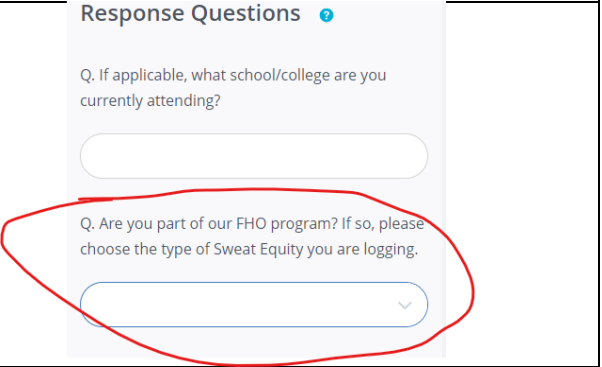
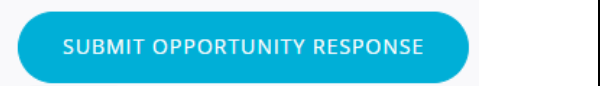
To navigate to the Future Homeowner Program page, follow the steps below. These steps must be completed before logging hours for any sweat equity categories.

1. Log into <a href="https://volunteer.evansvillehabitat.org/">https://volunteer.evansvillehabitat.org/</a>	
2. Click on the menu button in the top left.	
3. Click Programs.	
4. Click Future Homeowner Program.	
5. In the menu below “If you are a future homeowner, please click the appropriate link below”. Click the link for the type of hours you are looking for.	



# Classes

## 1) Sign up

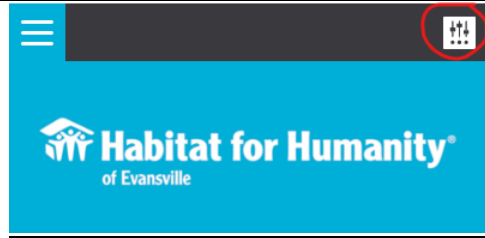
<p>a) Choose the class you would like to sign up for</p>	 <p>The screenshot shows the 'Opportunities' section of a website. At the top, there is a 'FILTERS 2' button. Below it, a card for 'Hope Class' is highlighted with a red circle. The card includes the text 'Multiple Shifts Available', 'Hope Class' with a lock icon, and 'Future Homeowner Program'. A blue button labeled 'VIEW DETAILS' is at the bottom of the card.</p>
<p>b) Click Respond Individually</p>	 <p>The screenshot shows the details for the 'Hope Class'. At the top, there is a 'RESPOND' button. Below it, the 'Description' section contains the text 'Hope Class Description'. The 'Shifts' section shows 'Tue Sep 12, 2023 @ 5:00pm to 8:00pm', '3.00 hours', and '20 of 20'. A blue button labeled 'RESPOND INDIVIDUALLY' is circled in red.</p>
<p>c) Scroll to the bottom until you reach the area that says, "Q. Are you part of the FHO program? If so, please choose the type of Sweat Equity you are logging"</p>	 <p>The screenshot shows the 'Response Questions' section. The first question is 'Q. If applicable, what school/college are you currently attending?' with a text input field. The second question, 'Q. Are you part of our FHO program? If so, please choose the type of Sweat Equity you are logging.', is circled in red and has a dropdown menu below it.</p>
<p>d) Choose Homeowner Classes</p>	
<p>e) Click Submit Opportunity Response</p>	 <p>The screenshot shows a large blue button labeled 'SUBMIT OPPORTUNITY RESPONSE'.</p>



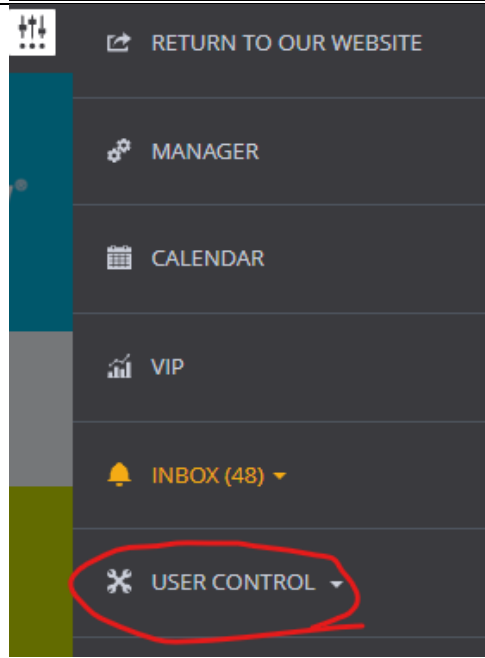
## 2) Check in

When you are ready to work, Log into <https://volunteer.evansvillehabitat.org/>.

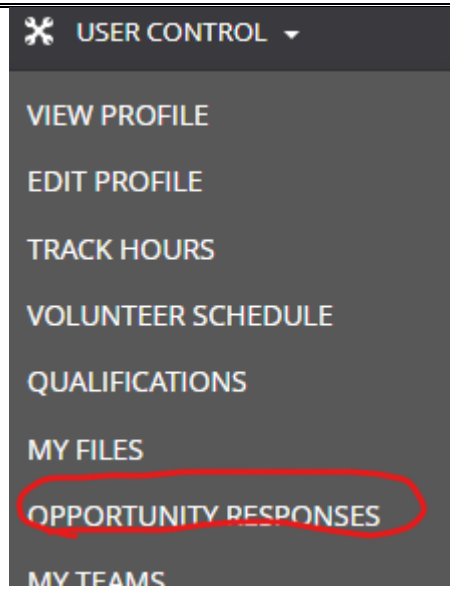
a) Click the top right menu



b) Click User Control



c) Click Opportunity Responses



d) Find the name of the class under the opportunity name column and swipe left until you find the Options column for that row

## My Responses

MENU

### Volunteer Responses

TABLE FILTER

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START
<a href="#">Hope Class</a>	<a href="#">Future Homeowner Program</a>	Sep 11, 2023	Sep 11, 2023 12:00pm
<a href="#">ReStore</a>	<a href="#">Future Homeowner</a>	Sep 8,	Sep 8, 2023

e) Click the dropdown menu and choose Check In/Out

### Volunteer Responses

TABLE FILTER

PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS
<a href="#">Future Homeowner Program</a>	Sep 11, 2023	Sep 11, 2023 12:00pm	Select an ac
<a href="#">Future</a>		Sep 8	

f) Leave the Check-in Time set to Check In Now

### Check-In Time\*

CHECK IN NOW

User Groups

CHECK-IN

CANCEL

g) Under User Groups, choose your Household group

User Groups

TMILLER TEST HOUSEHOLD X

h) Click Check-in. This automatically brings you to the Check-out screen for later.

User Groups

CHECK-IN

CANCEL

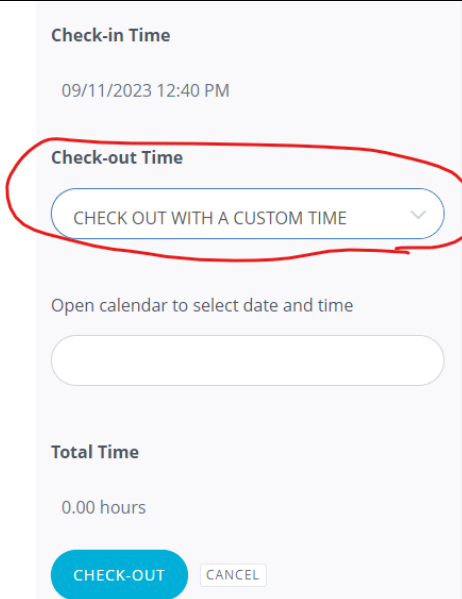
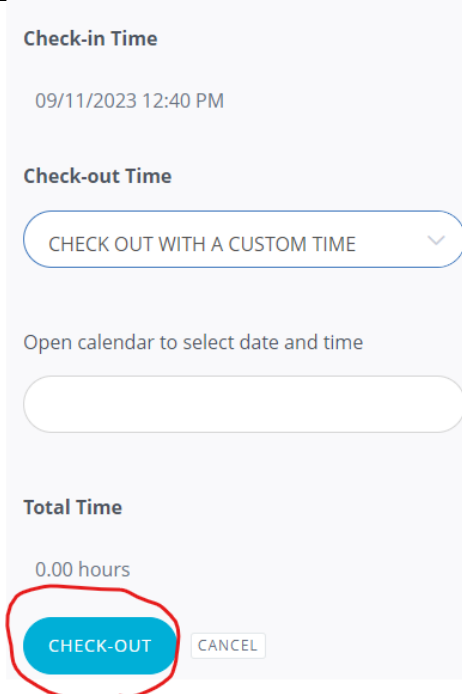
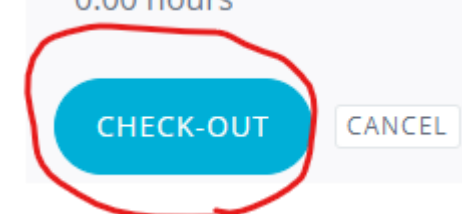




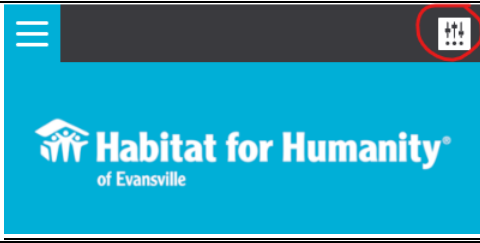
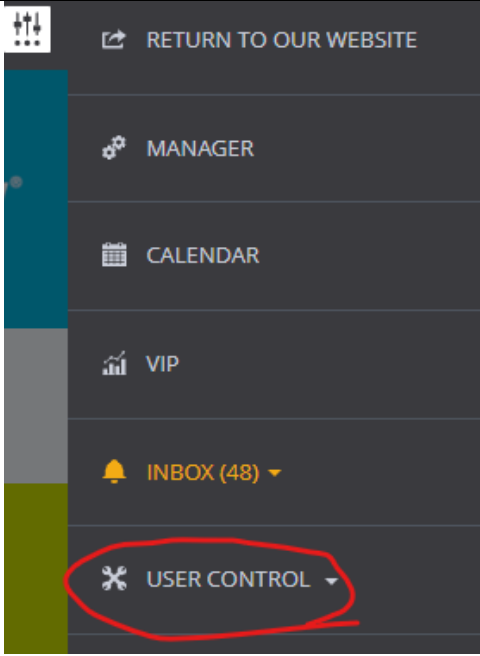
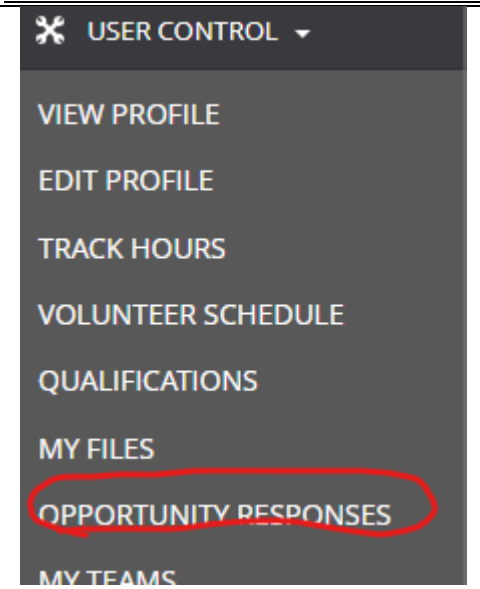
### 3) Check out

If you were not logged out from the check-out screen, go to **a**. If you were logged out go to **b**.

a) From the check-out screen

<p>i) Click the dropdown menu beneath Check-out Time and choose Check Out With a Custom Time.</p>	 <p>The screenshot shows a mobile application interface for checking out. At the top, it displays 'Check-in Time' as '09/11/2023 12:40 PM'. Below this is the 'Check-out Time' section, where a dropdown menu is open, showing the option 'CHECK OUT WITH A CUSTOM TIME' with a downward arrow. This dropdown menu is circled in red. Below the dropdown is a text prompt 'Open calendar to select date and time' and an empty input field. Further down, it shows 'Total Time' as '0.00 hours'. At the bottom, there are two buttons: a blue 'CHECK-OUT' button and a white 'CANCEL' button.</p>
<p>ii) Click Check-Out. <i>It will say there's an error, but this makes it fill in the correct time and date so you don't have to</i></p>	 <p>This screenshot is identical to the one above, showing the same check-out screen. In this step, the blue 'CHECK-OUT' button at the bottom is circled in red.</p>
<p>iii) Click Check-Out again</p>	 <p>This screenshot is identical to the previous ones, showing the check-out screen. In this step, the blue 'CHECK-OUT' button at the bottom is circled in red.</p>

b) If you were taken away from the Check-Out screen

<p>i) From your home screen, click the top right menu</p>	
<p>ii) Click User Control</p>	
<p>iii) Click Opportunity Responses</p>	

iv) Find the name of the class you signed up for under the opportunity name column and swipe left until you find the Options column for that row.

## My Responses

MENU

### Volunteer Responses

TABLE FILTER

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START
<a href="#">Hope Class</a>	<a href="#">Future Homeowner Program</a>	Sep 11, 2023	Sep 11, 2023 12:00pm
<a href="#">ReStore</a>	<a href="#">Future Homeowner</a>	Sep 8,	Sep 8, 2023

v) Click the dropdown menu and choose Check In/Out

### Volunteer Responses

TABLE FILTER

PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS
<a href="#">Future Homeowner Program</a>	Sep 11, 2023	Sep 11, 2023 12:00pm	Select an ac
<a href="#">Future</a>		Sep 8	

vi) Click Check Out With a Custom Time.

#### Check-in Time

09/11/2023 12:40 PM

#### Check-out Time

CHECK OUT WITH A CUSTOM TIME

Open calendar to select date and time

#### Total Time

0.00 hours

CHECK-OUT

CANCEL

vii) Click Check-Out. *It will say there's an error, but this makes it fill in the correct time and date so you don't have to.*

**Check-in Time**

09/11/2023 12:40 PM

**Check-out Time**

CHECK OUT WITH A CUSTOM TIME

Open calendar to select date and time

**Total Time**

0.00 hours

CHECK-OUT

CANCEL

viii) Click Check-Out again.

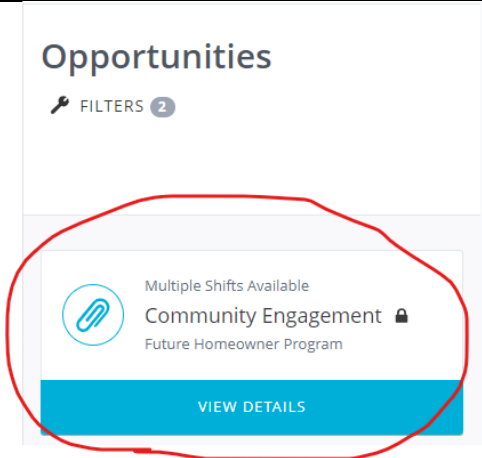
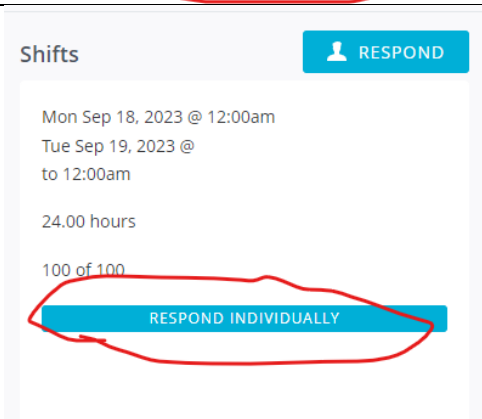
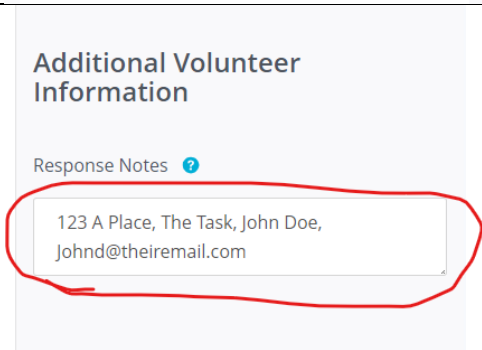
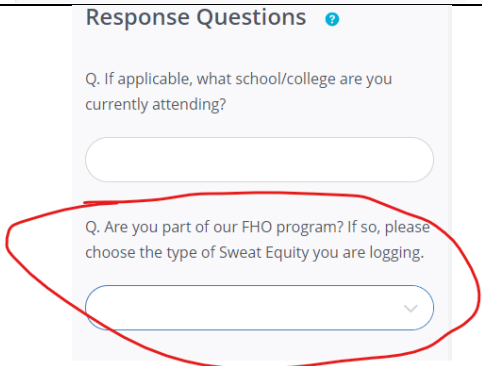
0.00 hours

CHECK-OUT

CANCEL

# Community Engagement

## 1) Sign up

<p>a) Click View Details</p>	 <p>The screenshot shows the 'Opportunities' section of a website. At the top, there is a 'FILTERS 2' button. Below it, a card is displayed for 'Community Engagement' under the heading 'Multiple Shifts Available'. The card includes a lock icon and the text 'Future Homeowner Program'. A blue button labeled 'VIEW DETAILS' is at the bottom of the card and is circled in red.</p>
<p>b) Click Respond Individually next to the date you will be wearing hours.</p>	 <p>The screenshot shows the 'Shifts' section. It lists a shift for 'Mon Sep 18, 2023 @ 12:00am' to 'Tue Sep 19, 2023 @ 12:00am' for '24.00 hours' with '100 of 100' spots. A blue button labeled 'RESPOND INDIVIDUALLY' is circled in red.</p>
<p>c) In the Response Notes field, add the location, task, full name of the coordinator/facilitator, and the coordinator/facilitator's email address.</p>	 <p>The screenshot shows the 'Additional Volunteer Information' section. Under the heading 'Response Notes', there is a text input field containing the text '123 A Place, The Task, John Doe, Johnd@theiremail.com'. This text is circled in red.</p>
<p>d) Scroll to the bottom until you reach the area that says, "Q. Are you part of the FHO program? If so, please choose the type of Sweat Equity you are logging"</p>	 <p>The screenshot shows the 'Response Questions' section. The first question is 'Q. If applicable, what school/college are you currently attending?' with an empty text input field. The second question is 'Q. Are you part of our FHO program? If so, please choose the type of Sweat Equity you are logging.' Below this question is a dropdown menu, which is circled in red.</p>
<p>e) Choose Community Engagement</p>	

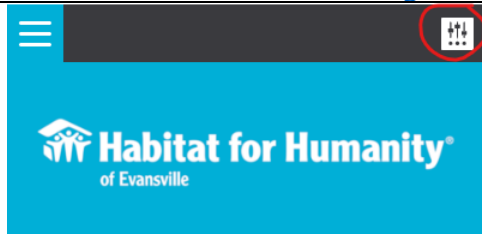
f) Click Submit Opportunity Response

SUBMIT OPPORTUNITY RESPONSE

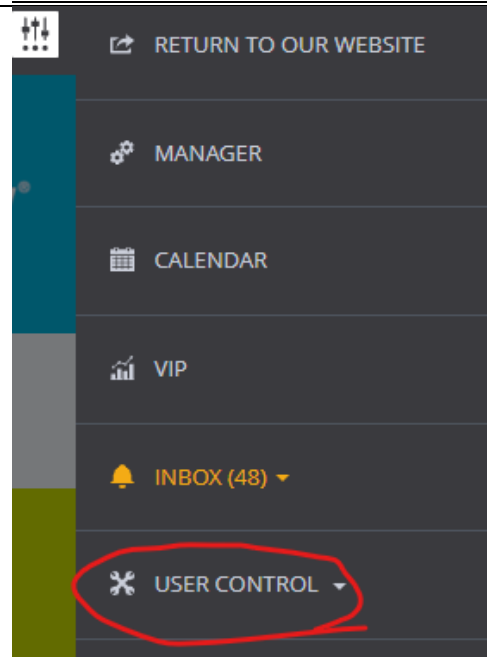
2) Check in

a) When you are ready to work, Log into <https://volunteer.evansvillehabitat.org/>.

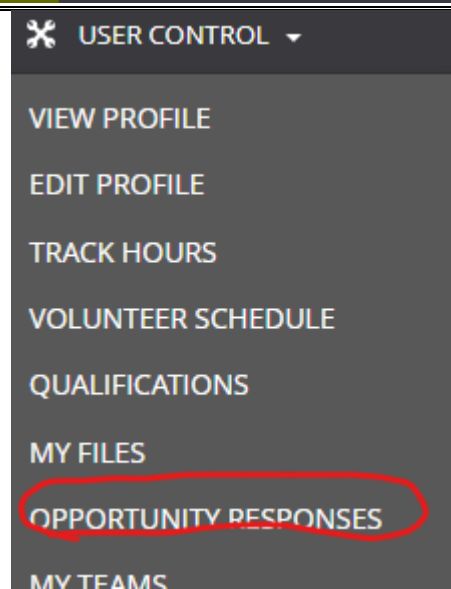
b) Click the top right menu

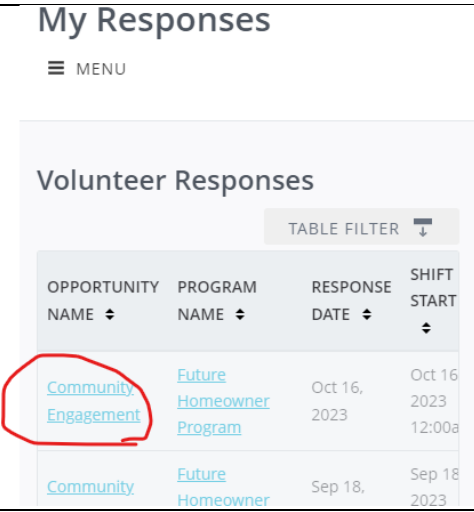
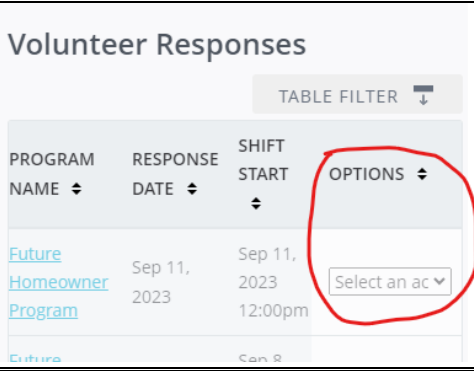
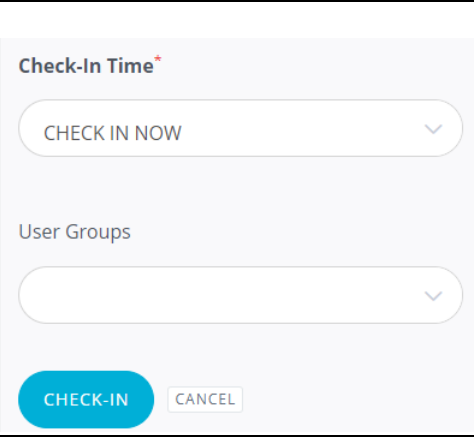
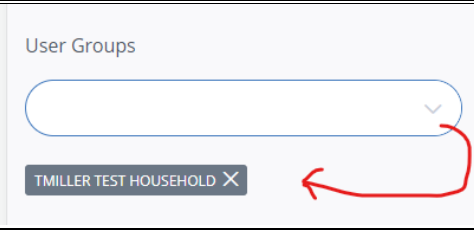
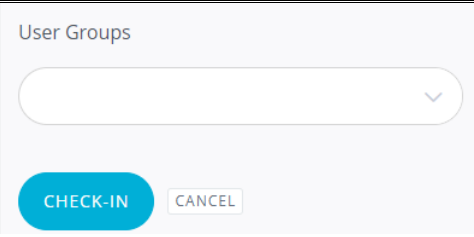


c) Click User Control



d) Click Opportunity Responses



<p>e) Find Community Engagement under the opportunity name column and swipe left until you find the Options column for that row.</p>	 <p><b>My Responses</b> MENU</p> <p><b>Volunteer Responses</b> TABLE FILTER</p> <table border="1"> <thead> <tr> <th>OPPORTUNITY NAME</th> <th>PROGRAM NAME</th> <th>RESPONSE DATE</th> <th>SHIFT START</th> </tr> </thead> <tbody> <tr> <td><a href="#">Community Engagement</a></td> <td><a href="#">Future Homeowner Program</a></td> <td>Oct 16, 2023</td> <td>Oct 16, 2023 12:00a</td> </tr> <tr> <td><a href="#">Community</a></td> <td><a href="#">Future Homeowner</a></td> <td>Sep 18,</td> <td>Sep 18, 2023</td> </tr> </tbody> </table>	OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START	<a href="#">Community Engagement</a>	<a href="#">Future Homeowner Program</a>	Oct 16, 2023	Oct 16, 2023 12:00a	<a href="#">Community</a>	<a href="#">Future Homeowner</a>	Sep 18,	Sep 18, 2023
OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START										
<a href="#">Community Engagement</a>	<a href="#">Future Homeowner Program</a>	Oct 16, 2023	Oct 16, 2023 12:00a										
<a href="#">Community</a>	<a href="#">Future Homeowner</a>	Sep 18,	Sep 18, 2023										
<p>f) Click the dropdown menu and choose Check In/Out</p>	 <p><b>Volunteer Responses</b> TABLE FILTER</p> <table border="1"> <thead> <tr> <th>PROGRAM NAME</th> <th>RESPONSE DATE</th> <th>SHIFT START</th> <th>OPTIONS</th> </tr> </thead> <tbody> <tr> <td><a href="#">Future Homeowner Program</a></td> <td>Sep 11, 2023</td> <td>Sep 11, 2023 12:00pm</td> <td>Select an ac</td> </tr> </tbody> </table>	PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS	<a href="#">Future Homeowner Program</a>	Sep 11, 2023	Sep 11, 2023 12:00pm	Select an ac				
PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS										
<a href="#">Future Homeowner Program</a>	Sep 11, 2023	Sep 11, 2023 12:00pm	Select an ac										
<p>g) Leave the Check-in Time set to Check In Now</p>	 <p><b>Check-In Time*</b></p> <p>CHECK IN NOW</p> <p>User Groups</p> <p>CHECK-IN CANCEL</p>												
<p>h) Under User Groups, choose your Household group</p>	 <p>User Groups</p> <p>TMILLER TEST HOUSEHOLD X</p>												
<p>i) Click Check-in. <i>This automatically brings you to the Check-out screen for later.</i></p>	 <p>User Groups</p> <p>CHECK-IN CANCEL</p>												

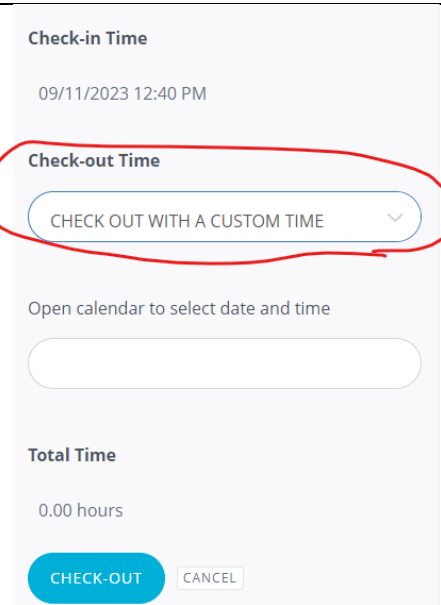
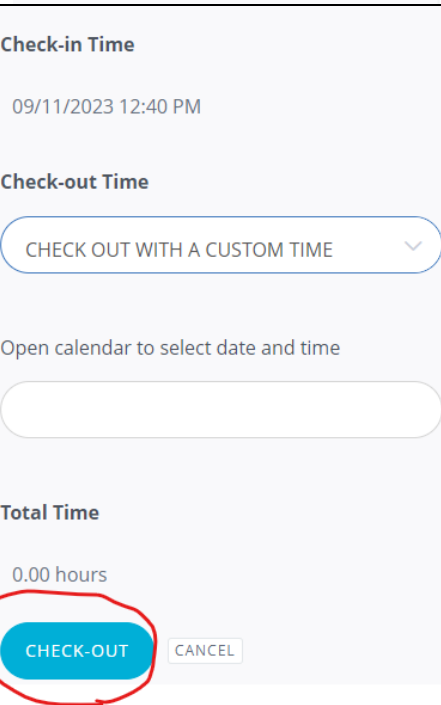
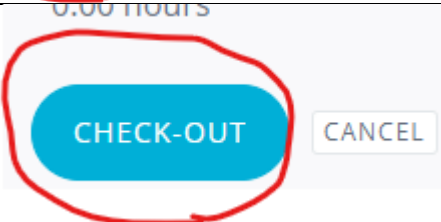




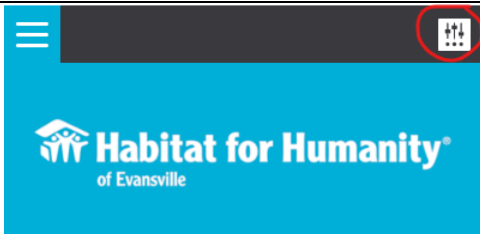
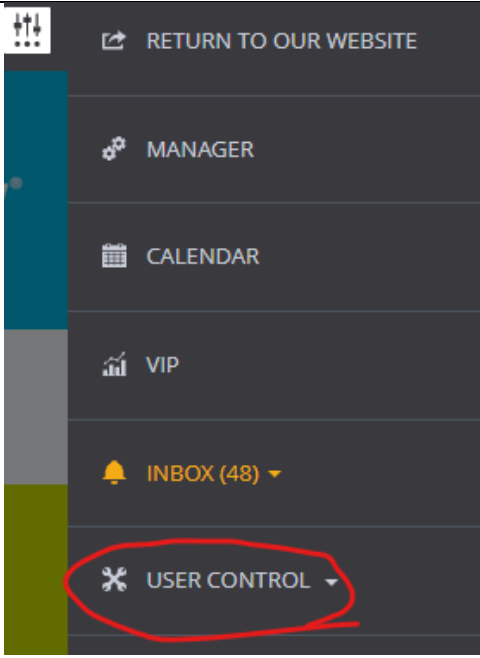
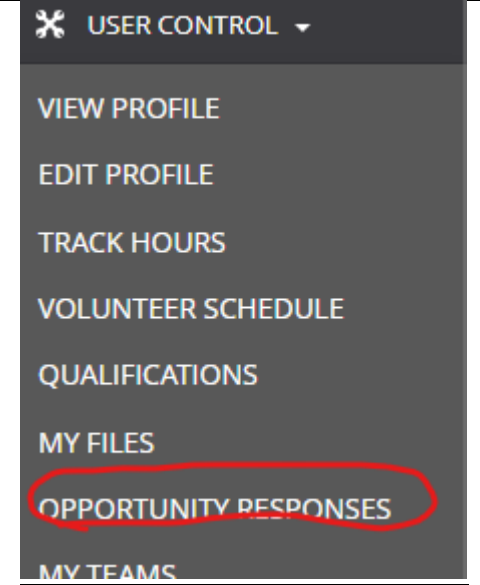
### 3) Check out

*If you were not logged out from the check-out screen, go to a. If you were logged out go to b.*

a) From the check-out screen.

<p>i. Click the dropdown menu beneath Check-out Time and choose Check Out With a Custom Time.</p>	 <p>Check-in Time 09/11/2023 12:40 PM</p> <p>Check-out Time CHECK OUT WITH A CUSTOM TIME</p> <p>Open calendar to select date and time</p> <p>Total Time 0.00 hours</p> <p>CHECK-OUT CANCEL</p>
<p>ii. Click Check-Out. <i>It will say there's an error, but this makes it fill in the correct time and date so you don't have to.</i></p>	 <p>Check-in Time 09/11/2023 12:40 PM</p> <p>Check-out Time CHECK OUT WITH A CUSTOM TIME</p> <p>Open calendar to select date and time</p> <p>Total Time 0.00 hours</p> <p>CHECK-OUT CANCEL</p>
<p>iii. Click Check-Out again</p>	 <p>0.00 hours</p> <p>CHECK-OUT CANCEL</p>

b) If you were taken away from the Check-Out screen

<p>i) From your home screen, click the top right menu.</p>	
<p>ii) Click User Control</p>	
<p>iii) Click Opportunity Responses</p>	

iv) Find Community Engagement under the opportunity name column and swipe left until you find the Options column for that row.

## My Responses

MENU

### Volunteer Responses

TABLE FILTER

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START
<a href="#">Community Engagement</a>	<a href="#">Future Homeowner Program</a>	Oct 16, 2023	Oct 16, 2023 12:00a
<a href="#">Community</a>	<a href="#">Future Homeowner</a>	Sep 18,	Sep 18, 2023

v) Click the dropdown menu and choose Check In/Out

### Volunteer Responses

TABLE FILTER

PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS
<a href="#">Future Homeowner Program</a>	Sep 11, 2023	Sep 11, 2023 12:00pm	Select an ac
<a href="#">Future</a>	Sep 8	Sep 8	

vi) Click Check Out With a Custom Time.

#### Check-in Time

09/11/2023 12:40 PM

#### Check-out Time

CHECK OUT WITH A CUSTOM TIME

Open calendar to select date and time

#### Total Time

0.00 hours

CHECK-OUT

CANCEL

vii) Click Check-Out. *It will say there's an error, but this makes it fill in the correct time and date so you don't have to.*

**Check-in Time**

09/11/2023 12:40 PM

**Check-out Time**

CHECK OUT WITH A CUSTOM TIME

Open calendar to select date and time

**Total Time**

0.00 hours

CHECK-OUT

CANCEL

viii) Click Check-Out again.

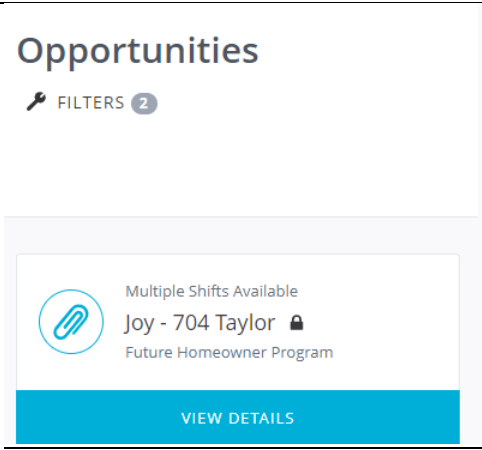
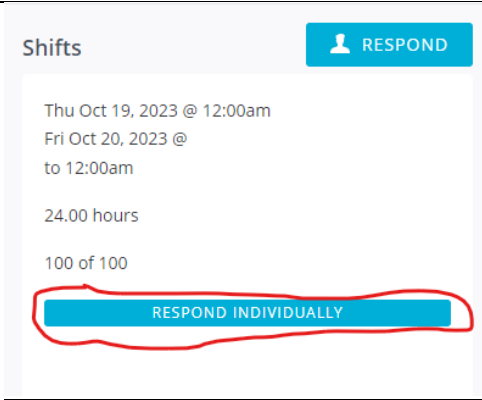
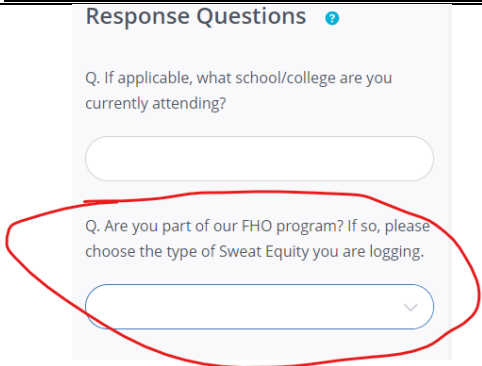
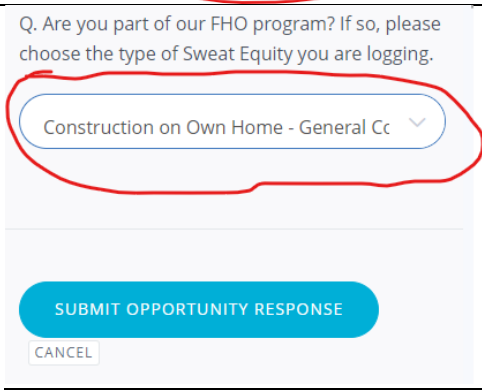
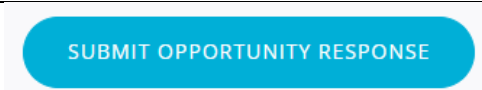
0.00 hours

CHECK-OUT

CANCEL

# Construction

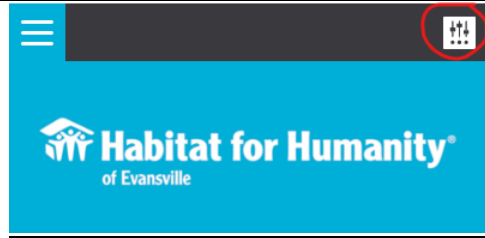
## 1) Sign up

<p>a) Choose the address and name of where you will be earning hours.</p>	 <p>The screenshot shows the 'Opportunities' section of a website. At the top, there is a 'FILTERS 2' icon. Below that, a job listing is displayed with a paperclip icon, the text 'Multiple Shifts Available', 'Joy - 704 Taylor' with a lock icon, and 'Future Homeowner Program'. A blue button labeled 'VIEW DETAILS' is at the bottom of the listing.</p>
<p>b) Click Respond Individually next the date you would like to sign up for</p>	 <p>The screenshot shows the 'Shifts' section. A shift is listed for 'Thu Oct 19, 2023 @ 12:00am' to 'Fri Oct 20, 2023 @ 12:00am' for '24.00 hours' with '100 of 100' spots. A blue button labeled 'RESPOND INDIVIDUALLY' is circled in red.</p>
<p>c) Scroll to the bottom until you reach the area that says, "Q. Are you part of the FHO program? If so, please choose the type of Sweat Equity you are logging"</p>	 <p>The screenshot shows the 'Response Questions' section. A question asks 'Q. Are you part of our FHO program? If so, please choose the type of Sweat Equity you are logging.' A dropdown menu is circled in red.</p>
<p>d) Choose one of the following: Construction on Own Home – General Construction, Construction on Own Home – Cleaning, or Construction on Other’s Home</p>	 <p>The screenshot shows the dropdown menu from the previous step. The selected option is 'Construction on Own Home - General Cc', which is circled in red. Below the dropdown are 'SUBMIT OPPORTUNITY RESPONSE' and 'CANCEL' buttons.</p>
<p>e) Click Submit Opportunity Response</p>	 <p>The screenshot shows a large blue button labeled 'SUBMIT OPPORTUNITY RESPONSE'.</p>

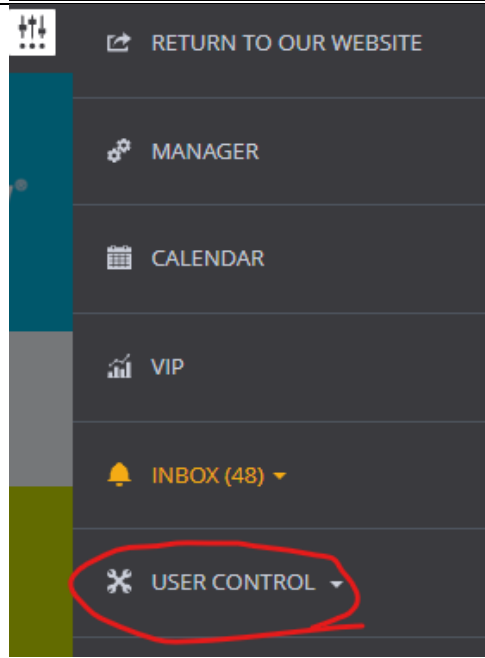
2) Check-in

When you are ready to work, Log into <https://volunteer.evansvillehabitat.org/>.

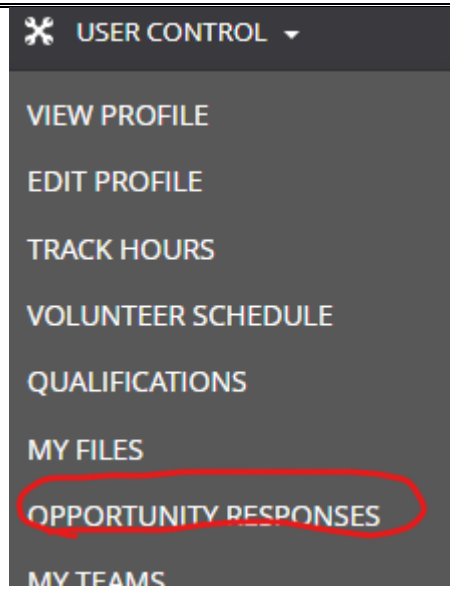
a) Click the top right menu


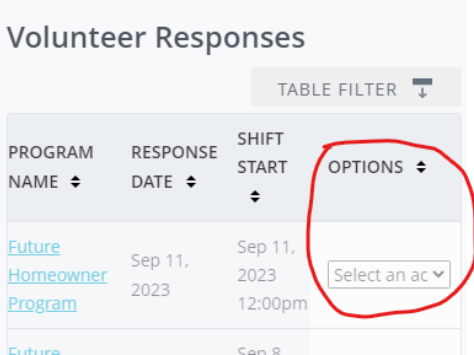
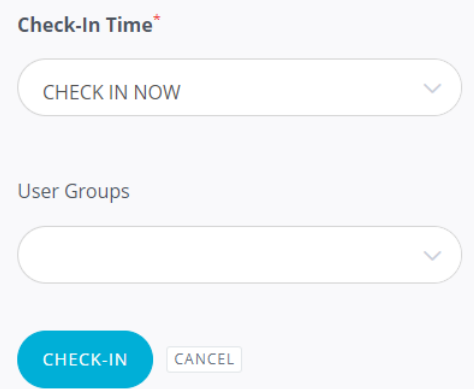
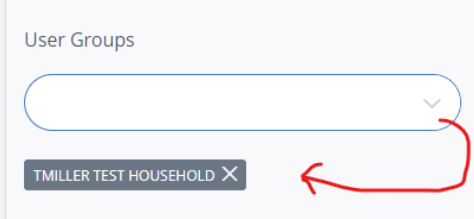
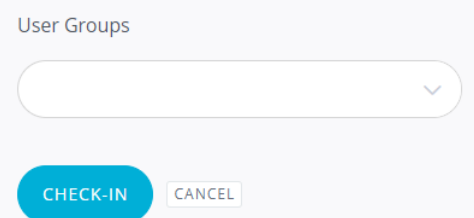


b) Click User Control



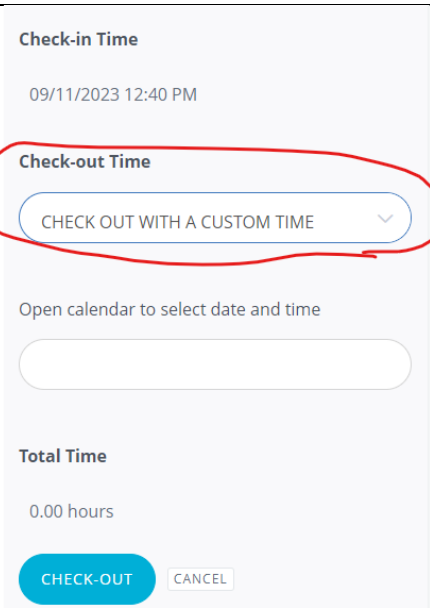
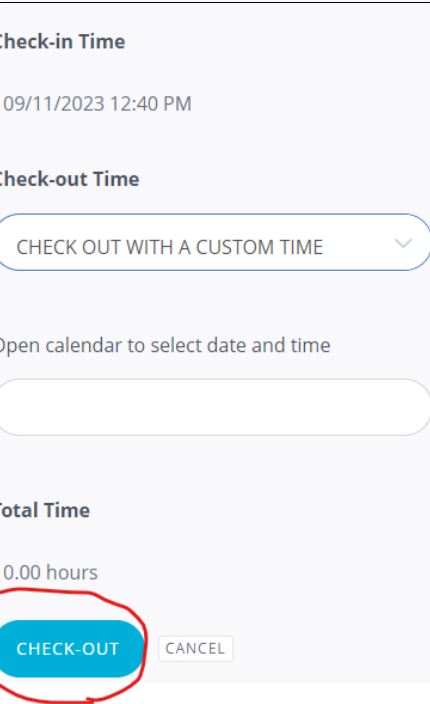
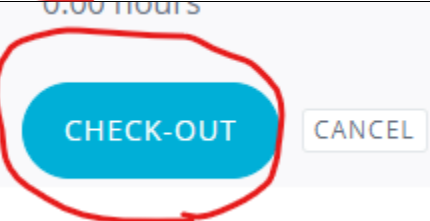
c) Click Opportunity Responses



<p>d) Find the correct name and address under the opportunity name column and swipe left until you find the Options column for that row.</p>	 <p>The screenshot shows a table titled "Volunteer Responses" with columns: OPPORTUNITY NAME, PROGRAM NAME, RESPONSE DATE, and SHIFT START. The first row has "Joy - 704 Taylor" in the Opportunity Name column, "Future Homeowner Program" in the Program Name column, "Oct 19, 2023" in the Response Date column, and "Oct 19, 2023 12:00a" in the Shift Start column. A red circle highlights the text "Joy - 704 Taylor".</p>
<p>e) Click the dropdown menu and choose Check In/Out</p>	 <p>The screenshot shows the same "Volunteer Responses" table. The "Options" column is now visible, and a red circle highlights the "OPTIONS" header and the dropdown menu below it, which shows "Select an ac".</p>
<p>f) Leave the Check-in Time set to Check In Now</p>	 <p>The screenshot shows the "Check-In Time" screen. At the top, there is a dropdown menu with "CHECK IN NOW" selected. Below it is a "User Groups" dropdown menu. At the bottom, there are two buttons: "CHECK-IN" (highlighted in blue) and "CANCEL".</p>
<p>g) Under User Groups, choose your Household group</p>	 <p>The screenshot shows the "User Groups" dropdown menu. The selected option is "TMILLER TEST HOUSEHOLD", which is circled in red. Below the dropdown are the "CHECK-IN" and "CANCEL" buttons.</p>
<p>h) Click Check-in. <i>This automatically brings you to the Check-out screen for later.</i></p>	 <p>The screenshot shows the "Check-In Time" screen again. The "CHECK-IN" button is highlighted in blue, and the "CHECK-OUT" button is visible below it.</p>

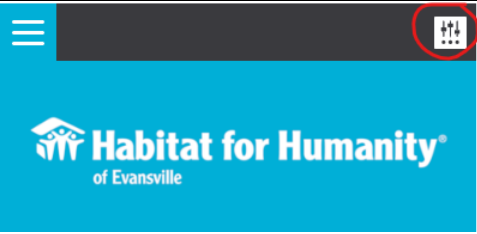
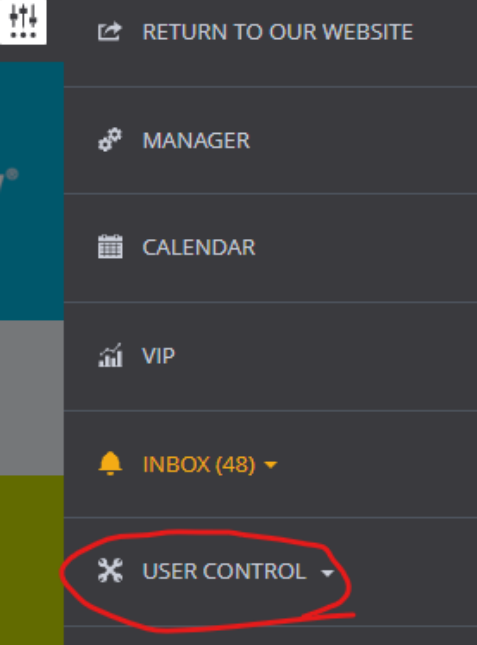
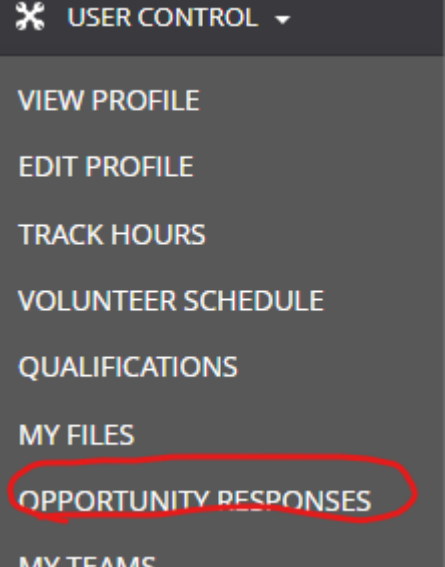
### 3) Check-out

a) From the check-out screen.

<p>i) Click the dropdown menu beneath Check-out Time and choose Check Out With a Custom Time.</p>	 <p>The screenshot shows the check-out interface. At the top, 'Check-in Time' is 09/11/2023 12:40 PM. Below it, 'Check-out Time' has a dropdown menu with 'CHECK OUT WITH A CUSTOM TIME' selected, which is circled in red. There is a text input field for 'Open calendar to select date and time'. At the bottom, 'Total Time' is 0.00 hours, and there are 'CHECK-OUT' and 'CANCEL' buttons.</p>
<p>ii) Click Check-Out. <i>It will say there's an error, but this makes it fill in the correct time and date so you don't have to.</i></p>	 <p>This screenshot is identical to the previous one, but the 'CHECK-OUT' button at the bottom is circled in red.</p>
<p>iii) Click Check-Out again.</p>	 <p>This screenshot is identical to the previous ones, but the 'CHECK-OUT' button at the bottom is circled in red.</p>



b) If you were taken away from the Check-Out screen

<p>i) From your home screen, click the top right menu.</p>	
<p>ii) Click User Control</p>	
<p>iii) Click Opportunity Responses</p>	

iv) Find the same name of the Opportunity you were checked in to under the opportunity name column and swipe left until you find the Options column for that row.

Volunteer Responses

TABLE FILTER ▾

OPPORTUNITY NAME ▾	PROGRAM NAME ▾	RESPONSE DATE ▾	SHIFT START ▾
Joy - 704 Taylor	Future Homeowner Program	Oct 19, 2023	Oct 19, 2023 12:00a

v) Click the dropdown menu and choose Check In/Out

Volunteer Responses

TABLE FILTER ▾

PROGRAM NAME ▾	RESPONSE DATE ▾	SHIFT START ▾	OPTIONS ▾
Future Homeowner Program	Sep 11, 2023	Sep 11, 2023 12:00pm	Select an ac ▾

vi) Click Check Out With a Custom Time.

Check-in Time

09/11/2023 12:40 PM

Check-out Time

CHECK OUT WITH A CUSTOM TIME ▾

Open calendar to select date and time

Total Time

0.00 hours

CHECK-OUT CANCEL

vii) Click Check-Out. *It will say there's an error, but this makes it fill in the correct time and date so you don't have to.*

**Check-in Time**

09/11/2023 12:40 PM

**Check-out Time**

CHECK OUT WITH A CUSTOM TIME

Open calendar to select date and time

**Total Time**

0.00 hours

CHECK-OUT

CANCEL

viii) Click Check-Out again.

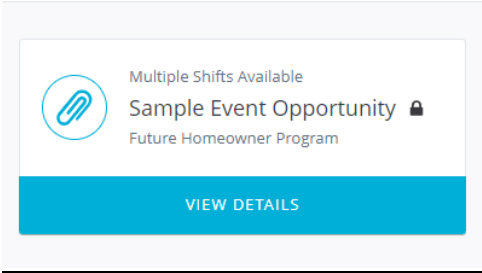
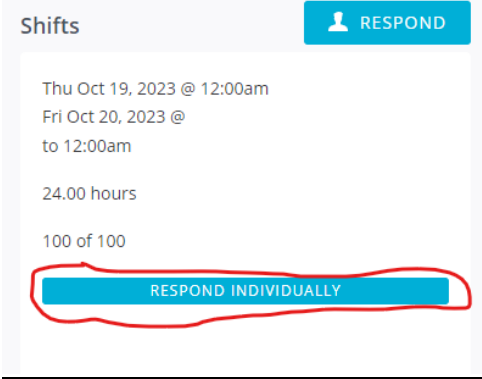
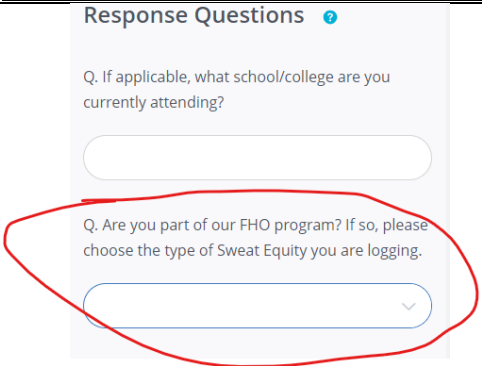
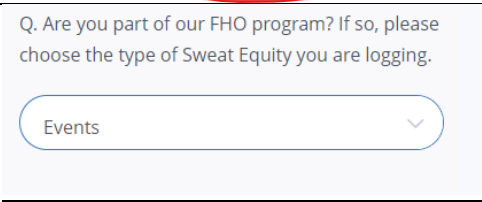
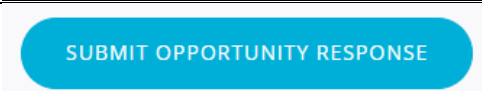
0.00 hours

CHECK-OUT

CANCEL

# Events

## 1) Sign up

<p>a) Choose the Event you would like to sign up for</p>	 <p>The screenshot shows the 'Opportunities' section of a website. At the top, there is a 'FILTERS 2' button. Below it is a card for a 'Sample Event Opportunity' titled 'Future Homeowner Program'. The card includes a paperclip icon, the text 'Multiple Shifts Available', and a 'VIEW DETAILS' button.</p>
<p>b) Click Respond Individually</p>	 <p>The screenshot shows the 'Shifts' section. It lists a shift for 'Thu Oct 19, 2023 @ 12:00am' to 'Fri Oct 20, 2023 @ 12:00am' for '24.00 hours' with '100 of 100' spots. A 'RESPOND INDIVIDUALLY' button is circled in red.</p>
<p>c) Scroll to the bottom until you reach the area that says, "Q. Are you part of the FHO program? If so, please choose the type of Sweat Equity you are logging"</p>	 <p>The screenshot shows the 'Response Questions' section. A question asks, 'Q. Are you part of our FHO program? If so, please choose the type of Sweat Equity you are logging.' A dropdown menu is circled in red.</p>
<p>d) Choose Event</p>	 <p>The screenshot shows the 'Response Questions' section. A question asks, 'Q. Are you part of our FHO program? If so, please choose the type of Sweat Equity you are logging.' A dropdown menu is shown with 'Events' selected.</p>
<p>e) Click Submit Opportunity Response</p>	 <p>The screenshot shows the 'Response Questions' section. A large blue button labeled 'SUBMIT OPPORTUNITY RESPONSE' is visible at the bottom.</p>

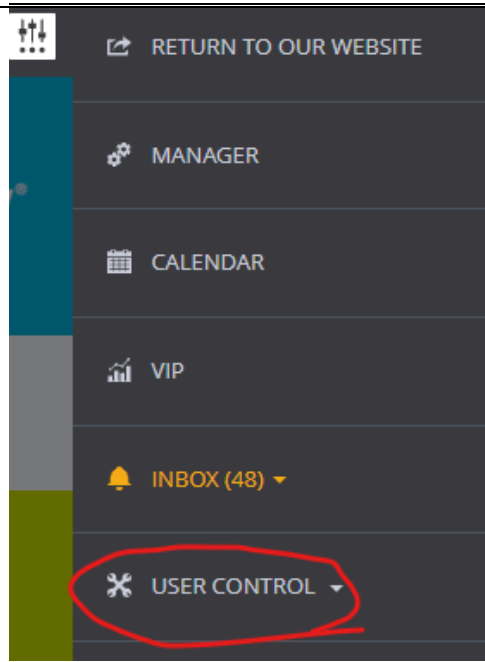
2) Check in

When you are ready to work, Log into <https://volunteer.evansvillehabitat.org/>.

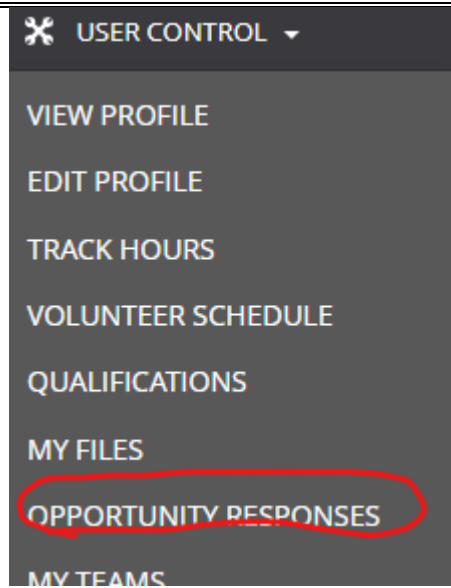
a) Click the top right menu


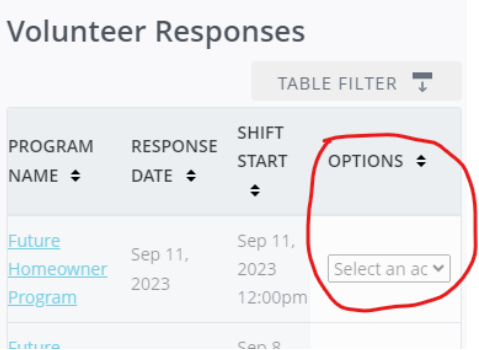
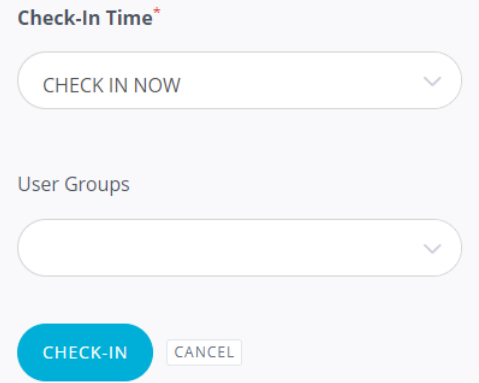
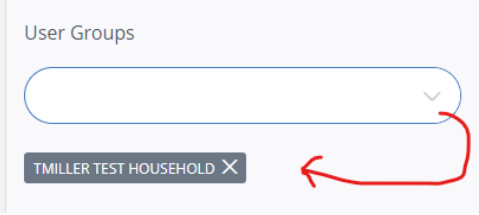
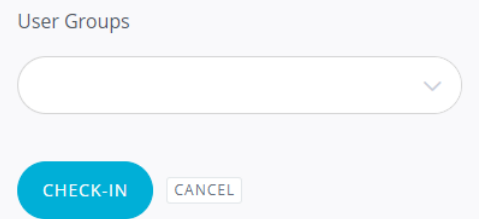


b) Click User Control



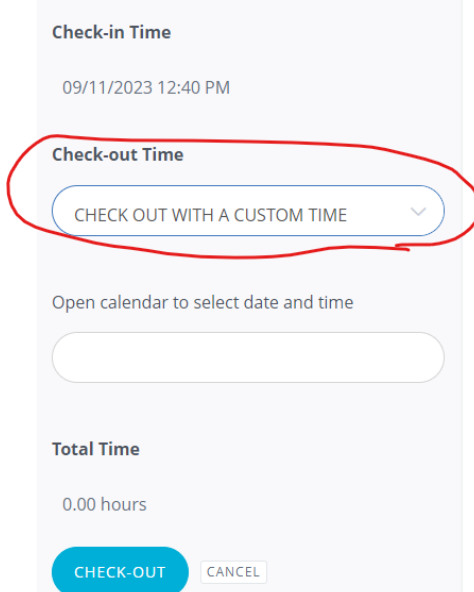
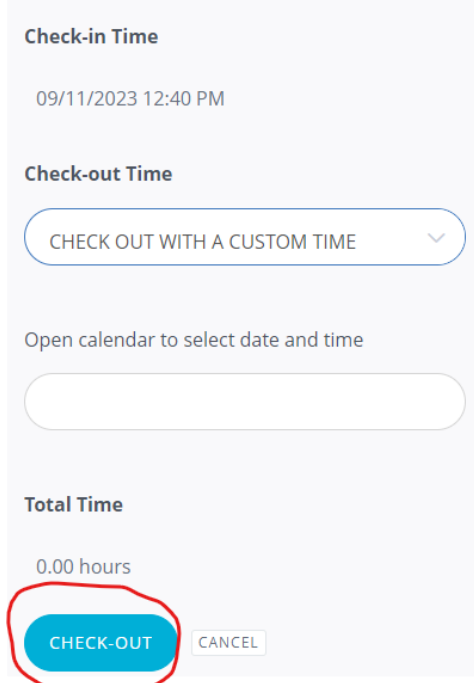
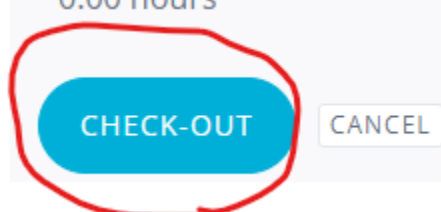
c) Click Opportunity Responses



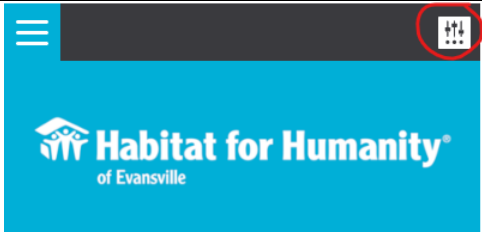
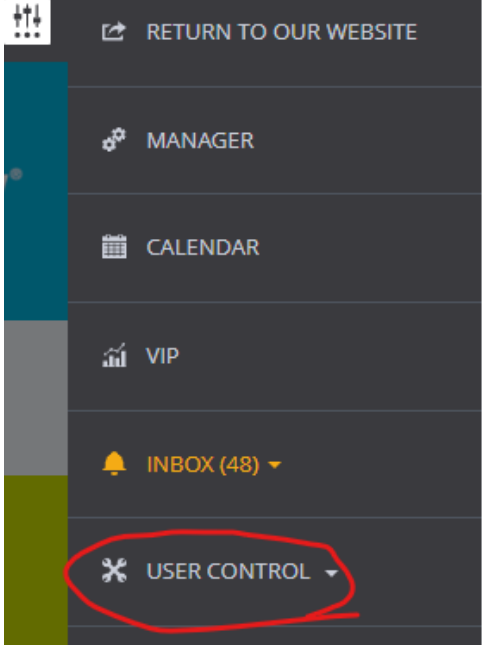
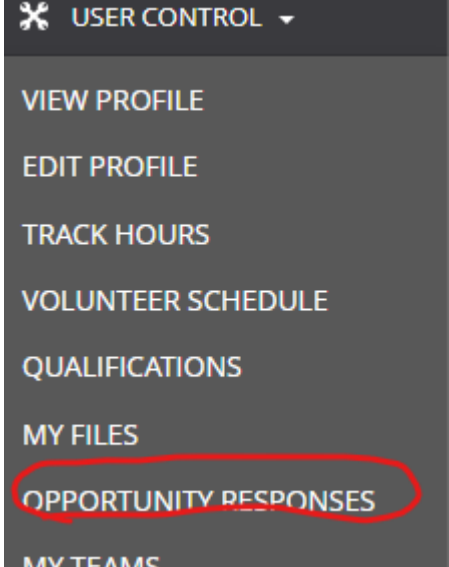
<p>d) Find the name of the event under the opportunity name column and swipe left until you find the Options column for that row.</p>	 <p>Volunteer Responses</p> <p>TABLE FILTER</p> <table border="1"> <thead> <tr> <th>OPPORTUNITY NAME</th> <th>PROGRAM NAME</th> <th>RESPONSE DATE</th> <th>SHIFT START</th> </tr> </thead> <tbody> <tr> <td>Sample Event Opportunity</td> <td>Future Homeowner Program</td> <td>Oct 19, 2023</td> <td>Oct 19, 2023 2:00pm</td> </tr> </tbody> </table>	OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START	Sample Event Opportunity	Future Homeowner Program	Oct 19, 2023	Oct 19, 2023 2:00pm
OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START						
Sample Event Opportunity	Future Homeowner Program	Oct 19, 2023	Oct 19, 2023 2:00pm						
<p>e) Click the dropdown menu and choose Check In/Out</p>	 <p>Volunteer Responses</p> <p>TABLE FILTER</p> <table border="1"> <thead> <tr> <th>PROGRAM NAME</th> <th>RESPONSE DATE</th> <th>SHIFT START</th> <th>OPTIONS</th> </tr> </thead> <tbody> <tr> <td>Future Homeowner Program</td> <td>Sep 11, 2023</td> <td>Sep 11, 2023 12:00pm</td> <td>Select an ac</td> </tr> </tbody> </table>	PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS	Future Homeowner Program	Sep 11, 2023	Sep 11, 2023 12:00pm	Select an ac
PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS						
Future Homeowner Program	Sep 11, 2023	Sep 11, 2023 12:00pm	Select an ac						
<p>f) Leave the Check-in Time set to Check In Now</p>	 <p>Check-In Time*</p> <p>CHECK IN NOW</p> <p>User Groups</p> <p>CHECK-IN CANCEL</p>								
<p>g) Under User Groups, choose your Household group</p>	 <p>User Groups</p> <p>TMILLER TEST HOUSEHOLD</p>								
<p>h) Click Check-in. <i>This automatically brings you to the Check-out screen for later.</i></p>	 <p>User Groups</p> <p>CHECK-IN CANCEL</p>								

### 3) Check out

a) From the check-out screen.

<p>i) Click the dropdown menu beneath Check-out Time and choose Check Out With a Custom Time.</p>	 <p>The screenshot shows the check-out interface. At the top, 'Check-in Time' is 09/11/2023 12:40 PM. Below it, 'Check-out Time' has a dropdown menu with 'CHECK OUT WITH A CUSTOM TIME' selected, which is circled in red. There is a text input field for 'Open calendar to select date and time'. At the bottom, 'Total Time' is 0.00 hours, and there are 'CHECK-OUT' and 'CANCEL' buttons.</p>
<p>ii) Click Check-Out. <i>It will say there's an error, but this makes it fill in the correct time and date so you don't have to</i></p>	 <p>This screenshot is identical to the first one, but the 'CHECK-OUT' button at the bottom is circled in red.</p>
<p>iii) Click Check-Out again.</p>	 <p>A close-up screenshot of the 'CHECK-OUT' button, which is circled in red.</p>

b) If you were taken away from the Check-Out screen

<p>i) From your home screen, click the top right menu.</p>	
<p>ii) Click User Control</p>	
<p>iii) Click Opportunity Responses</p>	



iv) Find the name of the event you signed up for under the opportunity name column and swipe left until you find the Options column for that row.

### Volunteer Responses

TABLE FILTER ▾

OPPORTUNITY NAME ▾	PROGRAM NAME ▾	RESPONSE DATE ▾	SHIFT START ▾
<a href="#">Sample Event Opportunity</a>	<a href="#">Future Homeowner Program</a>	Oct 19, 2023	Oct 19, 2023 2:00pm
<a href="#">Future</a>	<a href="#">Homeowner Program</a>	Oct 19, 2023	Oct 19, 2023 2:00pm

v) Click the dropdown menu and choose Check In/Out

### Volunteer Responses

TABLE FILTER ▾

PROGRAM NAME ▾	RESPONSE DATE ▾	SHIFT START ▾	OPTIONS ▾
<a href="#">Future Homeowner Program</a>	Sep 11, 2023	Sep 11, 2023 12:00pm	Select an ac ▾
<a href="#">Future</a>	Sep 11, 2023	Sep 11, 2023 12:00pm	Select an ac ▾

vi) Click Check Out With a Custom Time.

#### Check-in Time

09/11/2023 12:40 PM

#### Check-out Time

CHECK OUT WITH A CUSTOM TIME ▾

Open calendar to select date and time

#### Total Time

0.00 hours

CHECK-OUT CANCEL

vii) Click Check-Out. *It will say there's an error, but this makes it fill in the correct time and date so you don't have to.*

**Check-in Time**

09/11/2023 12:40 PM

**Check-out Time**

CHECK OUT WITH A CUSTOM TIME

Open calendar to select date and time

**Total Time**

0.00 hours

CHECK-OUT

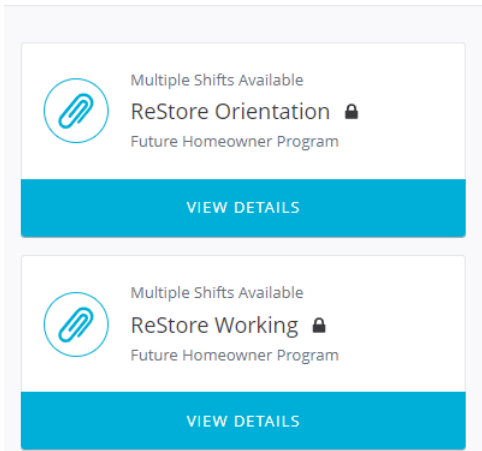
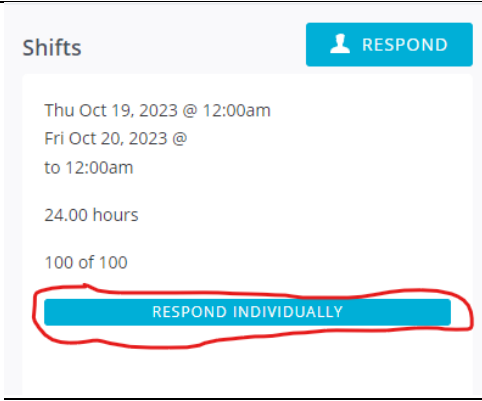
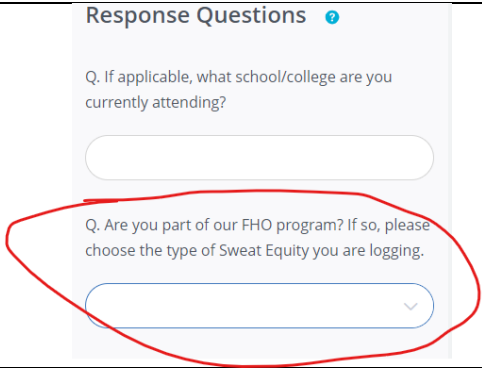
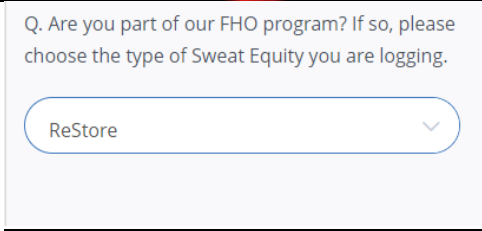
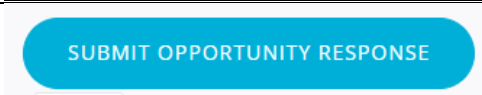
CANCEL

viii) Click Check-Out again.

CHECK-OUT

CANCEL

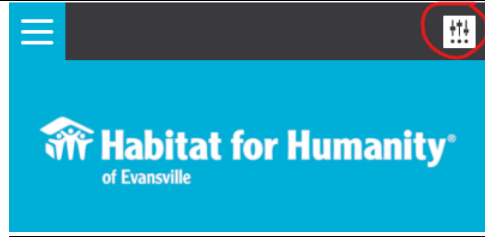
1) Sign Up

<p>a) Choose between ReStore Orientation or ReStore Working</p>	
<p>b) Find the shift you would like to work and click Respond Individually.</p>	
<p>c) Scroll to the bottom until you reach the area that says, "Q. Are you part of the FHO program? If so, please choose the type of Sweat Equity you are logging"</p>	
<p>d) Choose ReStore</p>	
<p>e) Click Submit Opportunity Response</p>	

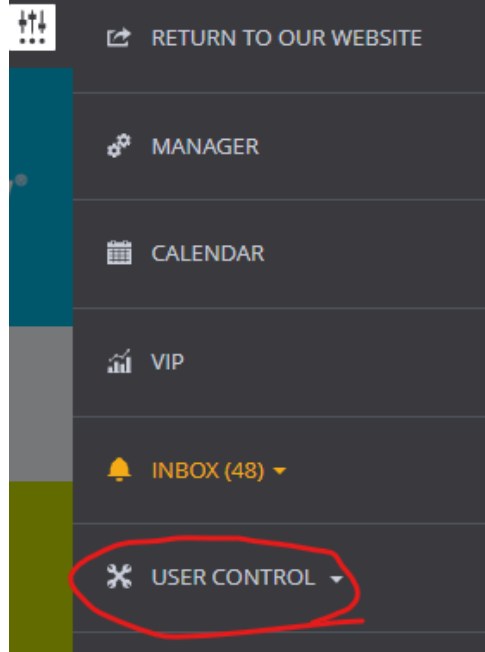
2) Check-in

a) When you are ready to work, Log into <https://volunteer.evansvillehabitat.org/>.

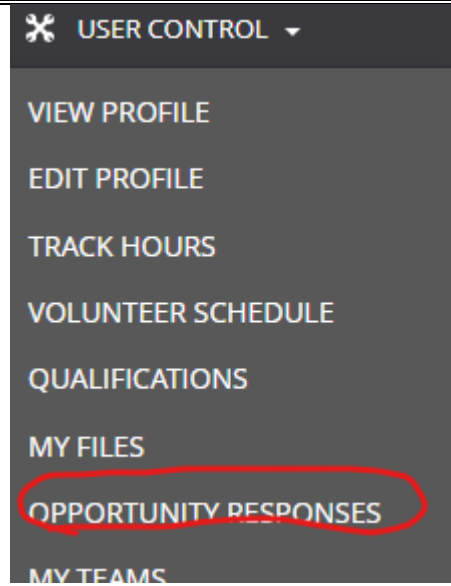
b) Click the top right menu



c) Click User Control



d) Click Opportunity Responses



e) Find the ReStore Working or Orientation under the opportunity name column and swipe left until you find the Options column for that row.

Volunteer Responses

TABLE FILTER

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START
ReStore Working	Future Homeowner Program	Oct 19, 2023	Oct 19, 2023 9:00am

f) Click the dropdown menu and choose Check In/Out

Volunteer Responses

TABLE FILTER

PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS
Future Homeowner Program	Sep 11, 2023	Sep 11, 2023 12:00pm	Select an ac

g) Leave the Check-in Time set to Check In Now

Check-In Time\*

CHECK IN NOW

User Groups

CHECK-IN CANCEL

h) Under User Groups, choose your Household group

User Groups

TMILLER TEST HOUSEHOLD

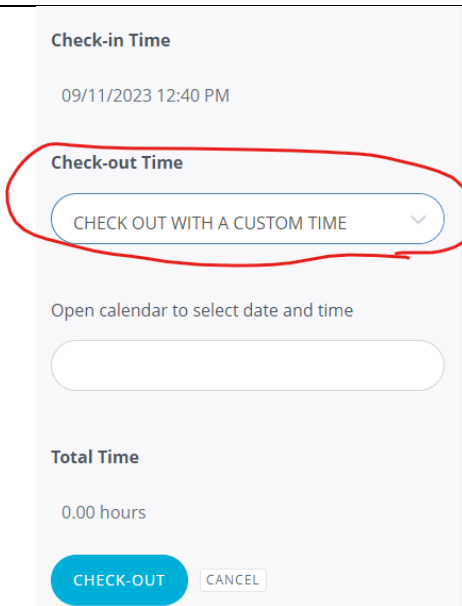
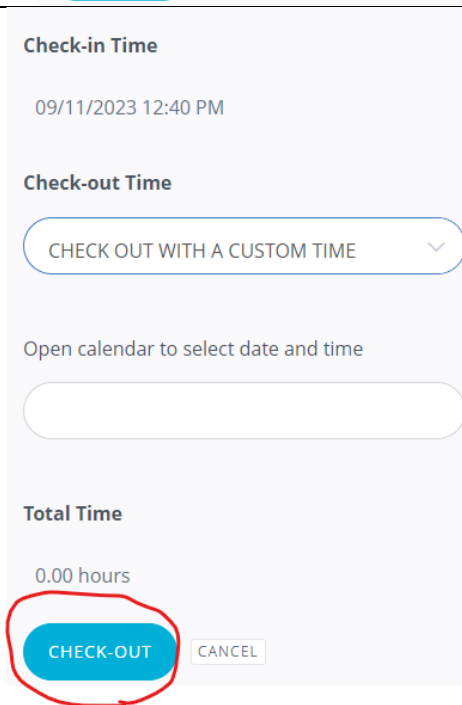
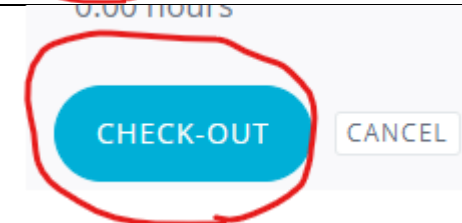
i) Click Check-in. This automatically brings you to the Check-out screen for later.

User Groups

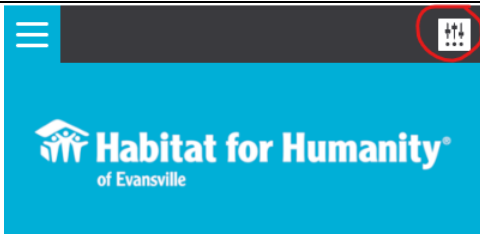
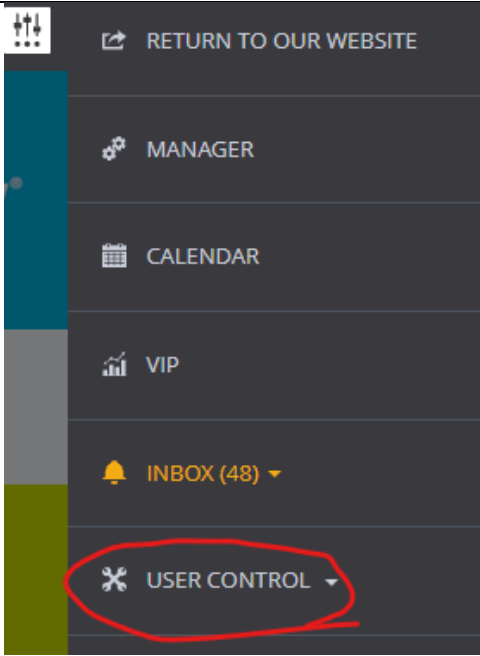
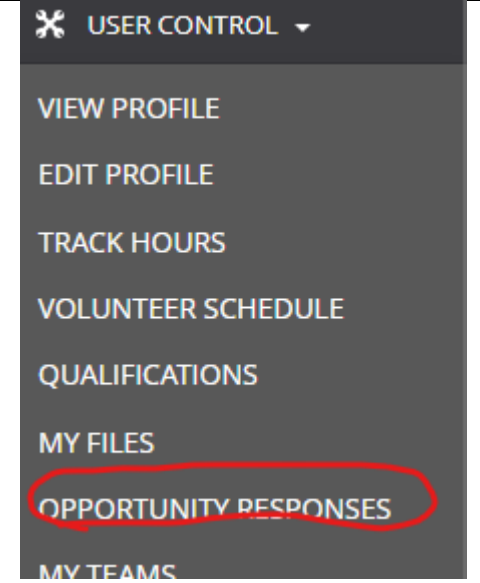
CHECK-IN CANCEL

### 3) Check-out

a) From the check-out screen

<p>i) Click the dropdown menu beneath Check-out Time and choose Check Out With a Custom Time.</p>	 <p>The screenshot shows the check-out interface. At the top, 'Check-in Time' is 09/11/2023 12:40 PM. Below it, 'Check-out Time' has a dropdown menu with 'CHECK OUT WITH A CUSTOM TIME' selected, which is circled in red. Underneath is a text input field with the placeholder 'Open calendar to select date and time'. Further down, 'Total Time' is 0.00 hours. At the bottom are two buttons: 'CHECK-OUT' (blue) and 'CANCEL' (grey).</p>
<p>ii) Click Check-Out. <i>It will say there's an error, but this makes it fill in the correct time and date so you don't have to.</i></p>	 <p>This screenshot is identical to the previous one, but the 'CHECK-OUT' button at the bottom is circled in red.</p>
<p>iii) Click Check-Out again.</p>	 <p>This screenshot is identical to the previous ones, but the 'CHECK-OUT' button is circled in red.</p>

b) If you were taken away from the Check-Out screen.

<p>i) From your home screen, click the top right menu.</p>	
<p>ii) Click User Control</p>	
<p>iii) Click Opportunity Responses</p>	

iv) Find the ReStore Working or Orientation under the opportunity name column and swipe left until you find the Options column for that row.

Volunteer Responses

TABLE FILTER

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START
<a href="#">ReStore Working</a>	<a href="#">Future Homeowner Program</a>	Oct 19, 2023	Oct 19, 2023 9:00am

v) Click the dropdown menu and choose Check In/Out

Volunteer Responses

TABLE FILTER

PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS
<a href="#">Future Homeowner Program</a>	Sep 11, 2023	Sep 11, 2023 12:00pm	Select an ac

vi) Click Check Out With a Custom Time.

Check-in Time

09/11/2023 12:40 PM

Check-out Time

CHECK OUT WITH A CUSTOM TIME

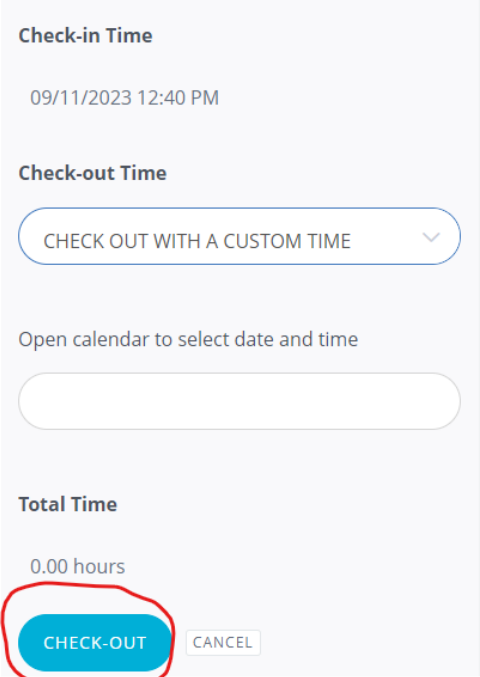
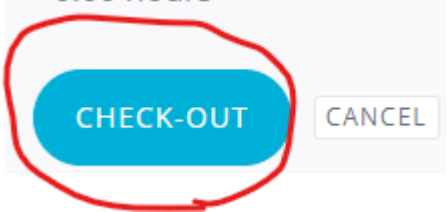
Open calendar to select date and time

Total Time

0.00 hours

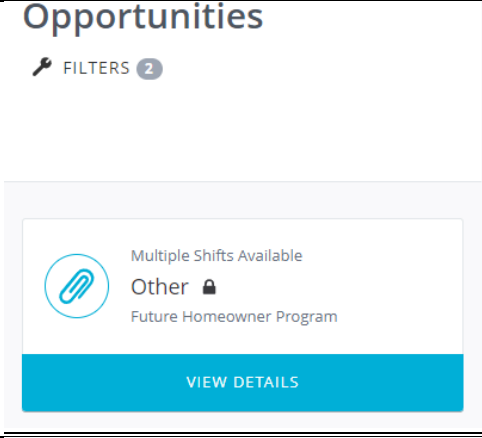
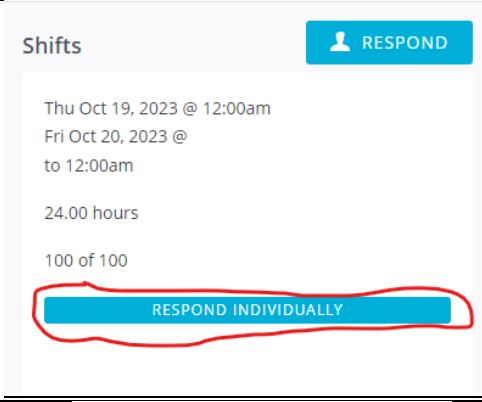
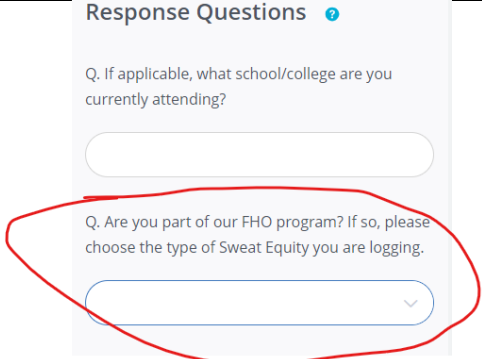
CHECK-OUT CANCEL

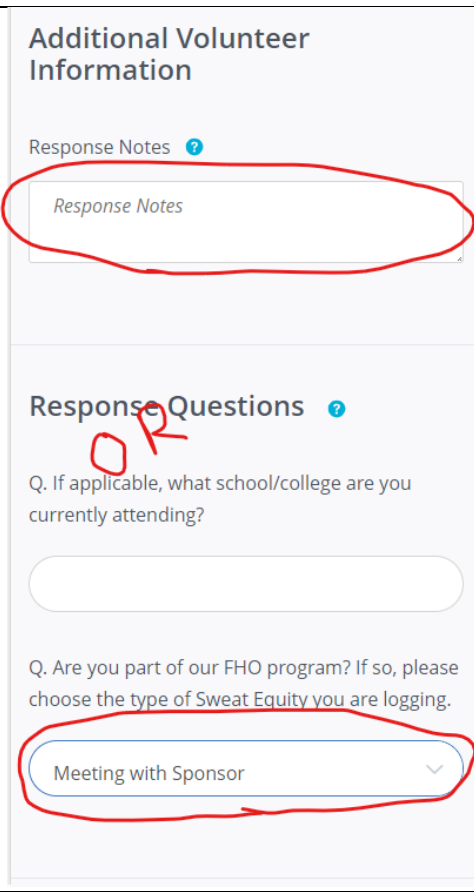



<p>vii) Click Check-Out. <i>It will say there's an error, but this makes it fill in the correct time and date so you don't have to.</i></p>	 <p>Check-in Time</p> <p>09/11/2023 12:40 PM</p> <p>Check-out Time</p> <p>CHECK OUT WITH A CUSTOM TIME</p> <p>Open calendar to select date and time</p> <p>Total Time</p> <p>0.00 hours</p> <p>CHECK-OUT CANCEL</p>
<p>viii) Click Check-Out again</p>	 <p>CHECK-OUT CANCEL</p>

# Other


## 1) Sign up

<p>a) Choose Other</p>	 <p>The screenshot shows the 'Opportunities' page with a 'FILTERS 2' icon. A card is displayed with a paperclip icon, the text 'Multiple Shifts Available', 'Other' with a lock icon, and 'Future Homeowner Program'. A blue button labeled 'VIEW DETAILS' is at the bottom of the card.</p>
<p>b) Find the shift you would like to work and click Respond Individually.</p>	 <p>The screenshot shows the 'Shifts' section with a 'RESPOND' button. A shift is listed for 'Thu Oct 19, 2023 @ 12:00am' to 'Fri Oct 20, 2023 @ 12:00am', lasting '24.00 hours' and with '100 of 100' spots. A blue button labeled 'RESPOND INDIVIDUALLY' is circled in red.</p>
<p>c) Scroll to the bottom until you reach the area that says, "Q. Are you part of the FHO program? If so, please choose the type of Sweat Equity you are logging"</p>	 <p>The screenshot shows the 'Response Questions' section. A question asks, 'Q. Are you part of the FHO program? If so, please choose the type of Sweat Equity you are logging.' A dropdown menu is circled in red.</p>

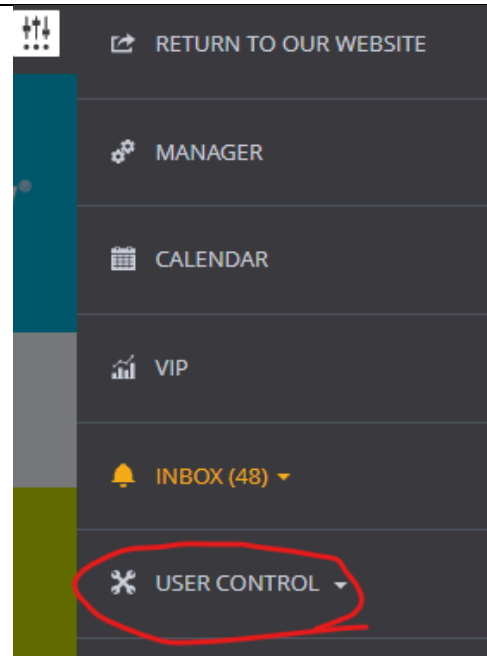
<p>d) Choose what best describes the activity you are logging. If nothing describes your activity, please write a description in the Response Note field.</p>	 <p><b>Additional Volunteer Information</b></p> <p>Response Notes ?</p> <p>Response Notes</p> <p><b>Response Questions</b> ?</p> <p>OR</p> <p>Q. If applicable, what school/college are you currently attending?</p> <p>Q. Are you part of our FHO program? If so, please choose the type of Sweat Equity you are logging.</p> <p>Meeting with Sponsor</p>
<p>e) Click Submit Opportunity Response</p>	 <p>SUBMIT OPPORTUNITY RESPONSE</p>

2) Check in

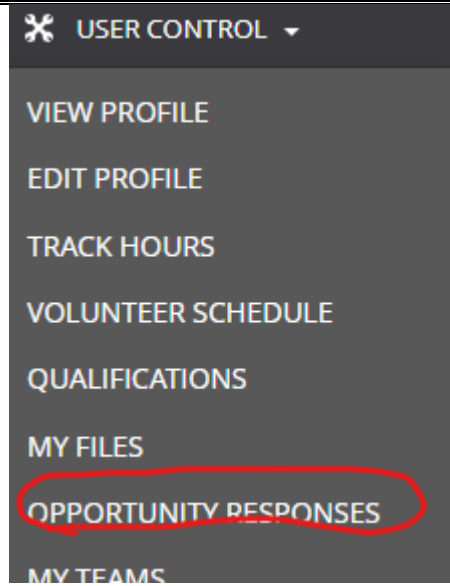
When you are ready to work, Log into <https://volunteer.evansvillehabitat.org/>.

<p>a) Click the top right menu</p>	 <p>Habitat for Humanity® of Evansville</p>
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b) Click User Control



c) Click Opportunity Responses

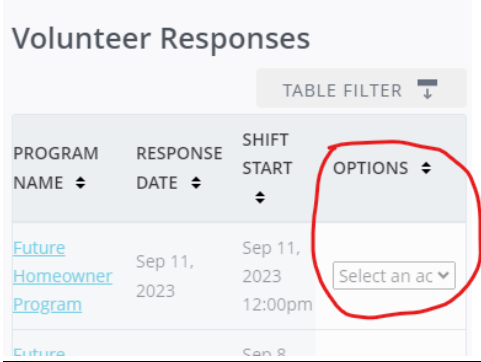
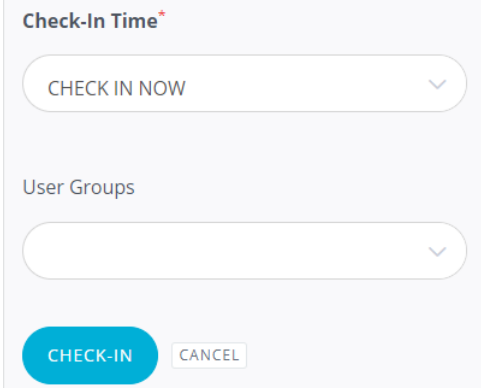
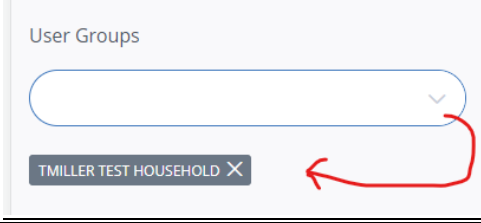
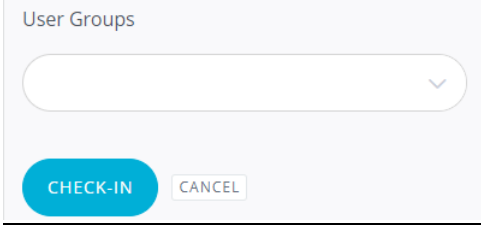


d) Find Other under the opportunity name column and swipe left until you find the Options column for that row.

Volunteer Responses

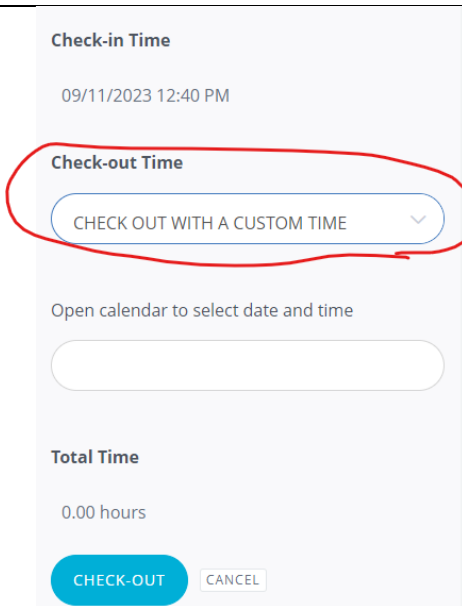
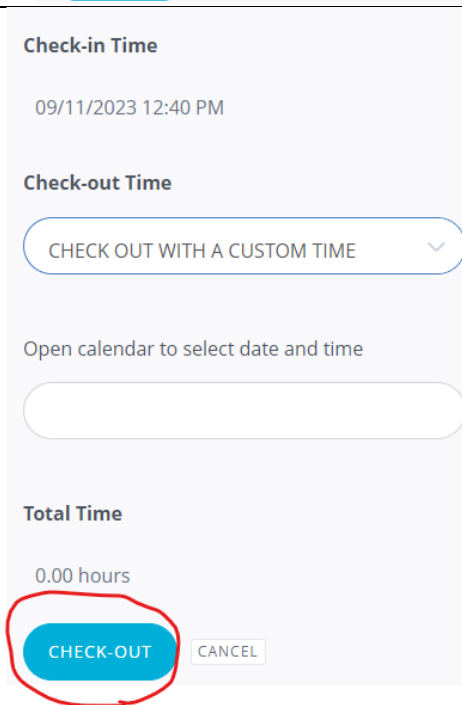
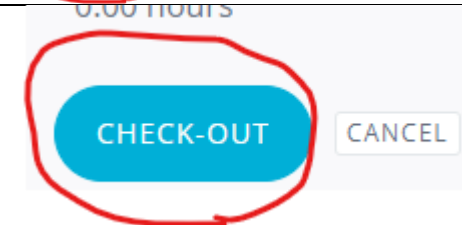
TABLE FILTER ▾

OPPORTUNITY NAME ▾	PROGRAM NAME ▾	RESPONSE DATE ▾	SHIFT START ▾
<a href="#">Other</a>	<a href="#">Future Homeowner Program</a>	Oct 19, 2023	Oct 19, 2023 12:00a

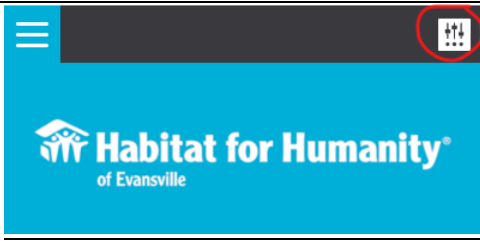
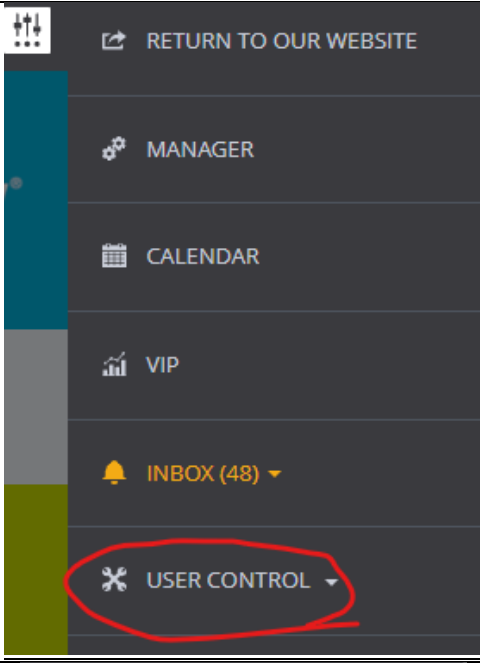
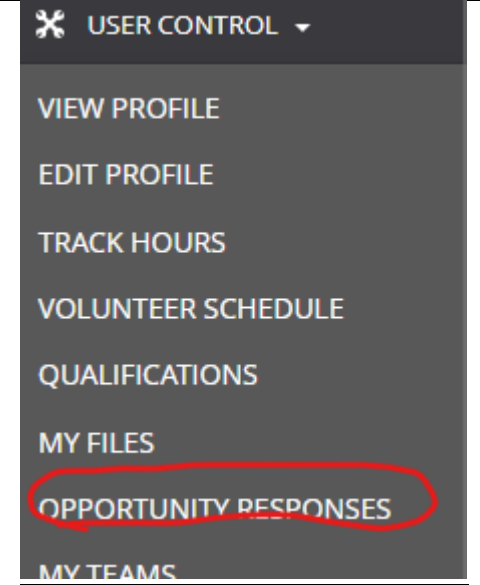
<p>e) Click the dropdown menu and choose Check In/Out</p>	 <p>The screenshot shows a table titled "Volunteer Responses" with columns: PROGRAM NAME, RESPONSE DATE, SHIFT START, and OPTIONS. The "OPTIONS" column for the first row is circled in red. Below the table, there is a dropdown menu with the text "Select an ac".</p>
<p>f) Leave the Check-in Time set to Check In Now</p>	 <p>The screenshot shows the "Check-In Time*" section. A dropdown menu is set to "CHECK IN NOW". Below it is a "User Groups" dropdown menu. At the bottom are "CHECK-IN" and "CANCEL" buttons.</p>
<p>g) Under User Groups, choose your Household group</p>	 <p>The screenshot shows the "User Groups" dropdown menu. The selected option is "TMILLER TEST HOUSEHOLD". A red arrow points to this option.</p>
<p>h) Click Check-in. <i>This automatically brings you to the Check-out screen for later.</i></p>	 <p>The screenshot shows the "User Groups" dropdown menu. Below it are "CHECK-IN" and "CANCEL" buttons.</p>

### 3) Check out

a) From the check-out screen

<p>i) Click the dropdown menu beneath Check-out Time and choose Check Out With a Custom Time.</p>	
<p>ii) Click Check-Out. <i>It will say there's an error, but this makes it fill in the correct time and date so you don't have to.</i></p>	
<p>iii) Click Check-Out again.</p>	

b) If you were taken away from the Check-Out screen.

<p>i) From your home screen, click the top right menu.</p>	
<p>ii) Click User Control</p>	
<p>iii) Click Opportunity Responses</p>	

iv) Find Other under the opportunity name column and swipe left until you find the Options column for that row.

The screenshot shows a table titled "Volunteer Responses" with a "TABLE FILTER" button. The table has four columns: OPPORTUNITY NAME, PROGRAM NAME, RESPONSE DATE, and SHIFT START. A red circle highlights the word "Other" in the OPPORTUNITY NAME column of the first row.

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT START
Other	Future Homeowner Program	Oct 19, 2023	Oct 19, 2023 12:00a

v) Click the dropdown menu and choose Check In/Out

The screenshot shows the same "Volunteer Responses" table. A red circle highlights the "OPTIONS" column header. Below the header, a dropdown menu is open, showing "Select an ac" as the selected option.

PROGRAM NAME	RESPONSE DATE	SHIFT START	OPTIONS
Future Homeowner Program	Sep 11, 2023	Sep 11, 2023 12:00pm	Select an ac

vi) Click Check Out With a Custom Time.

The screenshot shows a "Check-in Time" form. The "Check-in Time" is set to "09/11/2023 12:40 PM". The "Check-out Time" section is circled in red, showing a dropdown menu with "CHECK OUT WITH A CUSTOM TIME" selected. Below this, there is a text input field with the placeholder "Open calendar to select date and time". At the bottom, there is a "Total Time" section showing "0.00 hours" and two buttons: "CHECK-OUT" and "CANCEL".



vii) Click Check-Out. *It will say there's an error, but this makes it fill in the correct time and date so you don't have to.*

**Check-in Time**

09/11/2023 12:40 PM

**Check-out Time**

CHECK OUT WITH A CUSTOM TIME

Open calendar to select date and time

**Total Time**

0.00 hours

CHECK-OUT

CANCEL

viii) Click Check-Out again.

0.00 hours

CHECK-OUT

CANCEL