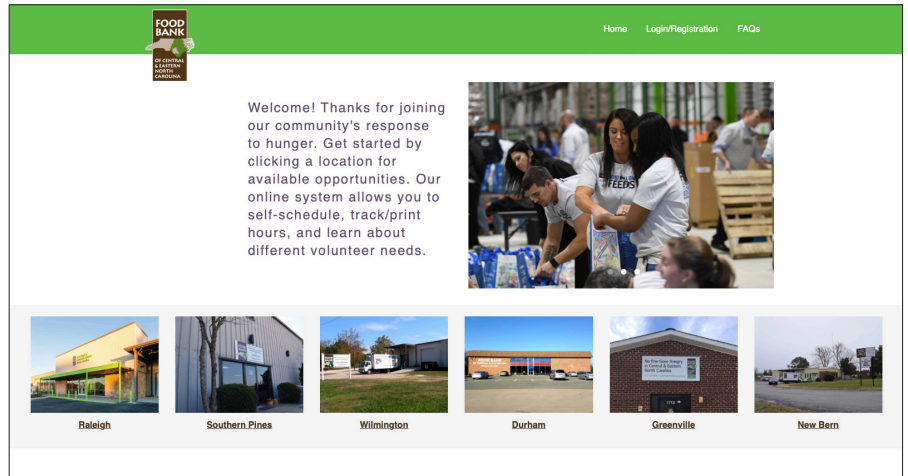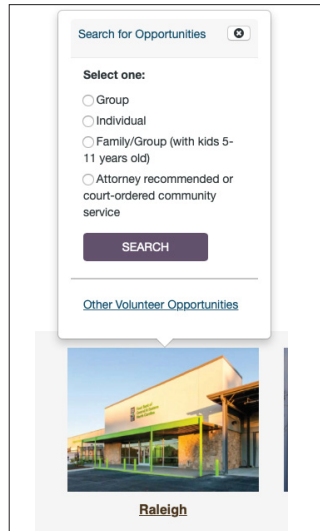# HOW TO SCHEDULE A VOLUNTEER SESSION

NOTE: *We are very excited to have our brand new online scheduling system! Thank you for your patience as we work to fix any hiccups that appear during roll out.*
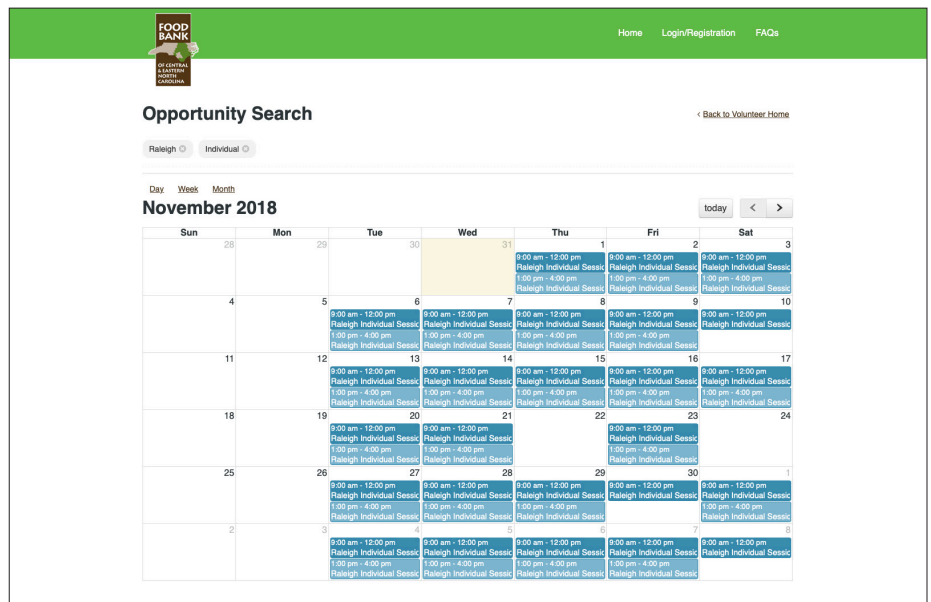
1. **Visit our [new online scheduling portal](), and click on the Food Bank Branch where you want to work.**

2. **Then from the pop up, choose what type of volunteer you are and click search.**

3. **Clicking search will bring you to a calendar of opportunities.**

4. From this calendar, you can select a volunteer session.
   Note: Please only select a date, time, and number of people that you are certain will volunteer, so that opportunities are available for everyone.

5. **To reserve your volunteer session, the system will ask you to Login (if you already have an account set up) or click on Sign Up to register.**
   Note: You must be logged in to reserve your volunteer session. If you are scheduling a volunteer opportunity for a group, all group members must register online for the event before you visit the Food Bank.

Opportunity Details

DEC **07** **FRI**	**Raleigh Volunteer Groups Session** **1:00 pm - 3:00 pm** Every 1st, 2nd, 4th, 5th Thursdays, 1st, 2nd, 3rd, 4th Fridays Group Session, Afternoon Contact Info: Lauren Landis (919) 875-0707	39 openings Login New Volunteer ✕

Q&A about volunteers registering online before arriving at the Food Bank to volunteer:

Q: Why is this a new step?
A: For those of you who have volunteered with this Food Bank before, registering online is the same as reading and signing the Volunteer Information Form we used prior to moving to the online system.

Q: Why must I register before coming to the Food Bank?
A: All volunteers must register online. Doing so at the Food Bank delays starting the volunteer project, which takes away time from your purpose that day: feeding people.

Q: Will I have to register every time?
A: You only need to register once. You can log into that account to sign-in to your volunteer session or to self-schedule any future volunteer sessions.

If you are a group leader, you will go through 3 more steps:

1. Select the group you are representing (or input a new group).

2. Specify the number of volunteer spaces you want to reserve and click next. Then click Reserve and Invite.

3. Copy and share the URL with your team members so they can register online before the volunteer session.

You're done! Thank you for helping us fight hunger. We look forward to seeing you soon!
If you have any questions, see if they are answered here first.
If you don't see your question, you can contact Mary Maxton Fowler at mmfowler@foodbankcenc.org.