

**Lutheran Coalition Registration and Sign Up for Build with
Habitat for Humanity North Central (NCG)
6017 Kemp Drive in Acworth
April 1 – July 15, 2017 for Scheitlin Family**

Initial Registration for Volunteers with Reservations

1. Click the link provided to you by your coordinator: <http://cerv.is/m?0251rlutherancoalition>
2. Click the "Register for an event" button
3. Type in your Email address and First name in the provided blanks
4. Fill out the entirety of the volunteer profile (Volunteer interest and profile picture are optional)
5. Review the Terms and Conditions and click "Create Volunteer Profile"
6. Select "Volunteer Name" as your own name
7. Click on the event you are trying to register for and click "Choose time slot(s) and register for selected event"
8. Check the box of the time slot(s) you will be attending and click "Complete Registration"
9. You are successfully registered for this event

Signing Up for a Work Day

1. Click the link provided to you by your coordinator: <http://cerv.is/m?0251rlutherancoalition>
2. Click the "Sign In" button
3. Type in your Email address and First name in the provided blanks, Click NEXT
4. Type in your password, Click "Sign in to CERVIS"
5. Click the "Register/Unregister for an Event" link
6. Click on the radio button beside Kemp Drive 1
7. Click the "Choose time slots and register for event" button
8. Select the checkbox by the dates you want to work.
9. Click the "Complete Registration" button

Cancel a Work Day

1. Click the link provided to you by your coordinator: <http://cerv.is/m?0251rlutherancoalition>
2. Click the "Sign In" button
3. Type in your Email address and First name in the provided blanks
4. Type in your password
5. Click "Register/Unregister for an Event" link
6. Find the section Current Profile Registration Activity below.
7. Select the checkbox by the dates you want to cancel.
8. Click the "Unregister from Selected Events" button.

- There are no paper waiver forms for adults. The waiver is a box you check off when you register online.
- Reserved volunteer spots are released 24 hours prior to the start of the build. If you have not registered 24 hours before, your spot will be released to the waitlist and then will become open to general registrations. Please register more than 24 hours in advance if you wish to be guaranteed your reserved spot
- People really need to register online. It is highly discouraged to come to the site not having registered. If this happens, the workers will have to register on an iPad there.
- If youth are working, they need to register. The system will detect they are under 18 and create a waiver form for their parents to sign and bring.
- The age for landscaping day is 16 and above.
- Have breakfast ready by 8:30 and lunch ready by 11:15.
- By Friday each week, HNCG would like a contact for the lead person bringing the breakfast and lunch for the day (not just the church coordinator for the church providing) in case they need to contact them.