



How to Create Volunteerhub Account

For **Share a Meal** go to
<https://rmhccf.volunteerhub.com/vv2/lp/shareameal>

For **Baking Buddies** go to
<https://rmhccf.volunteerhub.com/vv2/lp/bakingbuddies>

Once at the website, proceed as follows:

Creating Your Account:

Create Account

- On the top right of the page, click Create Account.

Username and Password

- Create a username and password and click next.

Profile Page

- Fill in all required information (designated by an *asterisk).
- Choose to opt-in or opt-out of text messages. (We recommend you opt in for reminders of your scheduled events).
- Click Next to continue.

Congratulations!

- You have created your Volunteerhub account.
- You may view the calendar to schedule your event now or exit and log in later (see managing your account below for details).

Managing Your Account:

View and Register for Events

- Click Events at top right of page.
- Monthly calendar view of all locations will appear. To filter based on location, use drop down filter option on top of calendar.
- Click the event for more information.
- Click the red SIGN UP button on right of page.
- Click Finish.
- [Optional] Click add to calendar.

Cancelling Your Events

- Click My Schedule at top right of page.
- Click the Event you would like to cancel.
- Click Cancel Registration, Next.
- Click Finish and Exit.

Thank you for being a valued volunteer!