

Welcome To VolunteerHub

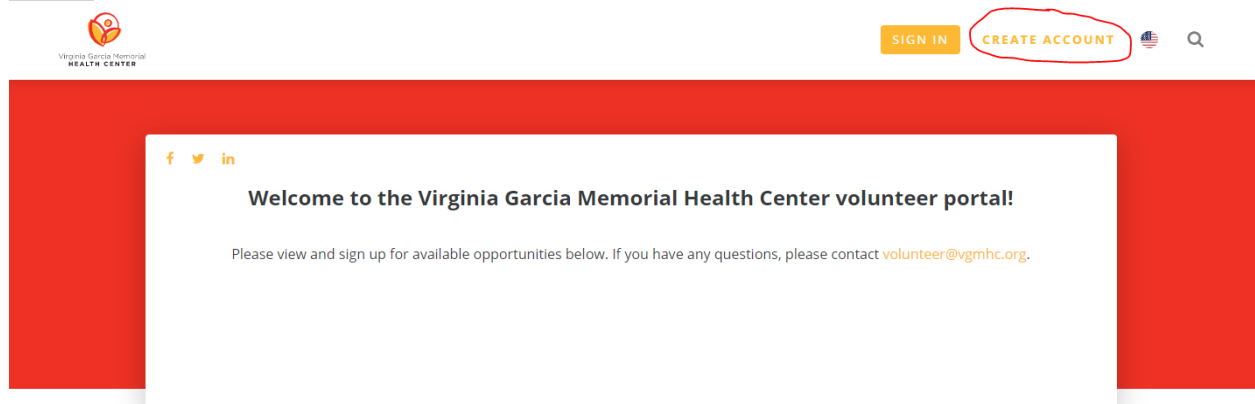
Thank you so much for wanting to volunteer with Virginia Garcia Memorial Health Center! Here are some step-by-step instructions on how to sign up for volunteer opportunities with our new Volunteer Hub platform!

How to create an account with Volunteer Hub:

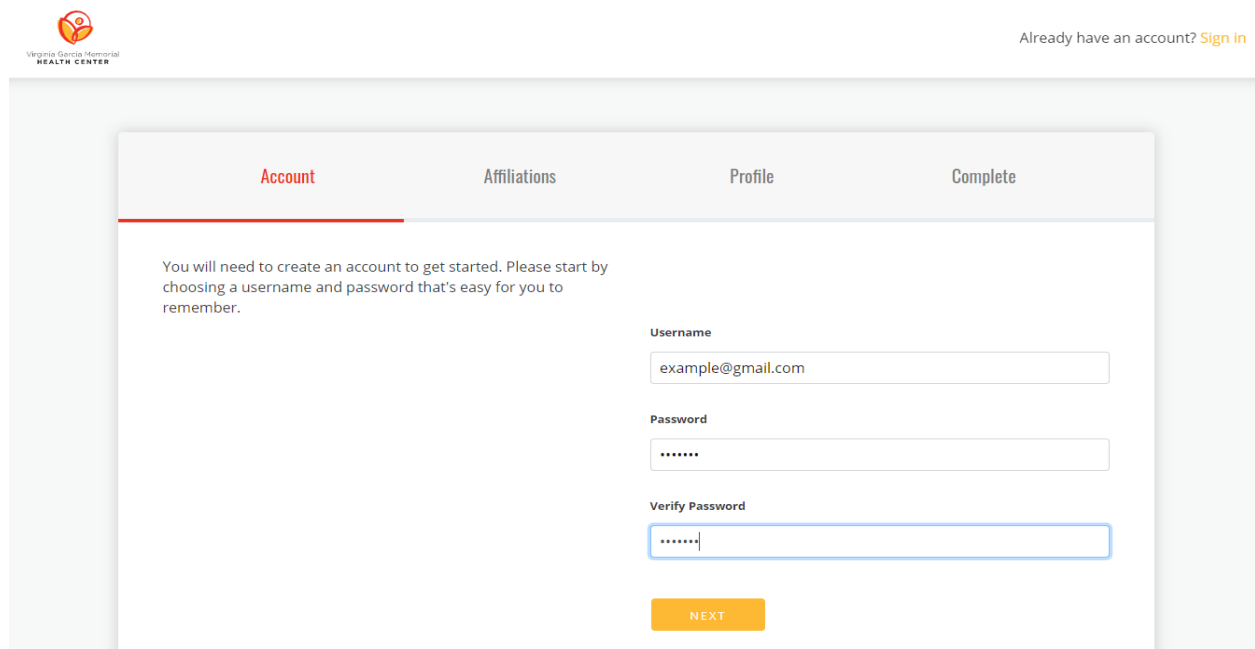
Step 1: Follow the link.

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 with a progress bar at the top containing four steps: a checkmark, 'Affiliations', 'Profile', and 'Complete'. The 'Affiliations' step is currently active. The form content includes the instruction 'Check all that apply. Select any that apply from the list provided.' followed by three checkboxes: 'I am interested in working with patients. extra info here' (unchecked), 'I have general computer and data entry skills.' (checked), and 'I speak fluent Spanish and English.' (checked). At the bottom are 'PREVIOUS' and 'NEXT' buttons.

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 a registration form with a progress bar at the top containing four steps: a checkmark, a checkmark, 'Profile', and 'Complete'. The 'Profile' step is currently active. The form content includes the instruction 'Complete the form below.' and a legend '* indicates required field'. The form fields are: 'Full Name' (with a dropdown menu, 'Jane', 'M', and 'Doe' fields, the last with an asterisk), 'Personal Pronouns' (with a dropdown menu showing 'She/Her'), 'Email' (with a text field containing 'example@gmail.com' and an asterisk), 'Home Address' (with a text field containing '1234 Easy St'), and 'City', 'State', and 'Zip' (with dropdown menus for 'Portland', 'OR', and '97123').

Home Phone

Work Phone

Mobile Phone

SMS Opt-In

May we send event reminders to your mobile phone? (carrier charges may apply)

 *

Gender

Date of Birth

Month	Day	Year
<input type="text" value="01"/>	<input type="text" value="02"/>	<input type="text" value="1986"/>



Complete

Congratulations! You have successfully created your account.

Click "Next" to log into your account and sign up for available activities.

Step 7: You did it! 🎉🎉🎉 Click "NEXT" to sign up for shifts!


How to sign up for shifts on Volunteer Hub:

Step 1: Use the drop down menu on the left side to find volunteer shifts for the clinic or event you want to work at, or stay on “All Events” to view all of our volunteer opportunities.

The screenshot shows the top navigation bar with the logo on the left, and 'Events', 'My Schedule', 'Jane Doe', and a search icon on the right. A large white welcome message is centered on a red background. Below the message, a dropdown menu is open, with 'All Events' selected and circled in red. The menu lists several clinic options: 'All Events', '..Beaverton Wellness Center', '..Cornelius Wellness Center', '..Hillsboro Clinic', '..McMinnville Clinic', '..Mobile Clinic', and '..Newberg Clinic'. To the right of the menu, there are icons for list and calendar views. Below the menu, event details are shown: 'Mon, August 30, 8 am - 12 pm (4 hours)', '2 slots remaining', and the address '2251 E Hancock St #103, Newberg, OR 97132'. A yellow 'SIGN UP' button is visible. A description of the event is provided at the bottom: 'Assist the staff with patient care by helping guide patients to exam rooms and observation areas, and helping to run medications from the pharmacy to the patients waiting in their cars.'

Step 2: Use the icons on the right side to view opportunities in list or calendar view.

This screenshot is identical to the one above, showing the same navigation bar, welcome message, and event details. However, the dropdown menu is now closed, and the 'All Events' text is visible in a grey box on the left. On the right side, the list and calendar view icons are circled in red, indicating the step to switch views.

All Events 

MONDAY, 8/30/2021

8:00 AM
Newberg Clinic - AM Runner
(Must Be Bilingual)

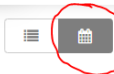
🕒 Mon, August 30, 8 am - 12 pm (4 hours) 👤 You are registered for this event.

📍 2251 E Hancock St #103, Newberg, OR 97132

CANCEL REGISTRATION

Assist the staff with patient care by helping guide patients to exam rooms and observation areas, and helping to run medications from the pharmacy to the patients waiting in their cars.

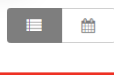
[MORE](#)

All Events 

AUGUST 2021

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30 8 am - 12 pm Newberg Clinic - AM Runner (Must Be Bilingual) 11 am - 3 pm Beaverton Wellness Center - AM Runner 1 pm - 5 pm Newberg Clinic - PM Runner (Must Be Bilingual) 3 pm - 7 pm Beaverton Wellness Center - PM Runner	31 10 am - 2 pm AM Runner - Newberg Clinic (Must Be Bilingual) 10 am - 2 pm Newberg Food Pantry 11 am - 3 pm Beaverton Wellness Center - AM Runner 3 pm - 7 pm Beaverton Wellness Center - PM Runner 3 pm - 7 pm Newberg Clinic - PM Runner (Must Be Bilingual)			

Step 3: Click “SIGN UP” and then “FINISH” and you will be all signed up for this event. 😊

All Events 

MONDAY, 8/30/2021

8:00 AM
Newberg Clinic - AM Runner
(Must Be Bilingual)

🕒 Mon, August 30, 8 am - 12 pm (4 hours) 👤 2 slots remaining

📍 2251 E Hancock St #103, Newberg, OR 97132

SIGN UP

Assist the staff with patient care by helping guide patients to exam rooms and observation areas, and helping to run medications from the pharmacy to the patients waiting in their cars.

[MORE](#)

Newberg Clinic - AM Runner (Must Be Bilingual) ⌚ Monday, August 30 • 8 am - 12 pm (4 hours)

Complete



Registration complete

 ADD THIS EVENT TO MY CALENDAR

 2251 E Hancock St #103, Newberg, OR 97132

Hi There,

Thank you so much for signing up to volunteer at our Newberg Clinic! Please see your shift details below:

Location: 2251 E Hancock St #103, Newberg, OR 97132

FINISH

MONDAY, 8/30/2021

8:00 AM

Newberg Clinic - AM Runner
(Must Be Bilingual)

🕒 Mon, August 30, 8 am - 12 pm (4 hours)

📍 2251 E Hancock St #103, Newberg, OR 97132

👤 You are registered for this event.



CANCEL REGISTRATION

Assist the staff with patient care by helping guide patients to exam rooms and observation areas, and helping to run medications from the pharmacy to the patients waiting in their cars.

MORE



Step 4: Check your Schedule!

How to check your schedule on Volunteer Hub:

Step 1: Select the “My Schedule” tab in the top right corner of the page.



This will show you a list of all of the events you have signed up to volunteer at, including shift dates, times, and locations.

