

AIAA Members,

Instructions for signing up are provided in the following paragraphs. The instructions are a little bit tedious but they will get you through the process. When you sign up there are a couple items you need to include. First you need to register as a volunteer (if you have not done this previously). Then you need to volunteer for our specific build. We will be doing some roofing and siding work at the build address of at 4124 Klepenger Dr (make sure you identify this location), and be sure to associate yourself with AFRL/RZTZ. The website is [www.daytonhabitat.volunteerhub.com](http://www.daytonhabitat.volunteerhub.com) but this is blocked from Air Force websites (FYI).

Our group is scheduled to volunteer with Dayton Habitat for Humanity on August 22, 2009.

### Getting Started!

To register as a volunteer go to [www.daytonhabitat.volunteerhub.com](http://www.daytonhabitat.volunteerhub.com):

- \* Click the Sign In link on the top right corner of the page.
- \* Click the Register button.
- \* Complete the registration form. \*Please note that if you do not complete all of the required fields, your registration will not be processed.  
Be sure to associate yourself with AFRL/RZTZ by checking the box to the left on the group membership portion of the registration.
- \* Click the Save and Continue button. If you do this and it takes you back to the registration form, scroll to the top of the page and look for the instruction in red. Hit save and continue again to submit your registration.
- \* Congratulations! You are now registered! Sign in using your new username and password!

To sign up for a volunteer day:

- \* Sign in with your username and password.
- \* Scroll down to the date your group has reserved for volunteering.
- \* Click the Sign Up button next to 4124 Klepenger Dr.
- \* Activities will include Roofing and Siding.
- \* Follow the prompts to finalize your volunteer date.
- \* You will receive an email confirmation and a reminder email three days before the event.

Need to cancel your volunteer day?

- \* Sign in with your username and password.
- \* Scroll down to Your Upcoming Events.
- \* Locate the event you need to cancel and click the Cancel button.
- \* Follow the prompts to cancel your event.

Forget your username and password?

Email Volunteer Services, at [volunteer@daytonhabitat.org](mailto:volunteer@daytonhabitat.org). Please include your name and what you would like your new password to be. You will receive a confirmation email when your password is changed

Dayton Ohio Habitat for Humanity

If at any time you have questions about the website or volunteering with Dayton Ohio Habitat for Humanity, please contact the Volunteer Services Director. You can reach us at 937.586.0860 ext. 16 or via email at [volunteer@daytonhabitat.org](mailto:volunteer@daytonhabitat.org).

Hopefully this process can go smoothly and we will see you on the 22<sup>nd</sup> of August. Our Habitat contact person is Jennifer Dean and her contact info is below and I am the AIAA contact person for this event and my info is below Jennifer's. Thanks, Terry.

Jennifer Dean  
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