



PWH x VOLUNTEERHUB: HOW TO REGISTER FOR AN EVENT

Introduction

Thank you for completing your PWH Volunteer account registration! Once you have attended a New Volunteer Orientation session, you will be approved to volunteer and register for an event. An “event” on the VolunteerHub platform is what we formerly referred to as a “shift” or “opportunity” at PWH. As a Volunteer, you will be able to register for any events that you can see on the calendar or list view. The purpose of this document is to help volunteers register for events on the VolunteerHub platform.

For best results, please use a desktop computer.

***Bookmarking** the landing page will ensure that you have ease of logging in: <https://pwh.volunteerhub.com/>.*

Welcome page

When you login to your PWH volunteer account, the Events page is the default view; depending on the type of volunteering you have access to, your Events page may look slightly different.

The screenshot shows the PWH Volunteer Portal interface. At the top, there is a navigation bar with the PWH logo, the text "PARTNERS for WORLD HEALTH LOCAL EFFORT. GLOBAL IMPACT.", and user options: "Events", "My Schedule", "Admin", and "Laura Nilsson". A search icon is also present. Below the navigation bar is a large blue banner with a white box containing a welcome message and instructions. The message reads: "Welcome to the PWH Volunteer Portal! Thank you for volunteering to help count, sort and process medical supplies. We look forward to having you. If this is your first time visiting, please select a New Volunteer Orientation from the calendar below. Then, signing up to volunteer is easy! Find a date and time to volunteer that works for you, and select the event to see if there is availability. Then, select **Sign Up**. Sign ups close **12 HOURS** prior to the shift; cancellations close **24 HOURS** prior to the shift. If you have any questions, please contact us." Below the banner are two dropdown menus labeled "Events" and "Slots Remaining", followed by a "FILTERS" button and three icons (list, print, calendar). At the bottom, there is a calendar for "MAY 2023" with columns for Sunday through Saturday and rows for days 1 through 6.

List View

Using the list option (circled), you will see all of the events available for each day. The green “Sign Up” button indicates you are permitted to register for the event. If the button is not green, it is either because: 1) the allotted event slots are



full; or, 2) the event registration is closed. **Events will close for registration 12 hours prior to the event start time.**

WELCOME TO THE PWH VOLUNTEER PORTAL!

Thank you for volunteering to help count, sort and process medical supplies. We look forward to having you. If this is your first time visiting, please select a New Volunteer Orientation from the calendar below. Then, signing up to volunteer is easy! Find a date and time to volunteer that works for you, and select the event to see if there is availability. Then, select **Sign Up**. Sign ups close **12 HOURS** prior to the shift; cancellations close **24 HOURS** prior to the shift. If you have any questions, please contact us.

Events Slots Remaining FILTERS

WEDNESDAY, 5/31/2023

ALL DAY Drivers SIGN UP

WEDNESDAY, 5/3/2023

1 PM - 4 PM

Sorting, Processing Medical Supplies (Wed1pm-4pm) SIGN UP

Wed, May 3 at 1 PM - 4 PM (3 hours) 30 slots remaining

40 Walch Drive, Portland, ME, USA

Wednesday PM (1pm-4pm) volunteering at Walch Processing Warehouse

MORE

THURSDAY, 5/4/2023

9 AM - 12 PM

Sorting, Processing Medical Supplies (Thu9am-12pm) SIGN UP

Thu, May 4 at 9 AM - 12 PM (3 hours) 30 slots remaining

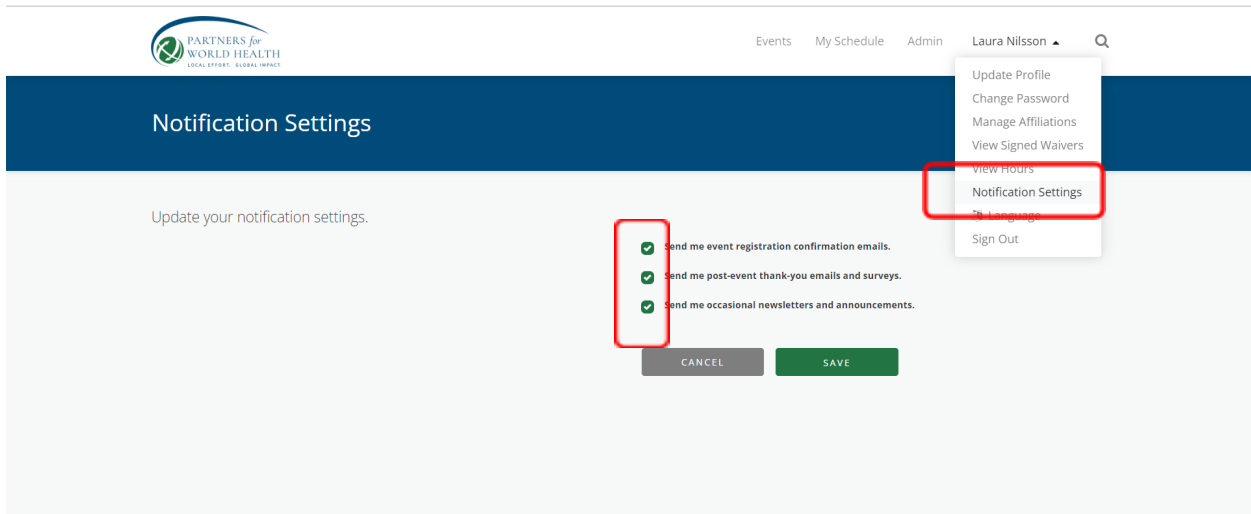
40 Walch Drive, Portland, ME, USA

Thursday AM (9am-12pm) volunteer shift at Walch Processing Warehouse.

MORE

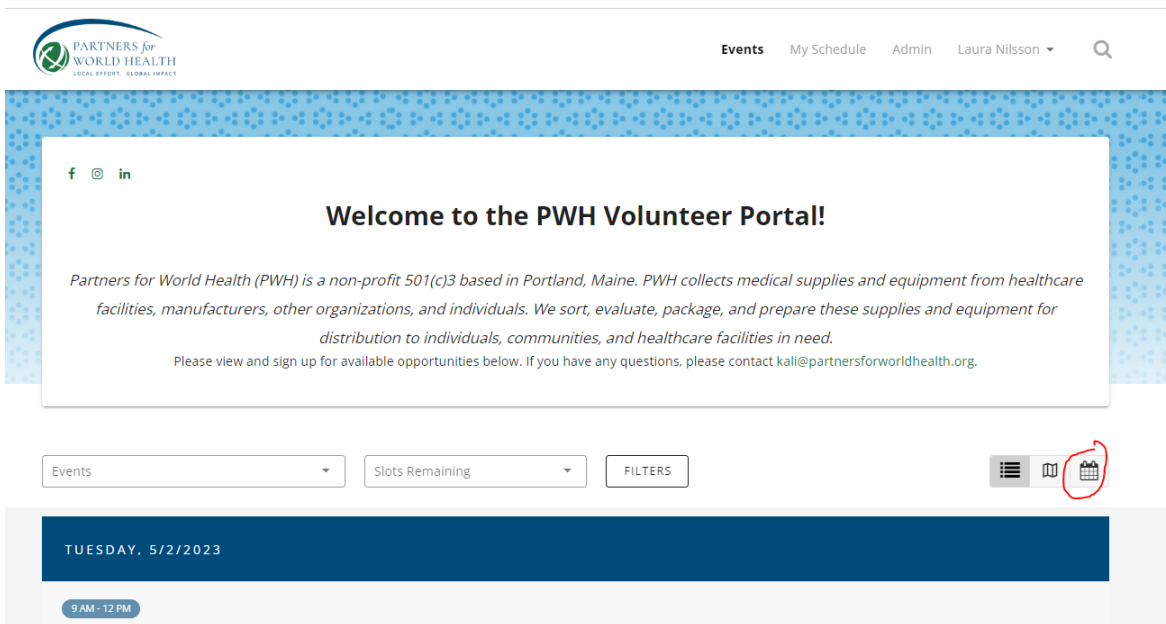


Each event requires its own registration. **You can register for events up to 3 months in advance.** Once you are registered, you will receive notification that you have registered for the event. You may choose to opt OUT or IN of email notifications for event registration. Since most of our volunteers volunteer at least once per week, the default is set to **no email notification** when registering for an event to reduce inbox overload. To change these settings, access your **Notification Settings** under your account:



Calendar View

Using the calendar option (circled), you will see the same options for available events in a calendar view format. Click on the green writing and you will be prompted to sign up for the event.





Please view and sign up for available opportunities below. If you have any questions, please contact kali@partnersforworldhealth.org.

MAY 2023						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	9 AM - 12 PM Sorting, Processing Medical Supplies (Tue9am-12pm) 1 PM - 4 PM Sorting, Processing Medical Supplies (Tue1pm-4pm)	9 AM - 12 PM Sorting, Processing Medical Supplies (Wed9am-12pm) 1 PM - 4 PM Sorting, Processing Medical Supplies (Wed1pm-4pm)	9 AM - 12 PM Sorting, Processing Medical Supplies (Thu9am-12pm) 1 PM - 4 PM Sorting, Processing Medical Supplies (Thu1pm-4pm)	9 AM - 12 PM Sorting, Processing Medical Supplies (Fri9am-12pm) 1 PM - 4 PM Sorting, Processing Medical Supplies (Fri1pm-4pm)	9 AM - 12 PM Sorting, Processing Medical Supplies (Sat9am-12pm) 1 PM - 4 PM Sorting, Processing Medical Supplies (Sat1pm-4pm)	
8	9 AM - 12 PM Category Owner (9am-12pm) 1 PM - 4 PM Category Owner (1pm-4pm)	9 AM - 12 PM Sorting, Processing Medical Supplies (Tue9am-12pm) 1 PM - 4 PM Sorting, Processing Medical Supplies (Tue1pm-4pm)	9 AM - 12 PM Sorting, Processing Medical Supplies (Wed9am-12pm) 1 PM - 4 PM Sorting, Processing Medical Supplies (Wed1pm-4pm)	9 AM - 12 PM Sorting, Processing Medical Supplies (Thu9am-12pm) 1 PM - 4 PM Sorting, Processing Medical Supplies (Thu1pm-4pm)	9 AM - 12 PM Sorting, Processing Medical Supplies (Fri9am-12pm) 1 PM - 4 PM Sorting, Processing Medical Supplies (Fri1pm-4pm)	9 AM - 12 PM Sorting, Processing Medical Supplies (Sat9am-12pm) 1 PM - 4 PM Sorting, Processing Medical Supplies (Sat1pm-4pm)
15	16	17	18	19	20	

Partners for World Health (PWH) is a non-profit 501(c)3 based in Portland, Maine. PWH collects medical supplies and equipment from healthcare facilities, manufacturers, other organizations, and individuals. We sort, evaluate, package, and prepare these supplies and equipment for distribution to individuals, communities, and healthcare facilities in need.

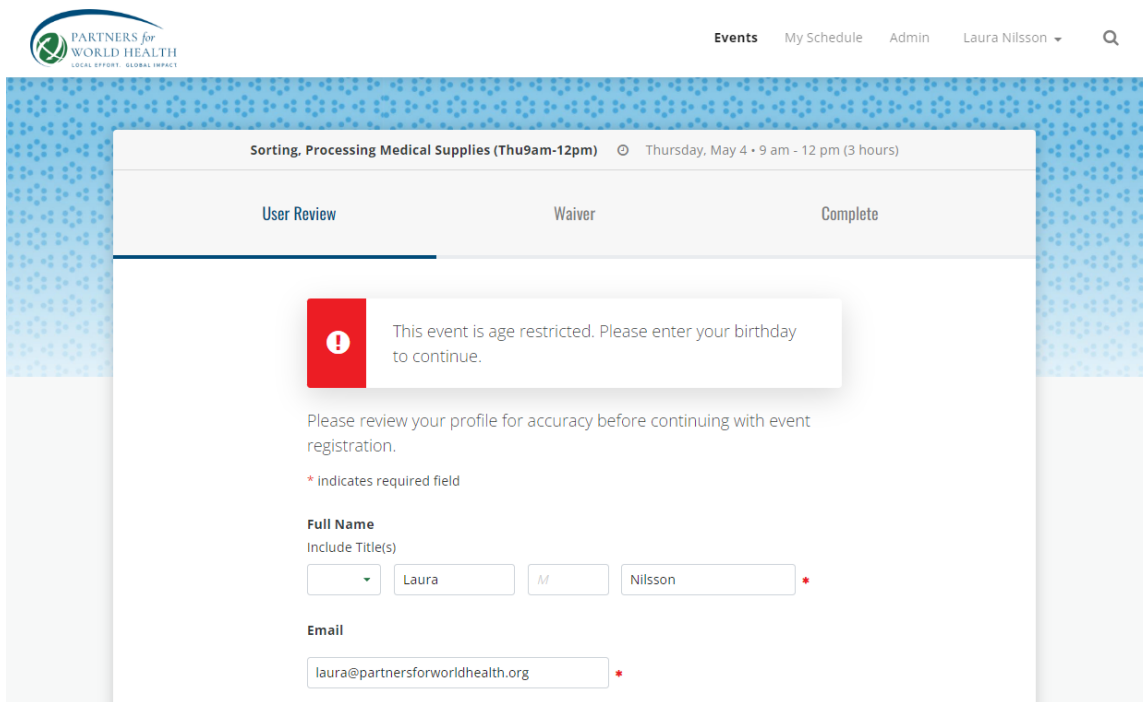
Please view and sign up for available opportunities below. If you have any questions, please contact kali@partnersforworldhealth.org.

THURSDAY, 5/4/2023

9 AM - 12 PM	Thu, May 4 at 9 AM - 12 PM (3 hours) 30 slots remaining Sorting, Processing Medical Supplies (Thu9am-12pm) 40 Walch Drive, Portland, ME, USA Thursday AM (9am-12pm) volunteer shift at Walch Processing Warehouse. MORE	SIGN UP
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Signing Up

Option A: If your account was created by the Volunteer Coordinator or PWH Staff, you will be prompted to complete the User Information and Waiver prior to signing up for an event. If there are any changes made to the User Information, you will be prompted to complete the missing information. **Waivers will renew every year on January 1st.**



Sorting, Processing Medical Supplies (Thu 9am-12pm) Thursday, May 4 - 9 am - 12 pm (3 hours)

User Review Waiver Complete

! This event is age restricted. Please enter your birthday to continue.

Please review your profile for accuracy before continuing with event registration.

* Indicates required field

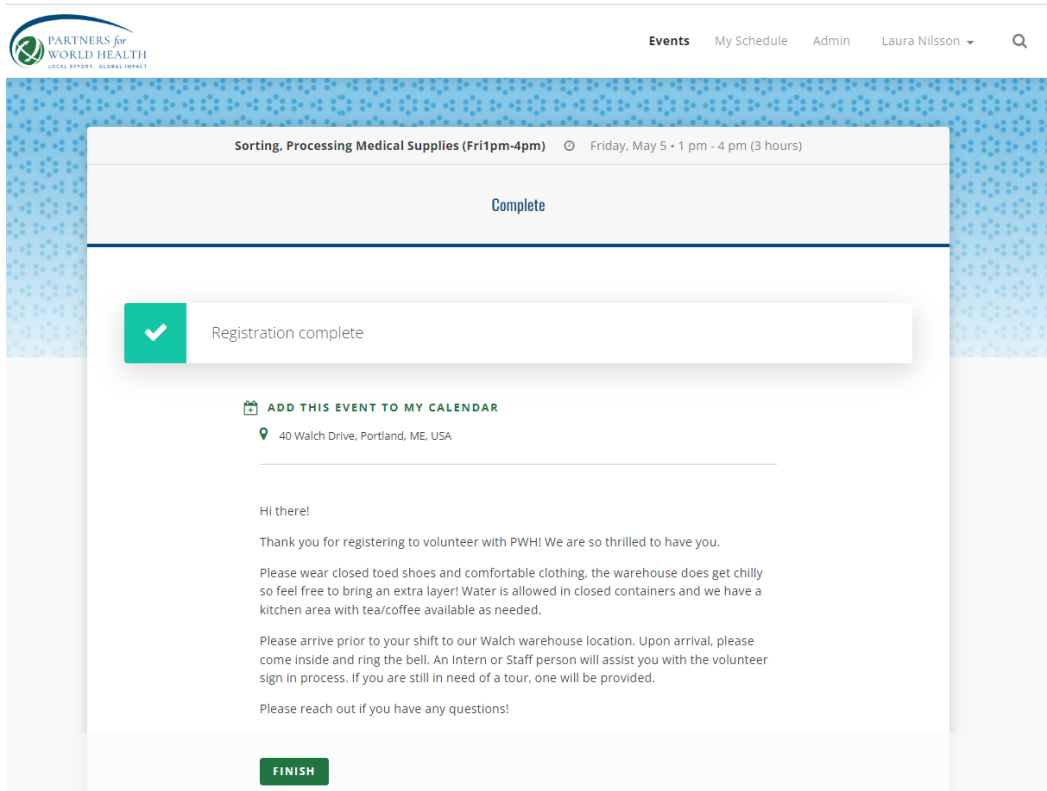
Full Name
Include Title(s)

*

Email

*

Option B: If you created your own account and thus the User Information and Waiver, you will automatically move to Registration without requiring User Info and Waiver duplication.



Sorting, Processing Medical Supplies (Fri 1pm-4pm) Friday, May 5 - 1 pm - 4 pm (3 hours)

Complete

✓ Registration complete

ADD THIS EVENT TO MY CALENDAR
40 Walch Drive, Portland, ME, USA

Hi there!

Thank you for registering to volunteer with PWH! We are so thrilled to have you.

Please wear closed toed shoes and comfortable clothing, the warehouse does get chilly so feel free to bring an extra layer! Water is allowed in closed containers and we have a kitchen area with tea/coffee available as needed.

Please arrive prior to your shift to our Walch warehouse location. Upon arrival, please come inside and ring the bell. An Intern or Staff person will assist you with the volunteer sign in process. If you are still in need of a tour, one will be provided.

Please reach out if you have any questions!

FINISH



Completed Registration

Once you have completed the registration, there will be a small green check next to the event for which you have registered.

Events My Schedule Admin Laura Nilsson

Welcome to the PWH Volunteer Portal!

Partners for World Health (PWH) is a non-profit 501(c)3 based in Portland, Maine. PWH collects medical supplies and equipment from healthcare facilities, manufacturers, other organizations, and individuals. We sort, evaluate, package, and prepare these supplies and equipment for distribution to individuals, communities, and healthcare facilities in need. Please view and sign up for available opportunities below. If you have any questions, please contact kali@partnersforworldhealth.org.

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1 - 12 PM Jory Owner (9am-12pm)	9 9 AM - 12 PM Sorting, Processing Medical Supplies	10 9 AM - 12 PM Sorting, Processing Medical Supplies	11 9 AM - 12 PM Sorting, Processing Medical Supplies	12 9 AM - 12 PM Sorting, Processing Medical Supplies	13 9 A Sor	

To cancel your registration for the event- click the event, and then click the gray “Cancel Registration” button. Follow the steps below. ***If ‘Cancel Registration’ is not available, [contact](#) the Volunteer Coordinator.***

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Sorting, Processing Medical Supplies (Thu9am-12pm)

Thu, May 4 at 9 AM - 12 PM (3 hours) You are registered for this event

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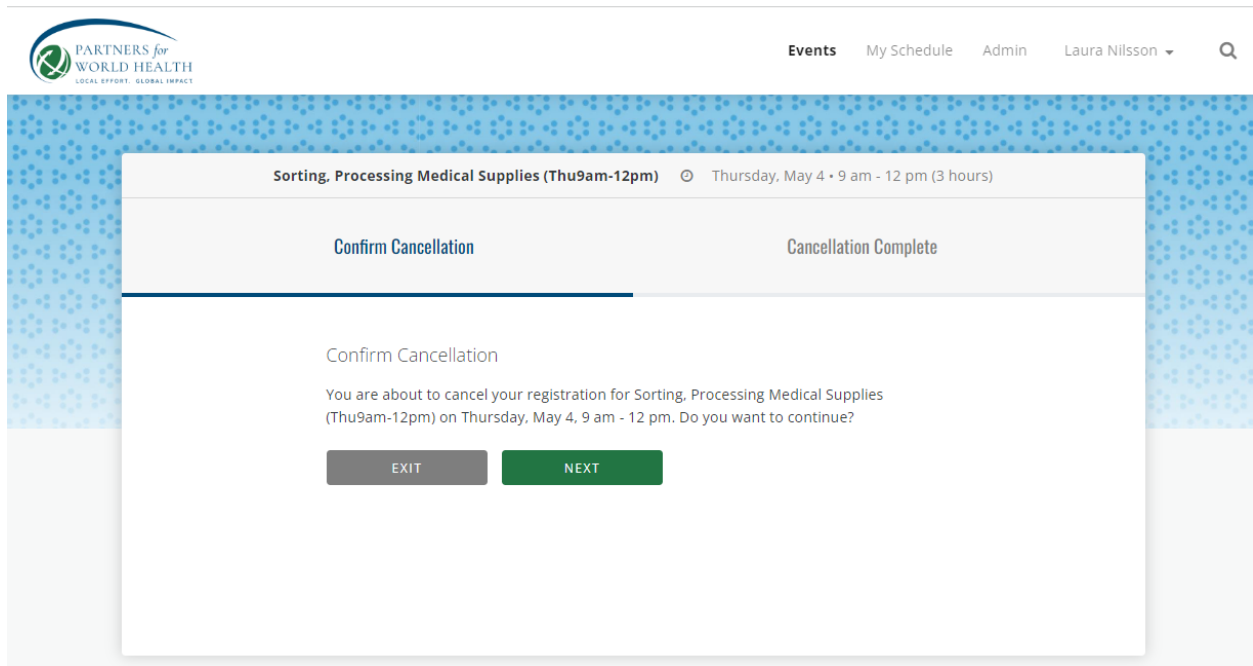
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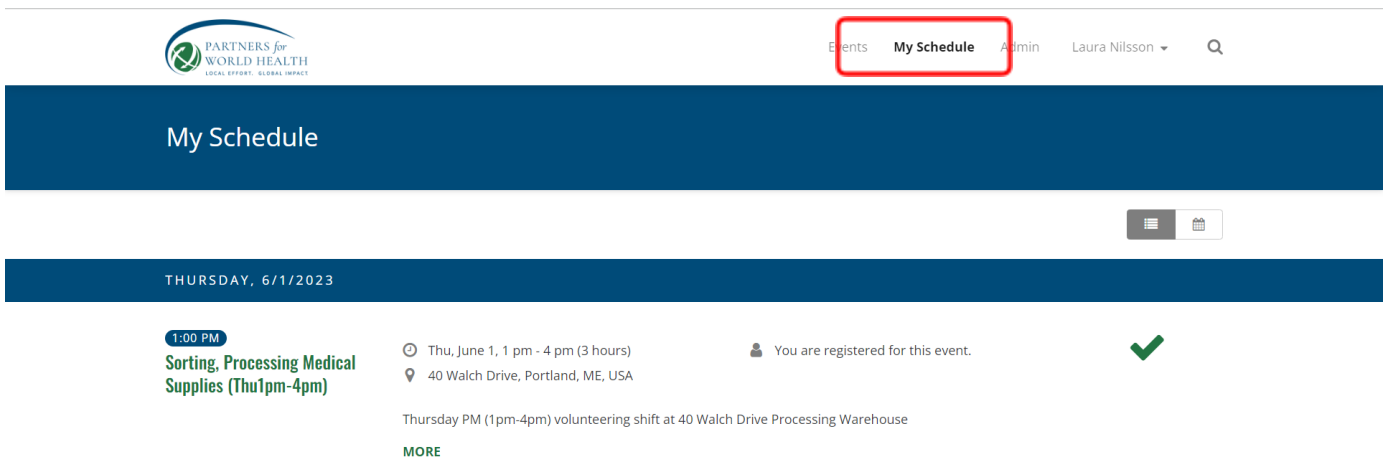
CANCEL REGISTRATION

SIGN UP



Wrap Up

A reminder email will be sent 24 hours prior to the event to remind you of your registration. To change these settings, access your **Notification Settings** under your Account (see section above). All events are Calendar compatible and able to be added to virtual calendars. To view all registered events, click “My Events” from your account top menu:



If at any point you have questions, please feel free to request assistance from the [Volunteer Coordinator](#).