

Women Build Volunteer Portal Registration Instructions

ALL Women Builders must sign up for a volunteer portal account and register for their Women Build build day through the volunteer portal. Any Women Builders who do not register for their build day on the volunteer portal will not be able to participate in their build day.

The instructions for how to sign up for the portal and register for your build day are listed below. If you have any questions, please contact your Team Leader or reach out to the Habitat Chicago Volunteer Team at volunteer@habitatichicago.org.

Register for Your Women Build Volunteer Day

To complete your registration for Women Build, you must do (3) things:

- Register for your ChicagoWomenBuild.org fundraising page.
- If you have not already done so, create an account on [Habitat Chicago's volunteer portal](#)
- Register for your team's build day on the volunteer portal to confirm your spot for your build day.

1) How to sign up for the Volunteer Portal:

Open the volunteer portal by clicking on your team's unique URL provided by Habitat Chicago staff via email. *(Note: If you already created a volunteer portal account, you could skip straight to step #2.)* Create your volunteer portal account by clicking on the "Get Started" button on the top right corner of the screen. Choose a username and password for your volunteer portal account and keep this handy for the future!

As part of creating your account, you will be asked to complete the following:

- A. Select your affiliations if you wish.
- B. [Watch our online orientation video](#) to learn more about Habitat for Humanity Chicago, our volunteer opportunities, and Habitat for Humanity International. After watching the video, you must answer a short question about ways to volunteer at Habitat Chicago to move forward. Acceptable answers include "ReStore, the build site, office work" and others along those lines. Just a few words are fine!
- C. Complete the creation of your account and click "Submit" to finish. You will receive an email from Habitat Chicago confirming that you signed up for your new account, and a second email informing you that Habitat Chicago is doing a background check (we always check the Illinois Sex Offender Registry for volunteers). **You do NOT have to wait for your background check to be approved before you can move on to step 2.**
- D. You are now ready to immediately sign up for your Women Build volunteer day and move onto step 2.

2) Register for your Women Build day:

After you click on your Women Build team's specific URL and either logged into or created your volunteer portal account, you will be taken to a calendar that shows your Women Build volunteer day event. Your Women Build volunteer day should be the only available event on the calendar. Click on that event and then click again on the blue "*Sign Up*" button, then again on the blue "*Finish*" button.

Note:

If this is your first time using volunteer portal, you will be prompted to sign the safety waiver. If you have volunteered with Habitat Chicago since 2025, you will not need to sign this waiver again.

And that's it!

You will receive an email confirming your registration after that. If you don't see this email, please check your junk and spam inboxes. If your confirmation email does go to spam, we suggest adding the volunteer portal contact (b02@b.volunteerhub.com) as a safe sender, so you don't miss reminder emails about your build day.

You did it! Great job!

For any issues, please reach out to our Volunteer Team at volunteer@habitchicago.org.