



## Registering your group

### For Group Leaders:

1. Under 'Sign Up Type':
  - a. Select 'Group'.
  - b. Name your group (use your company, office, or organization name).
  - c. Set the Number of Volunteers to your group size (remember to include yourself).

### Sign Up Type

☒ Group   ☐ Group Member   Group Name

Number of Volunteers (including yourself):  ▼

☐ Sweat Equity Code

2. Complete your information as the Group Leader.
3. Check the box and add your initials to confirm that you have reviewed and agree to the Waiver and Code of Conduct.
4. Additional Comments: Let us know if you or someone in your group needs special accommodations such as a disability, allergy, sensitivity, or if someone needs to leave early.
5. Click:

**Submit**

### Registering Your Group Members:

1. A confirmation email will arrive in your inbox at the email address you provided.
2. Forward the confirmation email to your team OR copy the 'Group Member Registration URL' and send to your team in a separate email.
3. When Group Members use the Group Member Registration URL, they are automatically assigned to your group and can enter emergency contact information and sign off on the Waiver and Code of Conduct.



Dear Jordan,

Thank you for registering for Test at .

Please see below for the registered volunteer activity details.

Volunteer Activity	Date/Time
Test Activity	5/5/2024 12:00 AM - 12:00 AM

Group Name: Generic Company Name, Inc.

Assigned Group Registration Code: Jordan0505

Group Member Registration Url:

<https://lovelandhabitat.charityproud.org/VolunteerRegistration/?groupcode=Jordan0505>

If you wish to cancel the registered activity, please click on the link [here](#).