



## How to Reserve a Group Volunteer Shift

### STEP 1: Find Available Shifts

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

### STEP 2: Create Your Account – OR – Log In if you already have one

Once you have an account, you can register your group

- Click "Sign Up" (dark blue box) on the top right bar



- Create your account and verify your email. Then, complete the information required for Steps 1-4

### Create Your Account

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**Create your account**  
Already have an account? [Sign In](#)

First name \*

Last name \*

Email address \*

Postal code \*

Password \*

Confirm Password \*

[Create account](#)

Signup with \_\_\_\_\_

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### Verify Your Email

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**Verify Your Email**

We have sent a verification code to your email address: [briellam@shfbmadison.org](mailto:briellam@shfbmadison.org). Please enter the code below to verify your account. If you did not receive the email, you can request a new code.

Note: If you do not see the email, please check your junk or spam folder.

Enter code

[Verify Email](#)

[Resend verification code](#)

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## Step 1

### Step 1 of 4: Create an Account

Welcome to our volunteer portal! We look forward to working with you.

Phone (Required)  Address

Ext

Address Line 2  City

Select a State  53718

United States

Date of Birth (Required)  Emergency Contact Name (Required)

Emergency Contact Phone (Required)

We use email to keep you informed of important confirmations, updates, changes, and reminders for your opportunity responses. Make sure you get these messages by selecting yes to receive emails from this site. Update your communication preferences in your profile at any time!

Yes  No

I have read and agree to [Privacy Policy](#)\*

[CONTINUE TO NEXT STEP](#)

## Step 2

### Step 2 of 4: Additional Questions

Pronouns

Are you volunteering on behalf of a business, school, church, or service group?\*

Business  
 School  
 Church  
 Service Group  
 None of the above

What business/school/church/service group are you with?

How did you hear about us?

Employer  
 Friend or Family  
 Second Harvest: Communication  
 Second Harvest Website

T-Shirt Size? (Select your size preference to receive a t-shirt when you reach 50-hours of volunteer time!)

S  
 M  
 L  
 XL  
 2XL  
 3XL  
 4XL

[CONTINUE TO NEXT STEP](#)

## Step 3

### Step 3 of 4: Select Skills

What interests, talents, and skills do you have?

<input type="checkbox"/> Foreign Language Translation	<input type="checkbox"/> Administrative Support	<input type="checkbox"/> Survey Design & Evaluation	<input type="checkbox"/> Spreadsheet / File Management
<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Foreign Language Interpretation	<input type="checkbox"/> Hands-On Support	<input type="checkbox"/> Social Media
<input type="checkbox"/> Data Analysis	<input type="checkbox"/> Fundraising Support	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Graphic Design
<input type="checkbox"/> Photography	<input type="checkbox"/> Handyperson	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Driving

[CONTINUE TO NEXT STEP](#)

## Step 4

### Step 4 of 4: Qualifications

Please review and sign Second Harvest Foodbank's Volunteer Agreement and Waiver of Liability\*

[Click to sign: SHF Volunteer Waiver](#)

[CONTINUE TO NEXT STEP](#)

- You will be brought back to your main volunteer profile portal- Click the blue "Food Sort and Repack (Individual & Group Opportunity!)" banner to find available shifts

RETURN TO OUR WEBSITE MANAGER CALENDAR BM HELP

# VOLUNTEER PORTAL

Welcome back, Briella! Here's your volunteer snapshot for April 21, 2026 OPEN SNAPSHOT

[Food Sort and Repack \(Individual & Group Opportunity!\)](#) Help us prepare food for our community! [CLICK HERE TO GET STARTED!](#)

### STEP 3: Register Group

- Select "Respond as a Group"

The screenshot shows a table with columns: BEGINS, DURATION, OPEN SPOTS, and RESPOND. There are three rows of shifts. The 'RESPOND AS GROUP' button in each row is highlighted with a green border.

BEGINS	DURATION	OPEN SPOTS	RESPOND
Mon Jun 1, 2026 @ 8:30am to 11:30am	3.00 hours	24 of 25	<input type="button" value="RESPOND INDIVIDUALLY"/> <input type="button" value="RESPOND AS GROUP"/>
Mon Jun 1, 2026 @ 12:30pm to 3:30pm	3.00 hours	25 of 25	<input type="button" value="RESPOND INDIVIDUALLY"/> <input type="button" value="RESPOND AS GROUP"/>
Tue Jun 2, 2026 @ 8:30am to 11:30am	3.00 hours	25 of 25	<input type="button" value="RESPOND INDIVIDUALLY"/> <input type="button" value="RESPOND AS GROUP"/>

- Choose "Create a New Group" – OR – Select "Use One of my Groups"
  - Click "Add me"
  - Select "Leader" by using the check-box next to person's name
  - Enter group size in "Reserve Additional Slots" box
  - Click "Continue"

The screenshot shows the 'Build Your Group' form. A green box highlights the 'Group Name' input field. Below it are buttons for 'ADD ME', 'ADD VOLUNTEER', and 'ADD FROM A SHF PROGRAM GROUP'. A table lists potential leaders, with a green box around the 'LEADER' checkbox and the first row (Briella McNett). Below the table is a 'Reserve Additional Slots' dropdown menu with '0' selected. At the bottom are 'CONTINUE' and 'CANCEL' buttons.

**Build Your Group**  
Want guidance? [Read how to create a group](#)

Group Name \*

How big is my group now? 1  
How big can my group be for this opportunity? 25  
How many shifts are available for this group size? 6

Add new group members.  
Check by a name to select one or more group leaders.

LEADER	FIRST NAME	LAST NAME	EMAIL	REMOVE
<input checked="" type="checkbox"/>	Briella	McNett	Briella.mcnett@secondharvestsw.org	X

SHOWING 1 TO 1 OF 1 ENTRIES  1

Reserve Additional Slots

Next you will select when you will volunteer.

- Click checkbox next to the shift time they want
- Click "Finish"

The screenshot shows the 'Select when you want to volunteer' form. A table lists shifts with checkboxes in the first column. The first row (Mon Jun 1, 2026 @ 8:30am) has its checkbox checked and is highlighted with a green box. At the bottom are 'FINISH' and 'GO BACK' buttons.

Select when you want to volunteer

Respond to All Shifts on Page

How big is my group now? 4  
How big can my group be for this opportunity? 25  
How many shifts are available for this group size? 6

SHIFT BEGINS	SHIFT ENDS	REMAINING SLOTS	RESPONSES
<input checked="" type="checkbox"/> Mon Jun 1, 2026 @ 8:30am	Mon Jun 1, 2026 @ 11:30am	24	1
<input type="checkbox"/> Mon Jun 1, 2026 @ 12:30pm	Mon Jun 1, 2026 @ 3:30pm	25	0
<input checked="" type="checkbox"/> Tue Jun 2, 2026 @ 8:30am	Tue Jun 2, 2026 @ 11:30am	25	0
<input checked="" type="checkbox"/> Tue Jun 2, 2026 @ 12:30pm	Tue Jun 2, 2026 @ 3:30pm	25	0
<input type="checkbox"/> Wed Jun 3, 2026 @ 8:30am	Wed Jun 3, 2026 @ 11:30am	25	0
<input checked="" type="checkbox"/> Wed Jun 3, 2026 @ 12:30pm	Wed Jun 3, 2026 @ 3:30pm	25	0

SHOWING 1 TO 6 OF 6 ENTRIES

**Important:**

- ★ Each group participant is required to create an account and join their group reservation
- ★ Each group member must register and join no later than 7 days before the event. Any unregistered spots at that point will be released and made available for public sign-up.

Watch our "[How to Reserve a Group Volunteer Shift](#)" video for this step