How to Use the Admin Features of VolunteerHub

1) After creating your account, notify drew.mcguffin@atlantahabitat.org so that admin access can be activated. If you have admin access associated with your account from a previous build, you should use that same account.

2) **Click the green "Admin" tab at the top of the page to access the back end of the website.** You can click on "Volunteer View" at any time to return to viewing the site from a volunteer's perspective.

3) **View your registration list:**

   a. Click on the name of your event (underlined and in bold).

   b. Click on "Registered Users", located on the green bar.

   c. Note: The W/L column indicates whether someone is on the wait list. Users are placed on this list after all slots have been filled.

4) **Add/remove volunteers from your project:**

   a. Volunteers cannot be added to an event by an administrator. All volunteers must register for the event themselves, or they will not have the opportunity to complete an online liability waiver.

   b. To remove a volunteer, visit the "Registered Users" page for the correct build date and then click the Remove button next to their name.