



## Need help registering online?

Here are instructions to register online for a volunteer shift.

1. Go to [houstonfoodbank.civicore.com](https://houstonfoodbank.civicore.com) to see a complete list of volunteer shifts; you will see some important registration information at the top of the screen
2. To register, click on the appropriate button at the top of the screen to either log in if you have already created a profile or to create one if you are registering in this system for the first time
3. Click the "Volunteer Opportunities Calendar" link located in the green bar on the top left next to "My Account"
4. Click on the shift of interest; if the date on the calendar is blank, please select another volunteer shift since we are either closed on that day or we have registered the maximum number of volunteers
5. At the bottom of the pop-up window, click on "Individual Registration" or if your group is smaller than 30 individuals click on "Group Registration"
6. Complete the form and click "Submit"
7. Our system will send you a registration confirmation e-mail with information about the shift and/or how the rest of your group members can register
8. Done! Thank you for donating your time.

### What's next?

- After you have created a profile, login to your profile to register for other shifts in the future.
- You will receive a confirmation e-mail from the Houston Food Bank shortly after you register for a shift.
- For a fast check-in: locate your QR code by either printing out or having your shift confirmation e-mail ready. Your individual QR code will be located at the top of your confirmation e-mail and will look similar to the image below:

