

CREATING AN ACCOUNT

Step 1: Go to <https://vhub.at/cocommunityservice>
OR scan QR code



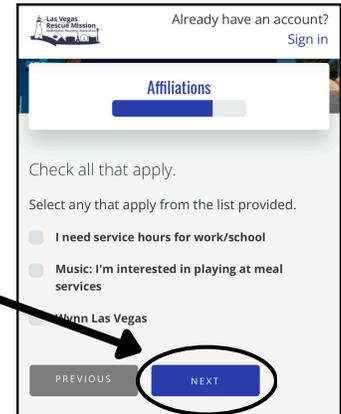
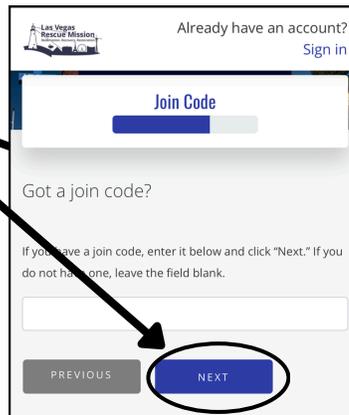
STEP 2:



The website will look like this

Click here to create an account

STEP 3: Skip the "Join Code" & "Check all that apply"



STEP 4: Fill out form

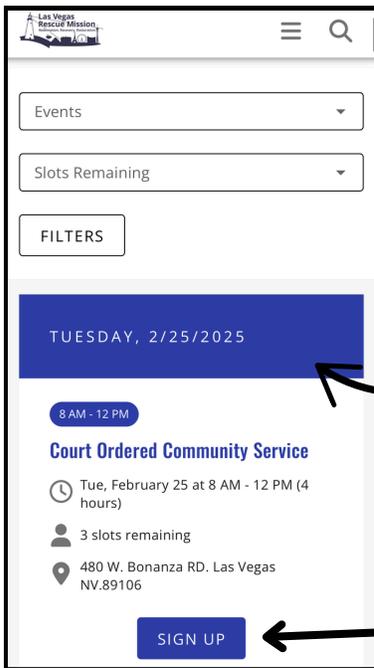
STEP 5:
READ and SIGN
waiver. These are the rules you need to abide to when on property.

You are ready to sign up for a shift!

SIGNING UP FOR A SHIFT

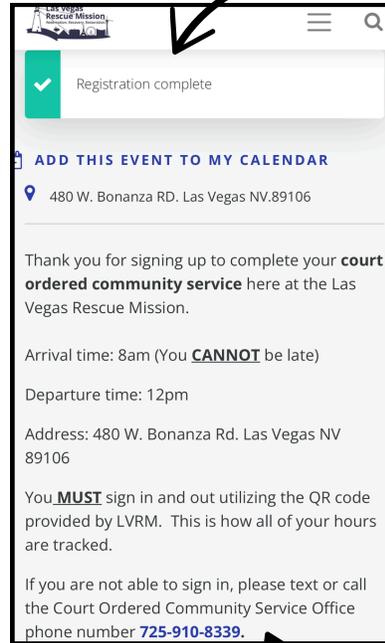
STEP 1:

Keep an eye on which day you are signing up for!



STEP 2:

Click Sign Up!



STEP 3:

Once it says "Registration Complete" you are signed up for that day.

STEP 4:

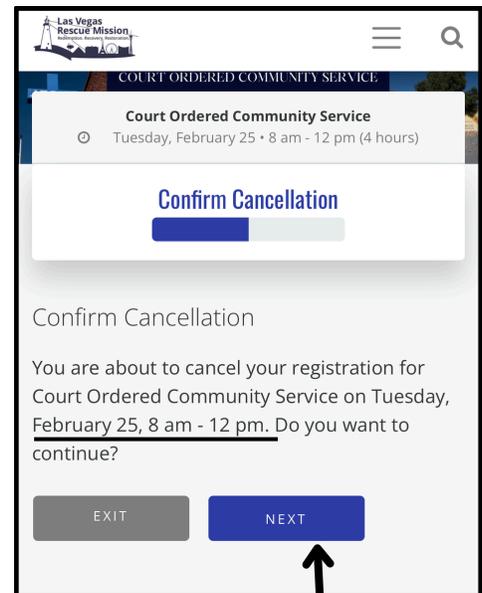
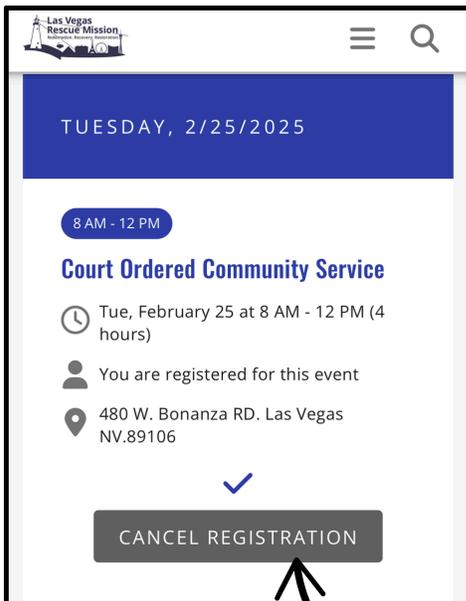
Make sure you read your confirmation!

CANCELLING A SHIFT

On the shift you signed up for, there will be a way to cancel your registration.

STEP 1:

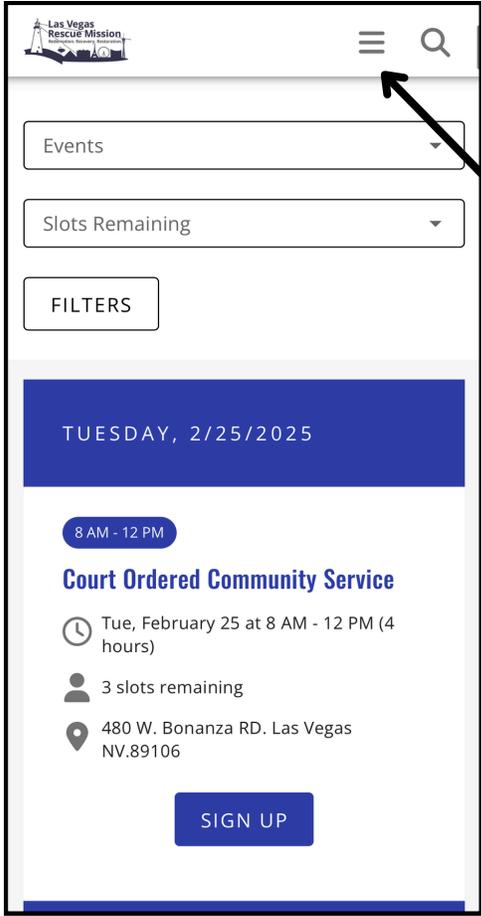
Click this button to cancel your registration



STEP 2:
Make sure the date you are cancelling is correct!

STEP 3:
Click **NEXT** to cancel registration!

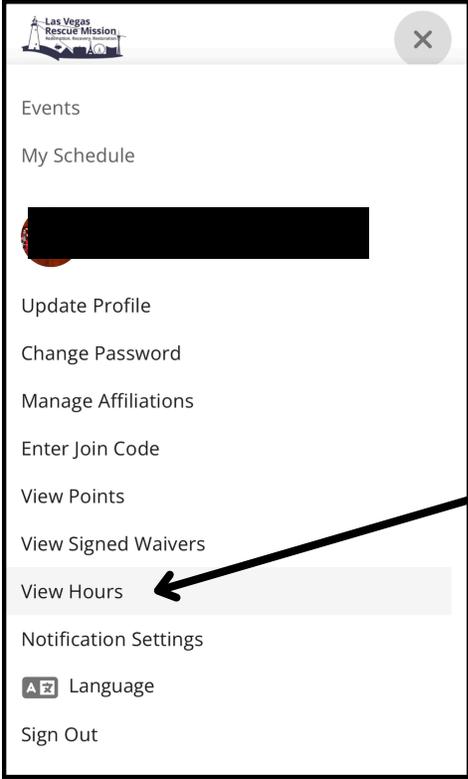
VIEWING WORKED HOURS



STEP 1:

Click on the lines at the top of the screen

The 3 lines will showcase this drop down menu



STEP 2:

Click on "view hours"



This will showcase how many hours you have completed.

You can also see a full report of which days and how many hours you have already worked.