

# YOUR GROUP: WHAT'S NEXT

1

## LOGIN

lic.volunteermatrix.com

LOG IN NEW VOLUNTEER REGISTRATION

CLICK MY VOLUNTEER GROUPS

07/08/

MY PROFILE, SCHEDULE, HOURS, ETC MY VOLUNTEER GROUPS

2

## SCROLL DOWN TO REMOVE/ADD MEMBERS

Contact Info Remove

hhhice2022@gmail.com

Primary: (631) 582-3663

SAVE GROUP MEMBER CHANGES

OR ADD MEMBER

ADD NEW GROUP MEMBERS

3

## CLICK VOLUNTEER CALENDAR

Group Schedule:

To cancel your group dates, visit your [My Schedule](#) page.

To schedule additional dates, visit the [volunteer calendar](#).

No future schedule currently.

To cancel a shift, click on "My Schedule"

4

## SELECT/CLICK DATE/SHIFT

Wednesday

Hauppauge Pantry Summer Jam Bethpage Pantry Farm Truck Distribution-New Life Ministries

1 shift between 7:30 pm & 10:30 pm for 3 hours

1 shift between 9:30 am & 11:30 am for 2 hours

2 shifts between 10 am & 3 pm for 1 hours

2 shifts between 10 am & 4 pm for 3 hours

Hauppauge - Food Bank Outreach Programs

\*Group Opportunities are available on Tuesdays and Thursdays in Hauppauge

5

## CONFIRM & COMPLETE SCHEDULING

Hauppauge - Food Bank (Warehouse)

Opportunities to sort and pack donations, office and administration assistance, and other outreach.

Location: Hauppauge, NY (address & directions are provided once you have signed up)

October 2, 2025 — Thursday

1pm-3pm (slots: 0 / 15)

— Pack/Sort Groups: Warehouse volunteers sort through products, pack up supplies, and aid the warehouse staff and fellow volunteers with distributing products directly to our member agencies. Warehouse volunteers must be able to lift at least 25 lbs. Ability to stand, bend and stack for the length of scheduled shift. It's important to note that our warehouse encounters environmental factors and stacked. Furthermore, our tasks are physically demanding.

No slots available for individuals.

Scheduling Group: Test Group 300

Find my Volunteer Group or Create a New Volunteer Group

6

## CONFIRM & COMPLETE SCHEDULING CONTINUED INPUT INFO



- Field 1: Total Attending
- Field 2: Select People (click next to each individual name)
- Don't see the person? Click "Add New Group Member."
- Field 3: Click Complete Group Scheduling Request

7

## NEXT STEPS



- Confirmation Email sent within 20 min.
- Group notified (unregistered members prompted to register & sign waiver)
- Email reminders sent 2 weeks & 2 days before shift.



## CHECK YOUR EMAILS

They include important info—like who hasn't registered.

Unregistered volunteers must sign in at the kiosk, which causes delays for your group.