



## How to Manage Your Volunteer Group or Join a Group

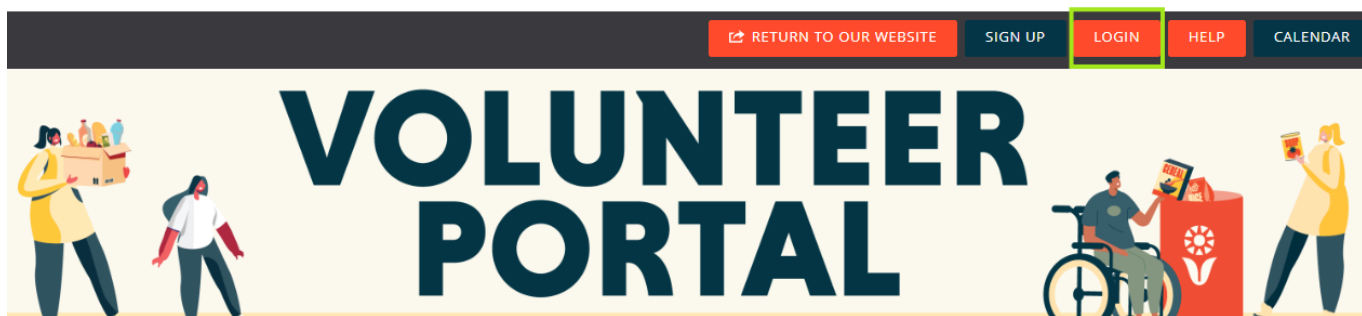
### FOR GROUP COORDINATORS:

Follow this guide to learn how to:

- Invite individuals who don't have a SHF Volunteer Portal account
- Assign and remove group members
- Unregister your group

### STEP 1: Log into SHF Volunteer Portal account

- Go to [secondharvestsw.org](http://secondharvestsw.org)
- Hover over "Get Involved" and click "Volunteer"
- Click "Food Sort/Repack" this will bring you to the volunteer portal
- Click "LOGIN" (orange box) on the top right bar



### STEP 2: Find your Groups

- Click profile widget in utility bar (Small circle in top right corner with initials)
- Select "My Groups" from dropdown



### STEP 3: Manage your Group

- Select "Manage Group" for the shift they want to edit to do the following:

#### **Add Group Members**

- Click "copy join link" & email to invite their group members to register – **OR** – select "Add Group Member" and enter each person's email address

All volunteers must create an account and join the group reservation in order to confirm their volunteer spot

## Group Response

### Group Members

Opportunity: Food Sort and Repack Shifts (Groups & Individuals!)  
Group: Sorting Team - Jun 1, 2026 @ 8:30am

Reserved Slots

TABLE FILTER

<input type="checkbox"/>	EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input type="checkbox"/>	<a href="mailto:Briella.mcnett@secondharvestsw.org">Briella.mcnett@secondharvestsw.org</a>	(608) 898-0110	(608) 898-0110	Briella	McNett	<input type="button" value="X"/> <input type="button" value="edit"/> <input type="button" value="add"/>	<input checked="" type="checkbox"/>

## CANCEL A GROUP or REMOVE A GROUP MEMBER

To cancel the entire group reservation:

*Only group leaders can do this*

STEP 1: Log into volunteer account

STEP 2: Cancel Shift

Click profile widget in utility bar (Small circle in top right corner with initials)

- Click on "My Groups."
- Click "Manage Group."
- Scroll to the bottom of the page.
- Click the red "Unregister Group" button.

To remove a group member:

*Group leaders or individual group members can remove themselves from shifts*

STEP 1: Log into volunteer account

STEP 2: Remove Group Member

Click profile widget in utility bar (Small circle in top right corner with initials)

- Click on "My Groups."
- Click "Manage Group."
- Locate the group member you want to remove.
- Click the "X" under the Options column next to their name.

### Group Members

Opportunity: Food Sort and Repack Shifts (Groups & Individuals!)  
Group: SHF Volunteer Team - Jun 1, 2026 @ 8:30am

Reserved Slots

Update Group Size Here

TABLE FILTER

<input type="checkbox"/>	EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input type="checkbox"/>	<a href="mailto:volunteers@secondharvestsw.org">volunteers@secondharvestsw.org</a>		(608) 216-7214	Briella	McNett	<input type="button" value="X"/> <input type="button" value="edit"/> <input type="button" value="add"/>	<input checked="" type="checkbox"/>

Cancel Group Reservation Here

Watch our "[How to Manage Your Volunteer Group](#)" video for this step

## **FOR GROUP MEMBERS:**

Follow this guide to learn how to:

- Join a group created by your group coordinator
- Cancel your shift

### **Join a group created by your group coordinator- having an \*SHF Volunteer Account is required**

1. Follow the link (Copy Join Link) provided by your group's coordinator.
  - If you have an SHF Volunteer Portal account, please log in and continue to the next step below.
  - **\*If you don't have an SHF Volunteer Portal account, you will be prompted to create an account (required to participate in a volunteer shift)**
2. **Once you are logged in or have created an account**, return to the link provided by your group leader. This will take you to the group page.
3. On your group's page, scroll down and click the "Join Group" link. A pop-up tile will appear to confirm you've completed the registration.
4. You will receive a confirmation email, and a reminder email the day before your shift with day-of information.
  - **Can't make it and need to remove your reservation?**
    - Locate the "My Groups" page by clicking on your initials on the top right of the site.
    - Scroll down to find your group(s).
    - Under "Options", click "Select an Action" to remove yourself from the group reservation.

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### **\*How to create an SHF Volunteer Account to Join Your Group**

- Go to [secondharvestsw.org](http://secondharvestsw.org)
- Hover over "Get Involved" and click "Volunteer"
- Click "Food Sort/Repack"

For more step by step instructions check-out our "[How to Create an Account on the SHF Volunteer Portal](#)" video.