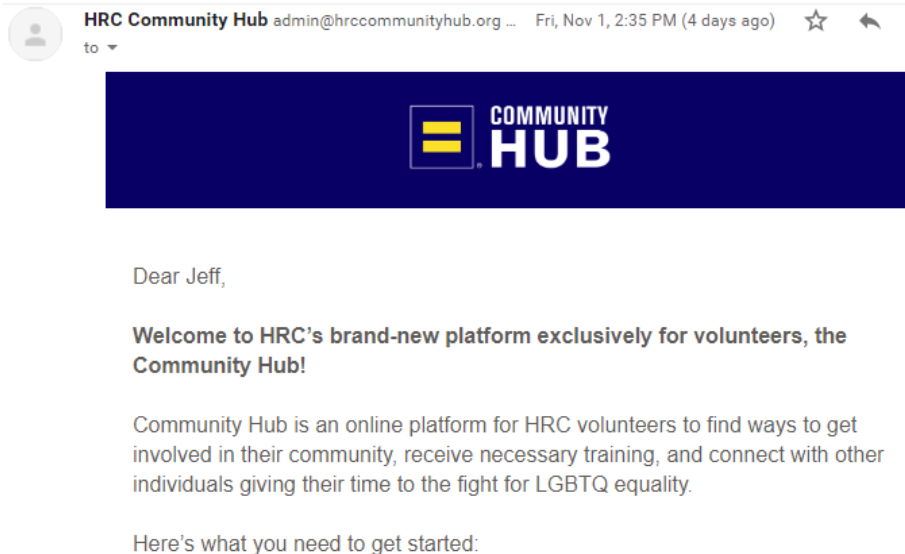




Initial Log In and Set Up for Steering Committees



Logging On



- Check your email for an email from admin@hrccomunityhub.org
- Make sure to check your spam if you do not see the email in your inbox
- Once you open the email, click the link under Step 1 to activate your profile

Step 1: Activate your profile by clicking on the link below. Then choose a password, log into your account, and complete your profile.

https://www.hrccomunityhub.org/?nd=vms_authorize&c=fT4vuUDZ

Step 2: Once your account is activated, you can download our mobile app, available for both iPhone

Click link from your email

Logging On



New Login Setup

Please select your username and password now before you can access the system.

*USERNAME

Username must be a minimum of six (6) characters in length

*PASSWORD

*RETYPE PASSWORD:

Passwords must be a minimum of eight (8) characters in length and be comprised of three of the following four groups of characters *Uppercase letters, lowercase letters, numerals, and special characters.*

Submit

Next you will be directed to develop your Username and Password

Create Username & Password

A screenshot of the "New Login Setup" form on a mobile device. The form includes fields for *USERNAME, *PASSWORD, and *RETYPE PASSWORD, with instructions on password requirements. The Community Hub logo is at the top, and the page is titled "New Login Setup". The form is displayed on a mobile screen with a status bar at the top showing the time 1:21 and various icons.

What if I didn't get an email?

1. Check your Spam for admin@hrccommunityhub.org
2. Not in your Spam? Click “Forgot Password” on hrccommunityhub.org and you will be prompted to enter your email, which will be followed by an email prompt
3. Still stuck? Email the Help Desk @ support@hrccommunityhub.zendesk.com

Complete Your Profile



We've sent a verification link to your email address. Please check your email to verify it. Didn't receive an email? [Click here to resend the link](#)

You have completed **0** of 3 Steps

Welcome to CommunityHub, HRC's Volunteer Engagement System. Please complete the steps below to activate your account.

Update Profile	☐
Agree to Code of Conduct	☐
BOG Handbook Acknowledgement	☐



Update Your Profile

unityhub.org/?nd=profile_edit&jid=_JID_

Personal Info

Name
Address >
Contact Information
Emergency Contact
Employment Information
Education
Resume Information
Demographic Information
Member Attribute
Skills/Experiences
Language

ADDRESS

*STREET ADDRESS APT/STE
Address
*CITY *STATE *ZIP CODE
City Select ... Zip
*COUNTY *COUNTRY *ADDRESS TYPE
Please select a state first. UNITED STATES Mailing

CONTACT INFORMATION

By providing your email address, you'll receive email updates from your local HRC volunteer community, as well as HRC Headquarters. You can unsubscribe from each communication stream at any time. By providing your mobile phone number, you agree that HRC and its agents may contact you by mobile phone call or text regarding HRC programs, events and membership.

div.edit
*PRIMARY EMAIL SECONDARY EMAIL *SEND TO:
communityhub@hrc.org Select ...

HOME PHONE WORK PHONE CELL PHONE

*One phone number is required. For international phone numbers please put a + before your number.

CONTACT PHONE PREFERENCES

Select ... Select ... Select ...

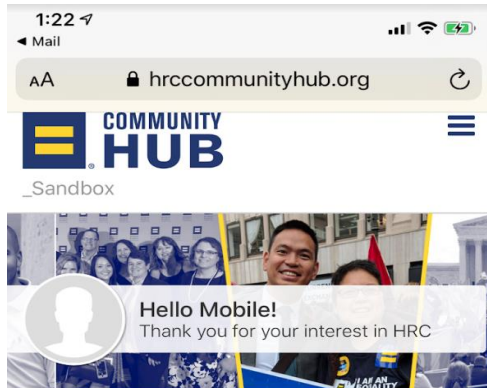
EMERGENCY CONTACT

The safety of our volunteers is of utmost importance to us, however, in the event of an emergency who would you like us to contact?

Primary Contact
*FIRST NAME *LAST NAME EMAIL
STREET ADDRESS APT/STE

Complete your profile by updating your photo, pronouns, address, and emergency contact (Note: You can edit this information at any time)

Complete Your Profile – Mobile Version



We've sent a verification link to your email address. Please check your email to verify it. Didn't receive an email? [Click here to resend the link!](#)

You have completed **0** of 3 Steps

Welcome to CommunityHub, HRC's Volunteer Engagement System. Please complete the steps below to activate your account.

Update Profile

Update Your Profile

Address

*STREET ADDRESS

APT/STE

1640 Rhode Island NW

*CITY

City

*STATE

*ZIP CODE

District of Columbia

Zip

*COUNTY

District of Columbia

*COUNTRY

UNITED STATES

*ADDRESS TYPE

Mailing

Save changes

Close

Complete your profile by updating your photo, pronouns, address, and emergency contact (Note: You can edit this information at any time)

Agree to the Code of Conduct



Next, agree to the Code of Conduct



We've sent a verification link to your email address. Please check your email to verify it. Didn't receive an email? Click here to resend the link!

You have completed 1 of 3 Steps

Welcome to CommunityHub, HRC's Volunteer Engagement System. Please complete the steps below to activate your account.



Mobile



Sign the BOG Handbook Acknowledgement

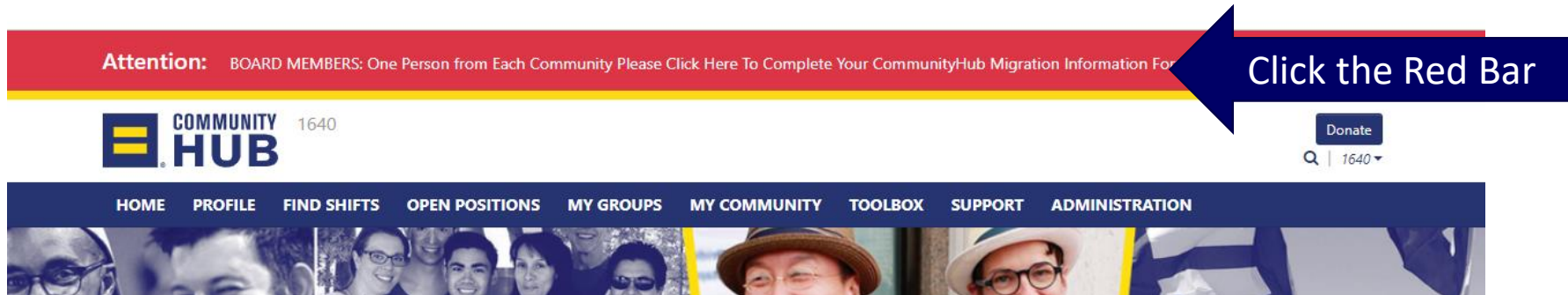


If you are a member of the Board of Governors, next sign the BOG Handbook acknowledgement

Full Steering Committee Participation

1. All Steering Committee members must log on to Community Hub
 - The most recent Steering Committee rosters were uploaded into Community Hub and each of member should have received the invitation email from admin@hrccommunityhub.org
 - To verify that your roster is accurate, and therefore that everyone 's account was uploaded, confirm that your Steering Committee Roster is accurate. Go to **Admin → My Reports → Steering Committee Roster**.
 - If edits are needed, click [this link](#) to get instructions on how to update roles and/or email your Communities & Volunteer Relations staff partner
2. Steering Committee members should login, update their profiles and agree to the Code of Conduct

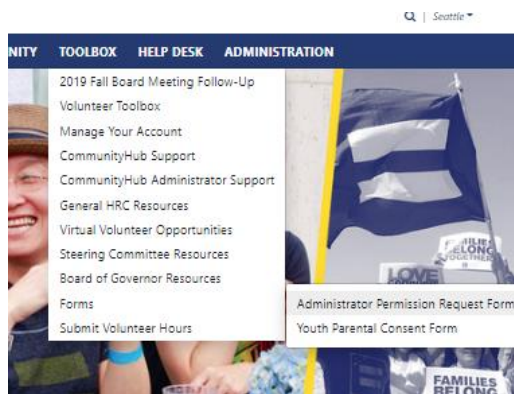
Complete your Community Migration Form



- One member of your Board or Volunteer Engagement team will need to complete your Community Hub Migration Form. You will be asked to share information on your general volunteer list and upcoming events.
 - If someone in your already completed the form, you will not be able to fill out another
 - Note, the red bar will remain on the top of your page until ALL communities have submitted their form
 - You can access the form directly by going to Toolbox -> Forms -> [Community Hub Migration Form](#)

Submit Admin Access Requests

- To give Steering Committee members administrative access (whom are not members of the Board of Governors) go to **Tool Box → Forms → Administrator Permission Request** to submit such request
 - You may want to provide access to program committee co-chairs based on their role and responsibilities
 - With questions if this is applicable to members of your Steering Committee, please refer to your CVR staff partner



What's Next?

- Once we have received your Community Migration form, it will take up to 3 weeks to upload your volunteer list into Community Hub
- All new volunteers will be immediately uploaded into Community Hub instead of being sent to you via weekly volunteer lists
- We strongly recommend Volunteer Engagement co-chairs and BOG liaisons sign up for training.

Toolbox -> HRC Training

- Recruitment and communication (approving applications and emailing)
 - Scheduling volunteers (for upcoming events)
- Help Desk has self-service instructional resources available to you at all times. Click “Help Desk” button from any page

Preparing for General Volunteers

The next training in our Community Hub Orientation Series will be available before Thanksgiving. It will feature everything you need to know about migrating to Community Hub, communicating with your volunteers and learning how to use the tools yourself.



Thank you!

