

How to View and Edit Your Profile

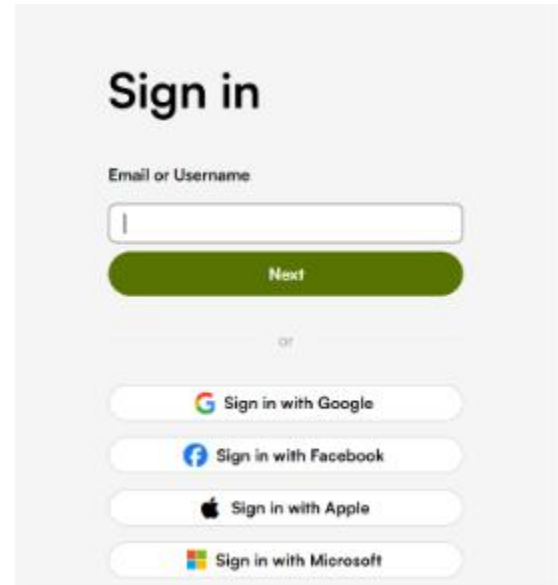
1. Login to VolunteerHub

Welcome to Meals on Wheels Western Michigan volunteer portal!

New Volunteers: Thank you for your interest in volunteering with Meals on Wheels Western Michigan! To begin volunteering, you must first create an account by clicking on the "Create Account" button on the top right corner of this page.

Returning Volunteers: To sign up for open volunteer opportunities, please sign in using your username and password you created during the registration process.

Group Opportunity Volunteers: Please do not use this page. As a group member you have a unique sign in. In order to gain access please contact your event coordinator or a Meals on Wheels Western Michigan Volunteer Department Employee.





Sign in


Email or Username


Next

or

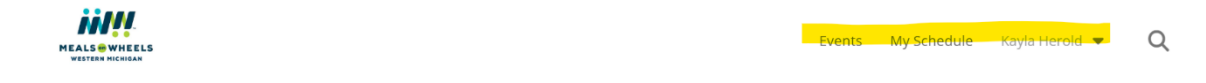
 Sign in with Google

 Sign in with Facebook

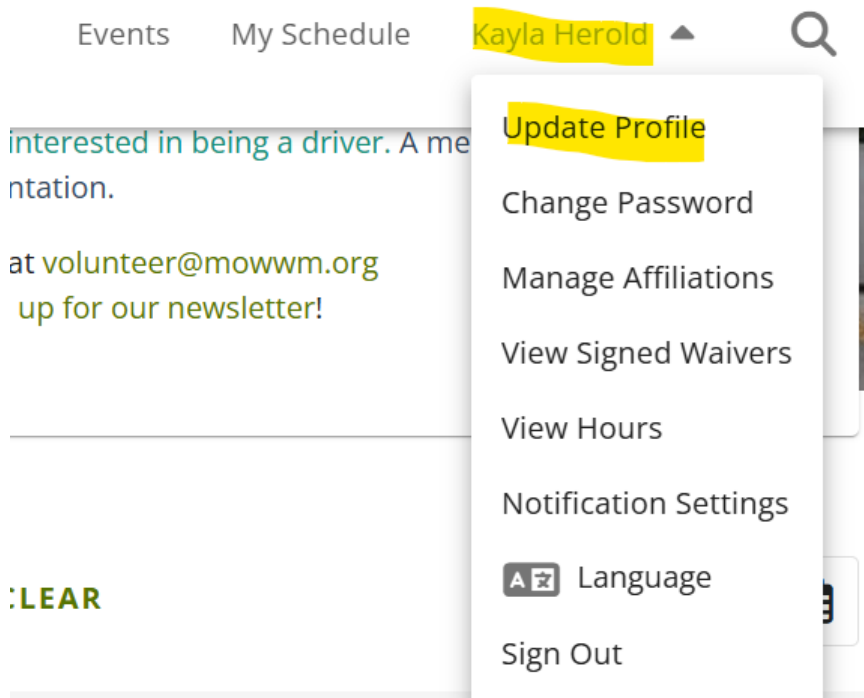
 Sign in with Apple

 Sign in with Microsoft

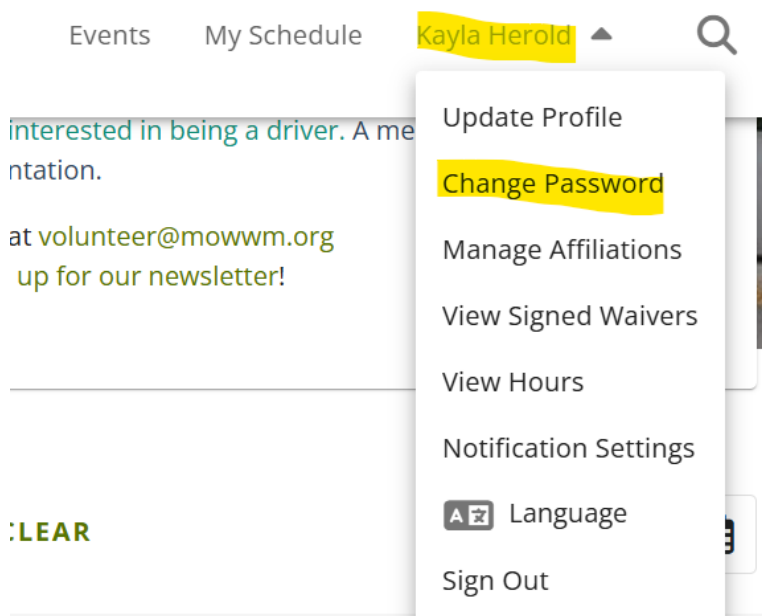
2. Click the three parallel lines in the top right corner (or you will see Events, My Schedule, Your Name up at the top right corner of the screen)



3. Click your name and then click update profile

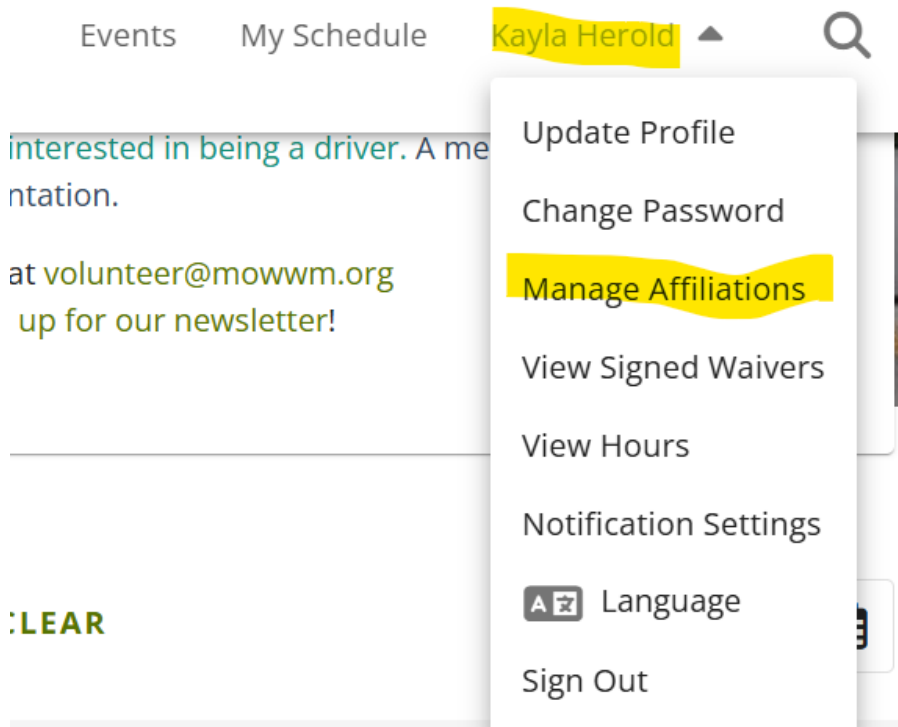


- a. You will be able to update your personal information
 - b. Reread code of conduct
 - c. Reread volunteer handbook
4. Change Password



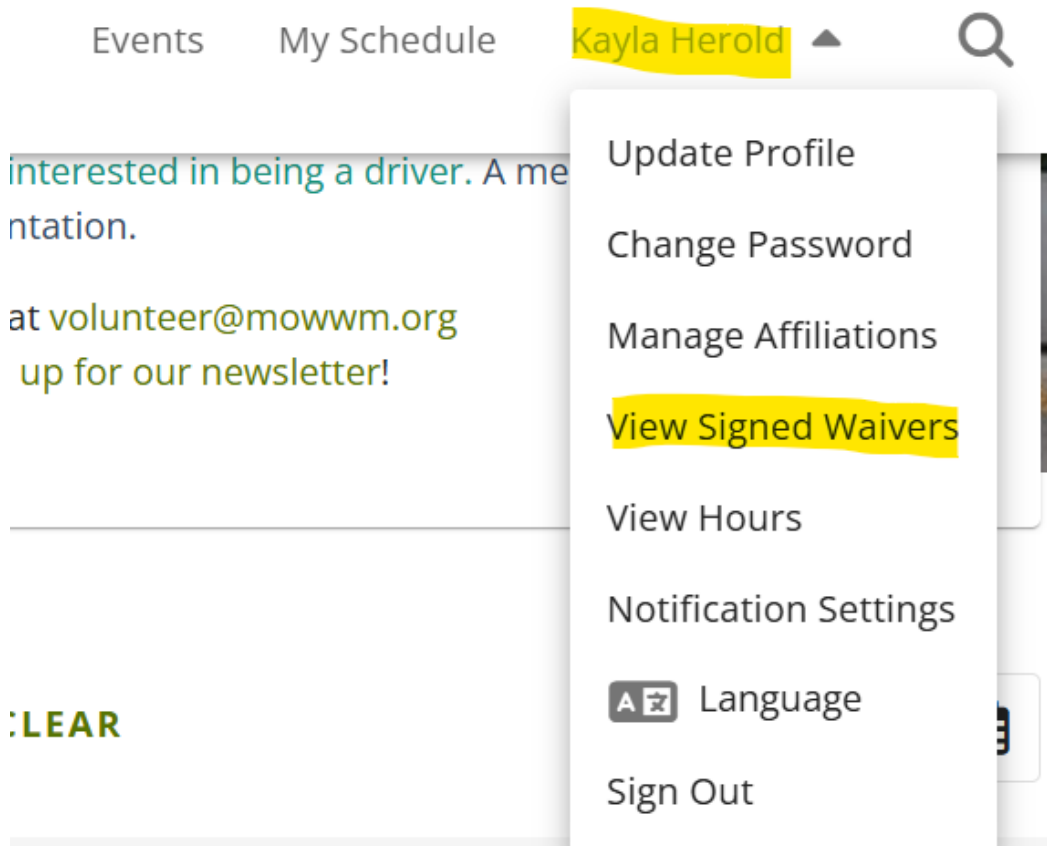
- a. Where you can change your password
- b. Hint (MOWWM staff cannot ever view your password)

5. Manage Affiliations



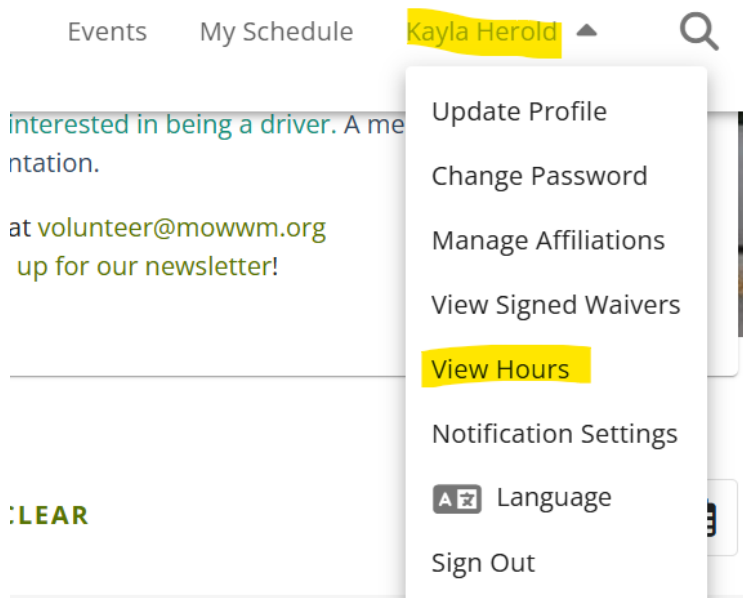
- a. What you are interested in
- b. If you are not a volunteer driver currently, but are interested in becoming one clicking the I am interested in being a driver will help you get started on that path

6. View Signed Waiver



- a. Will show all of the waivers you have signed

7. View Hours



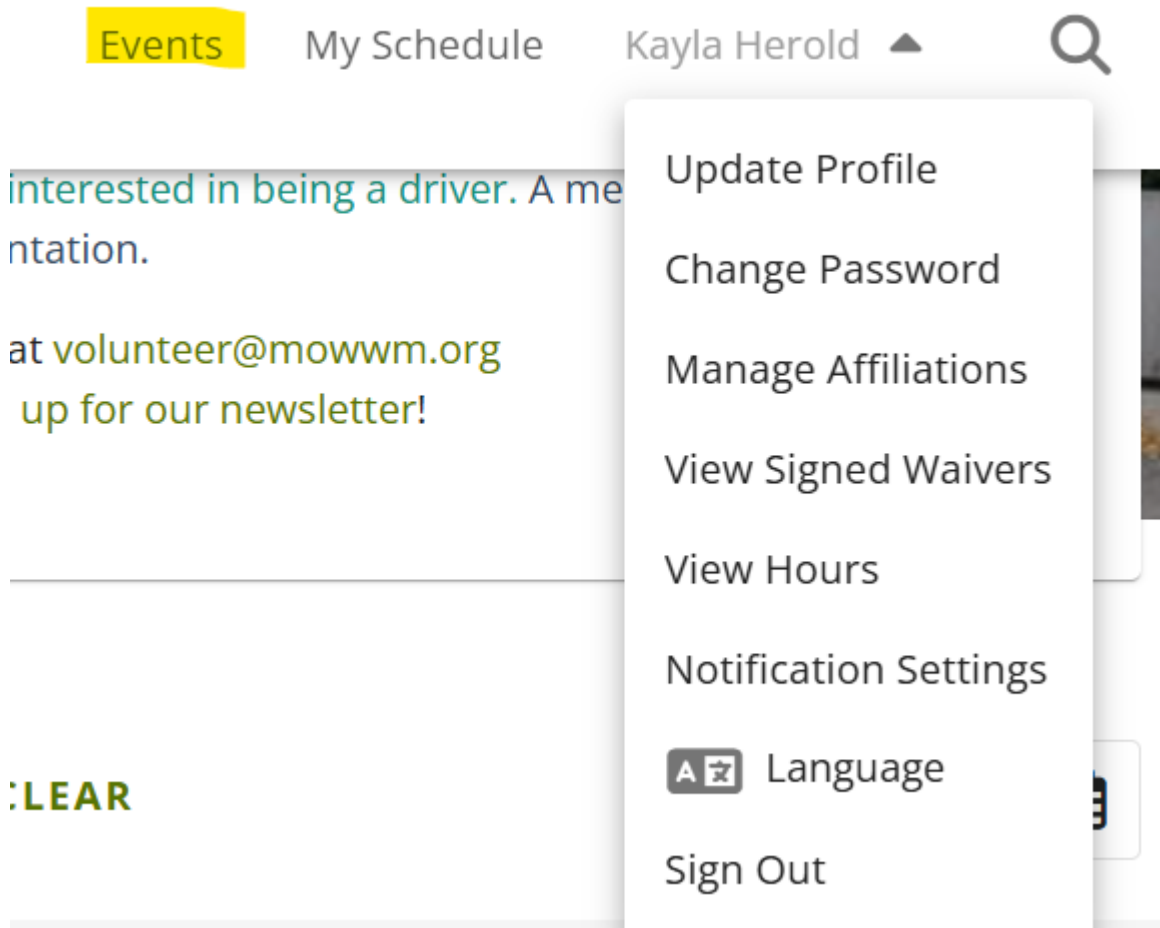
- a. See your total hours you have contributed to MOWWM

8. Notification settings

The screenshot shows a user interface with a navigation bar at the top containing 'Events', 'My Schedule', and a user profile 'Kayla Herold' with a dropdown arrow. A search icon is also present. The dropdown menu is open, listing several options: 'Update Profile', 'Change Password', 'Manage Affiliations', 'View Signed Waivers', 'View Hours', 'Notification Settings' (highlighted in yellow), 'Language' (with a language icon), and 'Sign Out'. The background content is partially obscured by the dropdown menu.

- a. Change up how often you would like to get reminders from VolunteerHub
- b. Don't want reminders about your upcoming volunteer events
 - i. Remove the check box from send me event registration confirmation emails

9. Events



- a. View upcoming volunteer events and sign up for the ones that best fit your schedule

10. My Schedule

The screenshot shows a user profile page for Kayla Herold. The navigation bar includes 'Events' and 'My Schedule' (highlighted in yellow). A search icon is visible in the top right. The profile name 'Kayla Herold' is followed by an upward-pointing triangle. A dropdown menu is open, listing the following options: 'Update Profile', 'Change Password', 'Manage Affiliations', 'View Signed Waivers', 'View Hours', 'Notification Settings', 'Language' (with a language icon), and 'Sign Out'. The background content is partially obscured by the menu and includes text such as 'interested in being a driver. A me...', 'ntation.', 'at volunteer@mowwm.org', 'up for our newsletter!', and ':LEAR'.

- a. Shows you your schedule (all of the events you have signed up for)