

# STOREHOUSE VOLUNTEER GUIDE – ACCOUNT CREATION AND NAVIGATION

## Storehouse Volunteer Registration instructions:

1. **Each volunteer must create a separate account.** Be sure you note each username and password to login and sign up individually.
2. **Create an Account** - using this link, <http://thestorehousecc.volunteerhub.com/> select “create an account” in the upper right corner of the page and complete the required information.
3. **Background Check** - Adults 18 years and older will be directed to complete a new background check through Sterling Volunteers. *(NOTE: You will receive a confirmation email when your background check is complete.)* After you receive your confirmation message, you will then be eligible to volunteer.
4. **Waiver – ALL** volunteers must sign the Storehouse volunteer waiver, *as directed in the registration process.*
  - a. **Minor Waiver** - Minors must submit a copy of the waiver signed by both the minor and their legal parent or guardian prior to volunteering on campus. You may bring a copy when you arrive for your volunteer session or email a digital copy to this [link](#).

## Follow these steps to create your Storehouse Volunteer account:

Click “**CREATE ACCOUNT**” in upper right-hand corner of screen.



Enter a username and password, then click **“NEXT”**

The screenshot shows a registration form with four tabs: 'Account', 'Affiliations', 'Profile', and 'Complete'. The 'Account' tab is active. The form contains three input fields: 'Username' with the text 'StorehouseVolunteer', 'Password' with masked characters '\*\*\*\*\*', and 'Verify Password' with masked characters '\*\*\*\*\*'. A blue 'NEXT' button is located at the bottom of the form.

Account Affiliations Profile Complete

You will need to create an account to get started. Please start by choosing a username and password that's easy for you to remember.

Username  
StorehouseVolunteer

Password  
\*\*\*\*\*

Verify Password  
\*\*\*\*\*

NEXT

Check all that apply, then click **“NEXT”**

The screenshot shows the 'Affiliations' step of the registration process. The 'Affiliations' tab is active, indicated by a checkmark icon. The form asks the user to 'Check all that apply' and 'Select any that apply from the list provided'. There are five radio button options: 'I am 18 or older' (checked), 'I am a licensed counselor', 'I am a member of St. Andrew.', 'I am a Minor (17 yrs or younger)' (with a sub-note: 'Volunteers must be 14 years or older to volunteer with The Storehouse. Minors include ages 17 and under.'), and 'I have IT or Computer Skills'. A sixth option, 'I speak fluent Spanish.', is also present. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons.

The Storehouse OF COLLIN COUNTY

Already have an account? [Sign in](#)

Account Affiliations Profile Complete

Check all that apply.  
Select any that apply from the list provided.

- I am 18 or older
- I am a licensed counselor
- I am a member of St. Andrew.
- I am a Minor (17 yrs or younger)  
Volunteers must be 14 years or older to volunteer with The Storehouse. Minors include ages 17 and under.
- I have IT or Computer Skills
- I speak fluent Spanish.

PREVIOUS NEXT

Complete the \*required fields, then click **“NEXT”**

Complete the form below.

\* indicates required field

**Full Name**

**Preferred Name (nickname)**

**Email**

**Home Address**

Adults 18 years and older, click **“INITIATE BACKGROUND CHECK”**



### Background Check Required

You're almost finished! Before you may begin signing up for volunteer opportunities, you must complete a background check by clicking on the "Initiate Background Check" button. You will then be taken to a third-party site and asked to re-enter some basic information to verify your identity.

[INITIATE BACKGROUND CHECK](#)

Once you receive an email notifying you that your background check is approved, you will be able to sign up for events.

Adults: Create an account with Sterling Volunteers to submit your background check



### Welcome to Sterling Volunteers!

Now that you have registered with The Storehouse of Collin County, you will need to create an account with Sterling Volunteers before placing your background check order.

*Ahora que se ha registrado en The Storehouse of Collin County, deberá crear una cuenta con Sterling Volunteers antes de realizar su pedido de verificación de antecedentes.*

For security purposes only, please enter a few details about yourself below using the same data that was entered during your registration with The Storehouse of Collin County.

*Por razones de seguridad, a continuación ingrese algunos detalles sobre usted utilizando los mismos datos que ingresó durante su registro en The Storehouse of Collin County.*

#### Your Information

#### Date of Birth

#### Country\*

Click **“NEXT”** to login to your account!



Already have an account? [Sign in](#)



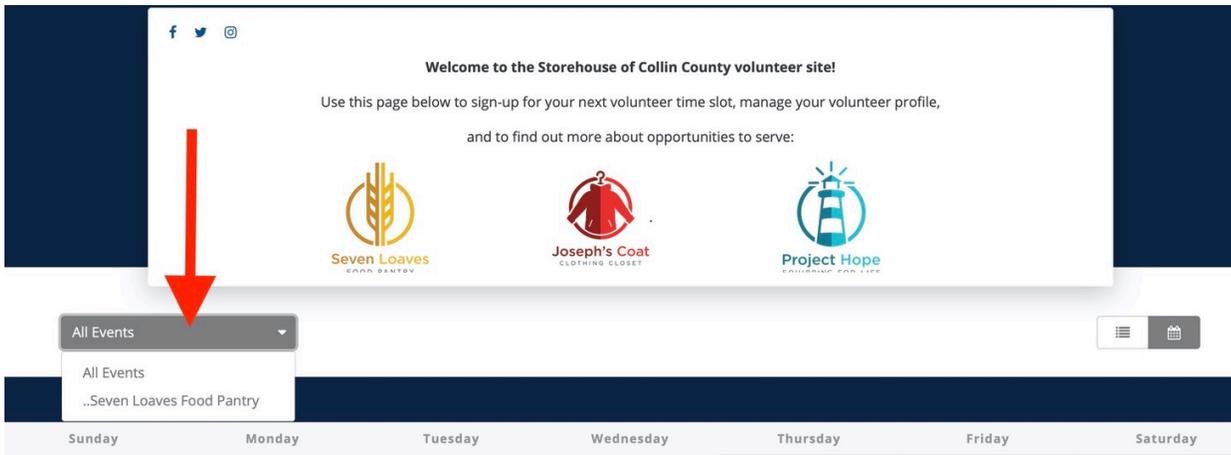
Complete

Congratulations! You have successfully created your account.

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

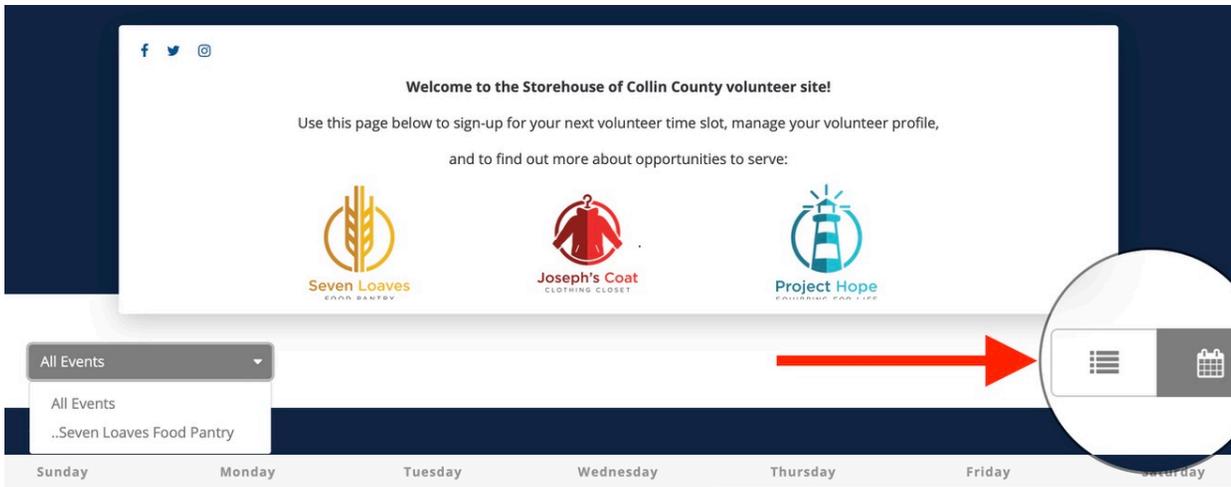
NEXT

Select **“All Events”** for a list of events



Select Calendar View or List View

*You can choose how you prefer to view available sessions*



Click a session on the calendar and then click **“SIGN UP”**!

OCTOBER 2020						
NOVEMBER 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 1 pm - 3 pm Tuesday Prep Session	4 1 pm - 3 pm Wednesday Prep Session 2	5 3:15 pm - 6 pm Thursday Distribution Volunteer	6 9:30 am - 12 pm Friday Prep Session	7 8:15 am - 11 am Saturday Distribution Volunteer
3	9	10 1 pm - 3 pm Tuesday Prep Session	11 1 pm - 3 pm Wednesday Prep Session 2	12 3:15 pm - 6 pm Thursday Distribution Volunteer	13 9:30 am - 12 pm Friday Prep Session	14 8:15 am - 11 am Saturday Distribution Volunteer
15	16	17	18	19	20	21

Click **“My Schedule”** to review your registered events.

*If you are unable to attend, please cancel your registration to allow others the opportunity to volunteer.*



For more information, visit our [FAQ's](#)