

# Welcome To VolunteerHub

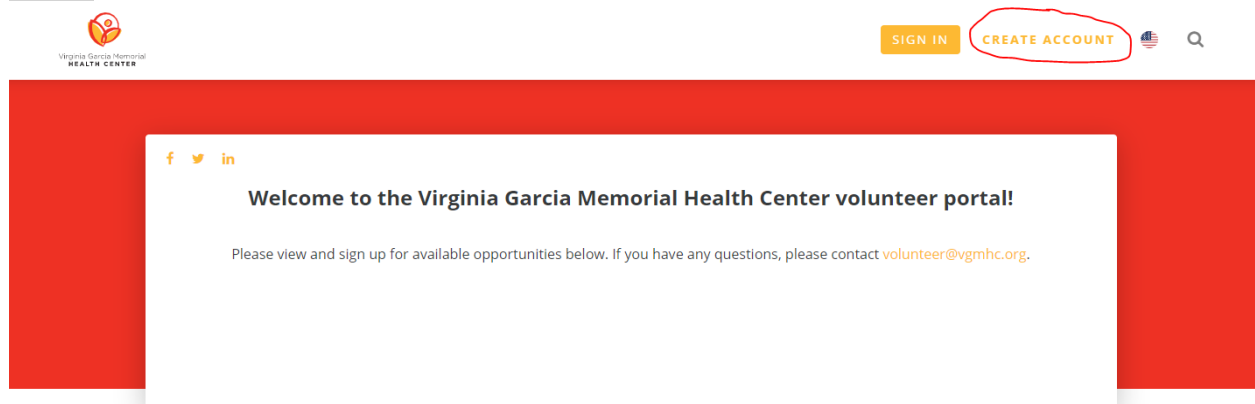
Thank you so much for wanting to volunteer with Virginia Garcia Memorial Health Center! Here are some step-by-step instructions on how to sign up for volunteer opportunities with our new Volunteer Hub platform!

## How to create an account with Volunteer Hub:

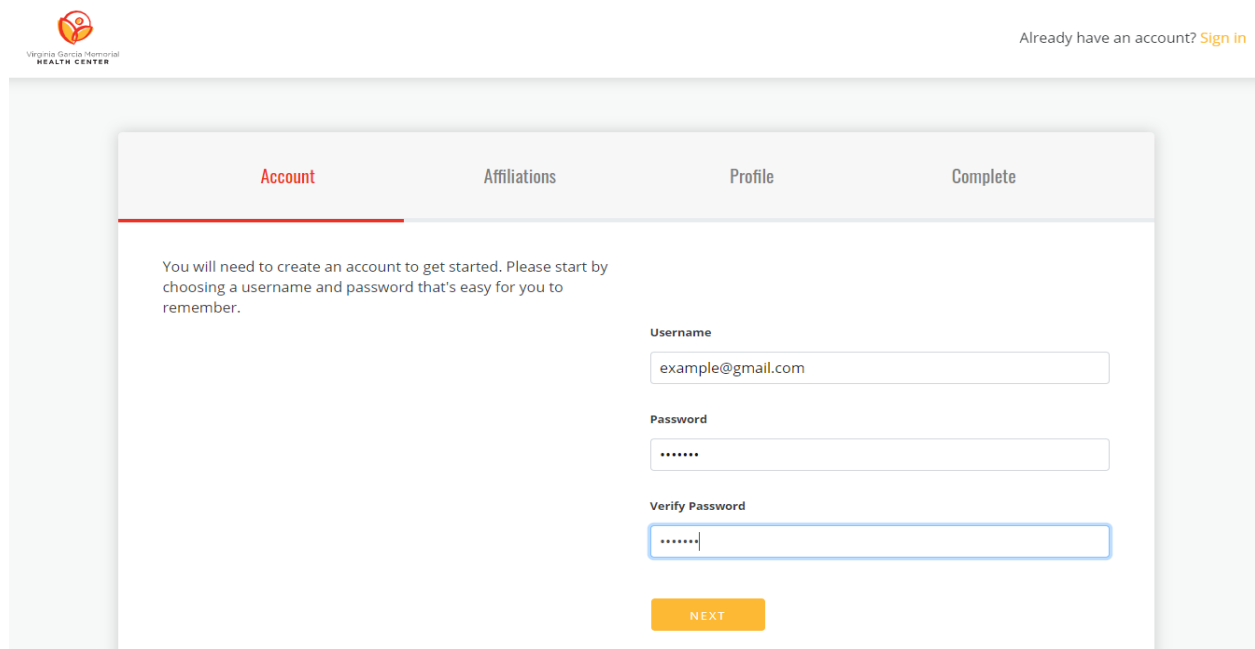
**Step 1:** Follow the link.

To get started, use this link to create your Volunteer Hub account to sign up for volunteer opportunities.  
<https://virginiagarcia.volunteerhub.com/>

**Step 2:** Select “**CREATE ACCOUNT**”



**Step 3:** Create a username and password.



**Step 4:** Check any boxes that apply to you.

The screenshot shows a registration form for the Virginia Garcia Memorial Health Center. The 'Affiliations' step is active, indicated by a red checkmark and a red underline. The form contains the following elements:

- Header: Virginia Garcia Memorial HEALTH CENTER logo and a link 'Already have an account? Sign in'.
- Progress bar: 'Affiliations' (checked), 'Profile', 'Complete'.
- Text: 'Check all that apply. Select any that apply from the list provided.'
- Checkboxes:
  - I am interested in working with patients. extra info here
  - I have general computer and data entry skills.
  - I speak fluent Spanish and English.
- Buttons: 'PREVIOUS' (disabled) and 'NEXT' (active).

**Step 5:** Complete all of the required prompts. Home address and birthday are encouraged, because those are extra ways that we can celebrate YOU!

The screenshot shows the 'Profile' step of the registration process. The 'Profile' step is active, indicated by a red checkmark and a red underline. The form contains the following elements:

- Header: Virginia Garcia Memorial HEALTH CENTER logo and a link 'Already have an account? Sign in'.
- Progress bar: 'Affiliations', 'Profile' (checked), 'Complete'.
- Text: 'Complete the form below. \* indicates required field'.
- Form fields:
  - Full Name:** A dropdown menu with 'Jane' selected, a middle field with 'M', and a last name field with 'Doe' and a red asterisk.
  - Personal Pronouns:** A dropdown menu with 'She/Her' selected.
  - Email:** A text field with 'example@gmail.com' and a red asterisk.
  - Home Address:** A text field with '1234 Easy St', an empty address line, and three fields for 'City' (Portland), 'State' (OR), and 'Zip' (97123).

**Home Phone**

**Work Phone**

**Mobile Phone**

**SMS Opt-In**  
May we send event reminders to your mobile phone? (carrier charges may apply)

Yes, you may text me  \*

**Gender**

**Date of Birth**

Month Day Year

01 02 1986

✓ ✓ ✓ ✓ Complete

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Congratulations! You have successfully created your account.  
Click "Next" to log into your account and sign up for available activities.

**Step 6:** You did it! 🎉🎉🎉 Email me at your full name at [volunteer@vgmhc.org](mailto:volunteer@vgmhc.org), and I'll send you our New Volunteer Onboarding Paperwork via DocuSign, and a quick background check via CICS. Both will come as separate emails. **Please note: You will not be able to sign up for shifts until your background check has cleared.** Feel free to reach out if you have any questions!