

How to register on Hopewell UMC Youth Ministries Volunteer Hub

1. If you have never registered before and need to setup and Id, go to <http://hopewellumc.volunteerhub.com/SignIn.aspx>
2. Click on the “Register” button under “Not Registered Yet?”



Hopewell
UNITED METHODIST CHURCH
Helping Christians Grow & Helping Grow Christians

Search

Events

Already registered?
Sign in to access your account.
Username
Password
 Keep me logged in
[Forgot your password?](#)

Not registered yet?
It's free and easy! Click below to get started.

3. On the “User Registration: User name and password” page, enter a user name you will remember (e.g. you email address) and a password. The password strength message is just based on length. It is not required to have a strong password for Volunteer HUB. Then click “Next”.



User Registration: Username and Password

Choose a username and password.

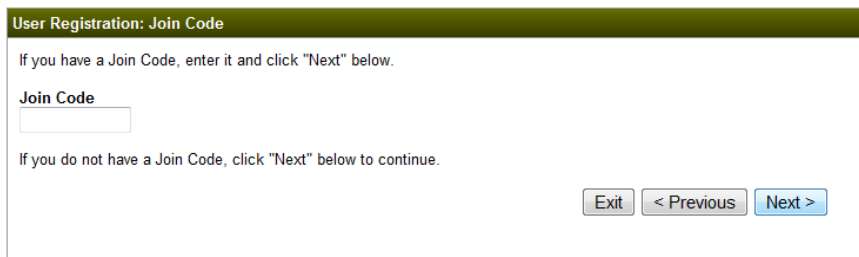
Username *Required

Choose a Password *Required
Password
Verify Password

To proceed with registration, click "Next" below.

Note: each individual (adult and youth) will need their own unique user Id.

4. On the “User Registration: Join Code” page, click “Next” (no join code is required).



User Registration: Join Code

If you have a Join Code, enter it and click "Next" below.

Join Code

If you do not have a Join Code, click "Next" below to continue.

5. On the “User Registration: Other Groups” page, select **either** “Youth: Parents” or “Youth: Youth” as appropriate. **Do not select both.** Remember that every individual needs a unique Id on the site. Then click “Next”.

User Registration: Other Groups

Select the groups below that apply to you.

Youth: Parents
 Youth: Youth

To proceed with registration, click "Next" below.

Exit < Previous Next >

6. On the “User Registration: User Details” page, enter the relevant information. This is how Hopewell UMC youth ministries will obtain information to contact you regarding youth events. The email address must be in a valid email format (e.g. jsmith@yahoo.com). For the non-required fields, enter the information as you would like to be contacted. Click “Next”.
7. On the “User Registration: Confirmation” page, verify your information and click “Next”. **This will actually create your Id.**

Note: At this point, an email will be mailed to the address specified for use below.

8. On the “User Registration: Complete” screen, **close the browser window.** You can click “Next”, but it will ask you for your registration code which you need to receive in the above email. However, it’s easier to just use the URL link from that email.

User Registration: Complete

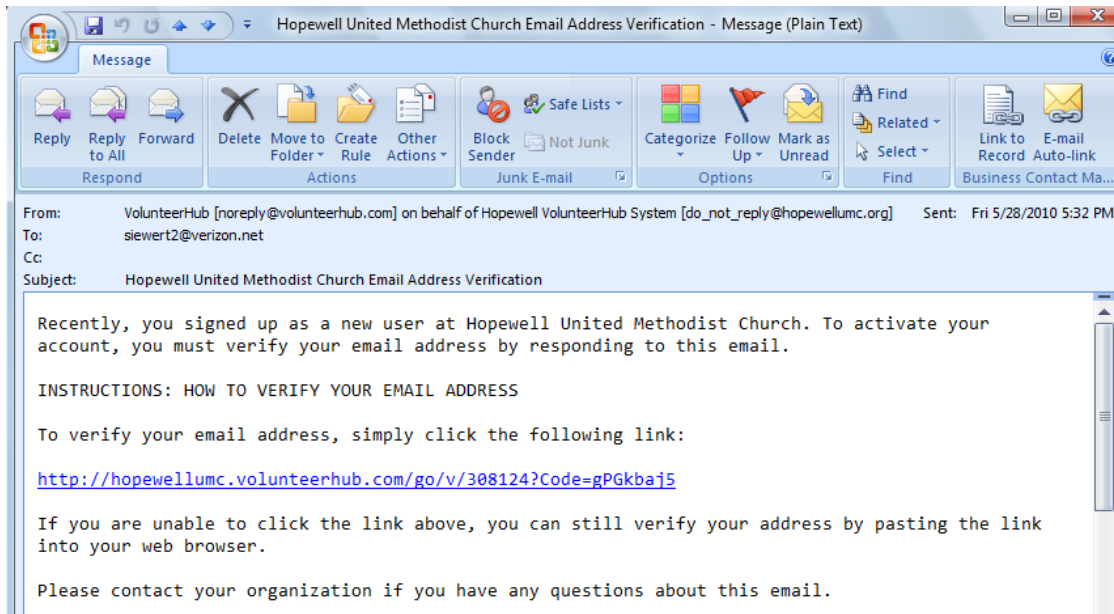
Congratulations! You have created a user account.

Next, use your account to register for an event.

To register for an event, click "Next" below.

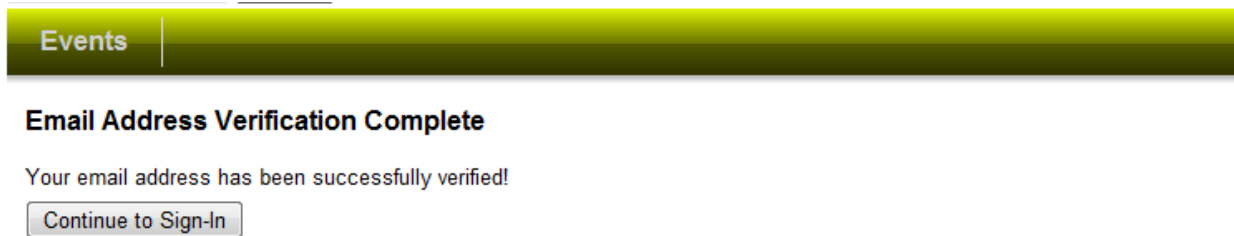
Next >

9. You will then be asked to verify your email. You should have received an email to the email address specified above. It will look something like the following:



You can click on the URL link in the email or copy it and paste it in a browser address bar. (Note: it is generally a better security practice to copy and paste the URL and malicious users can make the actual URL be different from what you see in the email).

10. Activating the link above will display the following in your browser if it worked successfully:



If you got to this point, **you have completed registration!** You can stop here. To register for an event, go to the [How to Sign Up for an Event](#) section below.

You can also come back to the event registration at any time by going to: <http://hopewellumc.volunteerhub.com/Events/Browse.aspx>

Note: if you clicked “Next” on step 8 above, you will see the following:

Events

Email Address Verification Required

Before your user account can be activated, your email address must first be verified. You have already been sent an email containing a verification code and related instructions. If you don't receive this email within one hour, or have any other questions regarding the email verification procedure, please contact your organization.

Email Address Verification

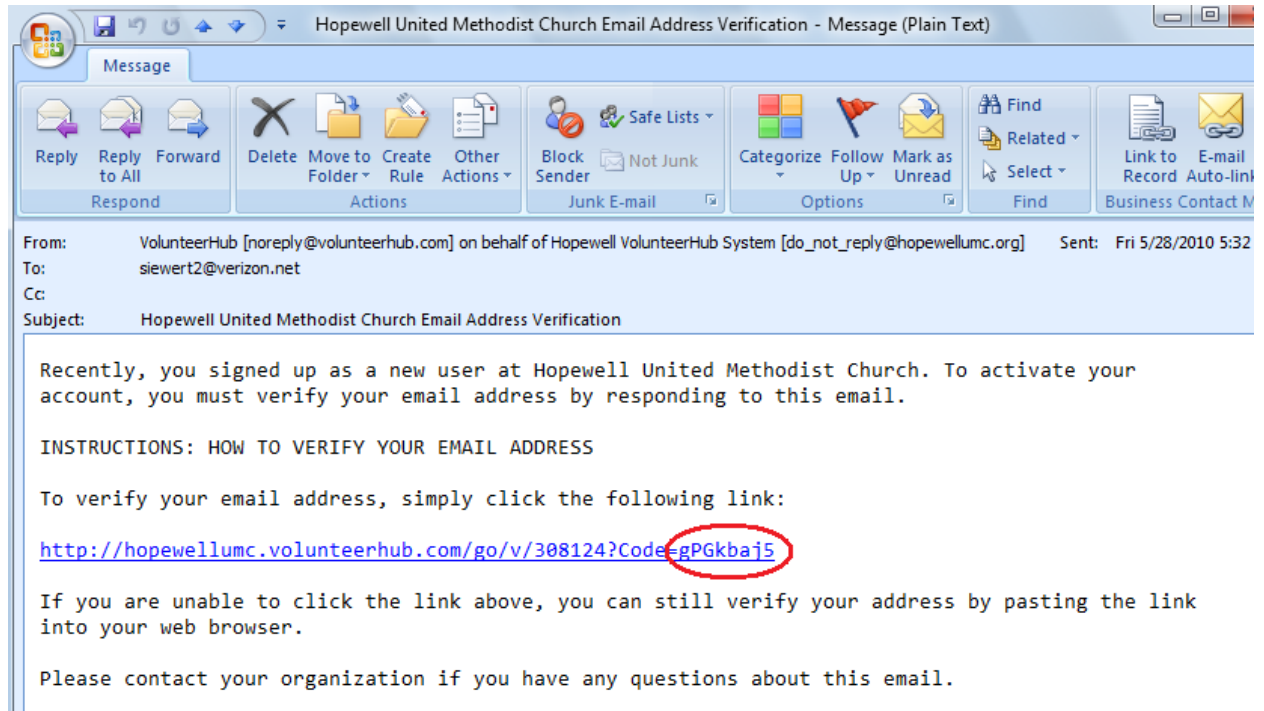
If you have already received your verification code, enter it below to activate your account.

Username *Required

Email Address Verification Code *Required

You can enter the code from the end of the URL link if you want. But again, it's easier to just close this browser window and perform steps 9 and 10.

The code is the string after “Code=” in the URL of the email:



If you enter that code and click “Process Verification code”, you will also get to this screen:

Events

Email Address Verification Complete

Your email address has been successfully verified!

How to Sign Up for an Event

1. To sign-up for an event, either click on "Continue Sign-In" from the "Email Address Verification Complete" page in the above section or go to:
<http://hopewellumc.volunteerhub.com/SignIn.aspx>
2. From the "Already Registered?" section, enter your Id and password and click "Sign In".

Search [Sign In](#)

Events

Already registered?
Sign in to access your account.
Username
Password
 Keep me logged in
[Forgot your password?](#)

Not registered yet?
It's free and easy! Click below to get started.

3. A list of upcoming events will be listed. Find the event in your list and click "Sign Up:". You can use the "View upcoming events by / Jump to" filters to change the list if you cannot find the desired event.

Events

All Events

NOTE: If you are having technical difficulties with this site (problems registering, not receiving the confirmation email, forgot your password, etc.), please contact Mike Brocius via email at mbro@hopewellumc.org.

Your Events
You are not registered for any upcoming events.

View upcoming events by Jump to

Upcoming Events
Tuesday, June 22, 2010

Youth Group Events >
Student Leaders
(Unlimited slots) Tuesday, June 22, 2:00pm - Friday, June 25, 8:00pm (3.25 days)
Student Leader Registration - Youth who are CURRENTLY in grades 8 to 12

Youth Group Events >
Short Term Mission Trip
(Unlimited slots) Tuesday, June 22, 3:00pm - Friday, June 25, 8:00pm (3.21 days)
Local Mission Trip for Youth who are CURRENTLY in 6th through 9th grade

Note: Under the "Sign Up" button will indicate if the item is full or if there are limited seats left.

4. On the “Event Registration: Event Review” page, make sure you have selected the correct event and click “Next”

Event Registration: Event Review

This wizard will help you register for the following event:

[All Events >](#)
Junior High Retreat
Thursday, August 5, 8:00am - Tuesday, August 10, 6:00pm

Location
Cape Henlopen

Students who are currently in 6th through 9th grade are eligible to attend this retreat.

Stay tuned for more details about the retreat and the cost.

To proceed with registration, click "Next" below.

5. Some events require you to specify a group affiliation. You should only ever see 1 appropriate to you (parent or youth) and “None of the above”. Always select the appropriate group (i.e. **not** the “None of the above” item) then click “Next”.

Event Registration: Group Affiliation

Select your group affiliation for this event.

Group Affiliation

Youth: Parents (Unlimited slots)
 None of the above (Unlimited slots)

To proceed with registration, click "Next" below.

Note: this page may not appear for some events.

6. On the “Event Registration: Confirmation” page, click “Finish”

Event Registration: Confirmation

Please review your registration details and use the "Previous" button to correct any incorrect information.

[All Events >](#)
Junior High Retreat
Thursday, August 5, 8:00am - Tuesday, August 10, 6:00pm

User
Test2 test2 (Testuser2@123.com)

To finalize your registration for this event, click "Finish" below.

7. You will then see the following and have completed your “Sign Up”

Event Registration: Complete

Registration complete!

You should receive an email soon confirming your registration.