Registering for Volunteer Shifts Using a Group Reservation Code

This guide walks you through creating a volunteer profile and registering for shift opportunities with Harvesters.

Follow the steps to set up your account, enter your contact information, and complete your volunteer registration.

Kansas City, MO
getinvolved@harvesters.org
(816) 929-3090

Lawrence, KS
fighthunger@harvesters.org
(785) 861-7700

HARVESTERS
COMMUNITY FOOD NETWORK

Have an existing account?
Go to page 3

Need to create a new account?
Go to page 13

VOLUNTEERS WITH AN EXISTING PROFILE

1. **Click the link in the confirmation email from Harvesters to access your group reservation.**

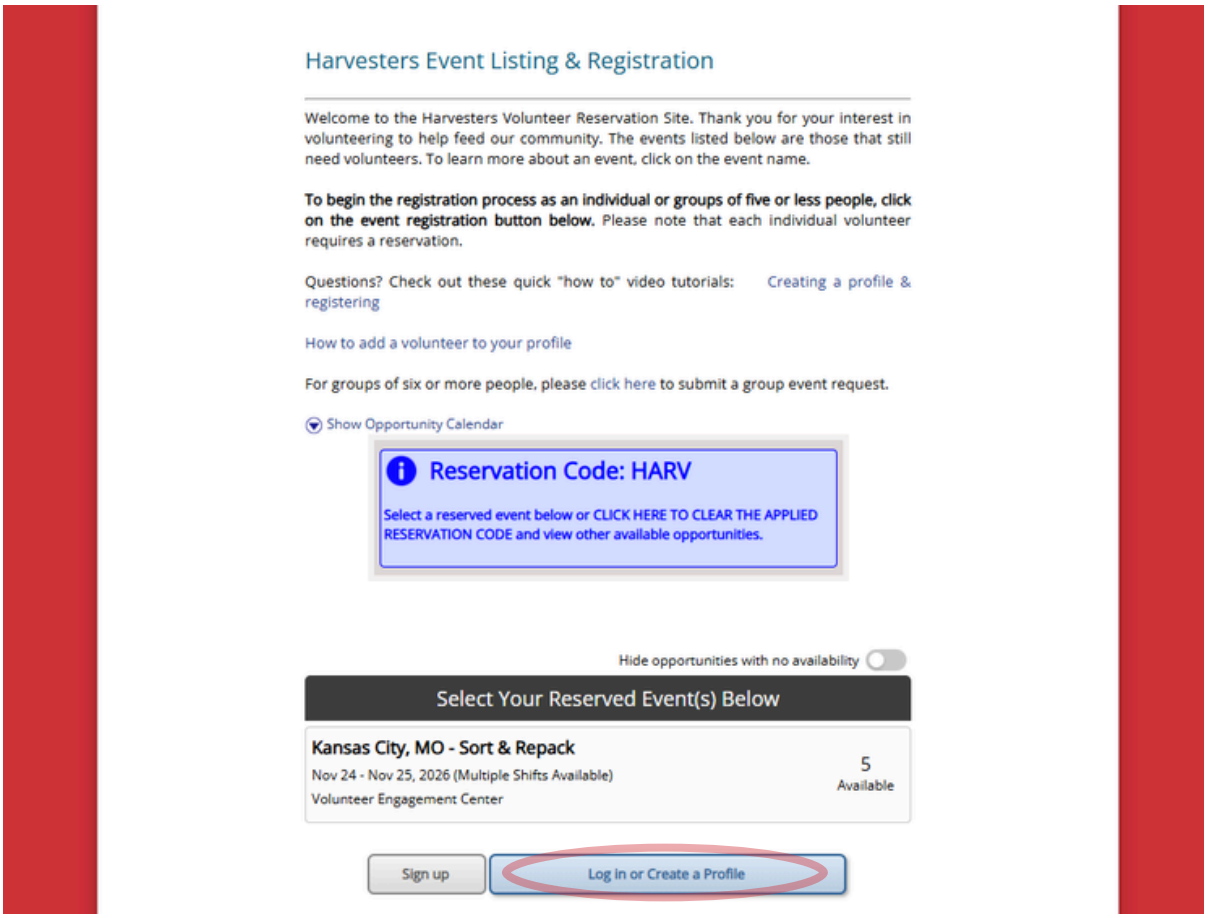
Please follow these instructions to register online for your reserved event(s):

1. Visit the Harvesters — The Community Food Network event registration page: https://cerv.is/0015rHARV (This link will only display the events specifically reserved for your group).

2. Select your desired event and follow the on screen instructions to access the CERVIS registration system. If this is your first time using the CERVIS online registration system, you will be prompted to create a Volunteer Profile.

Event Reservation Code: HARV

2. **Click "Log in"**



VOLUNTEERS WITH AN EXISTING PROFILE

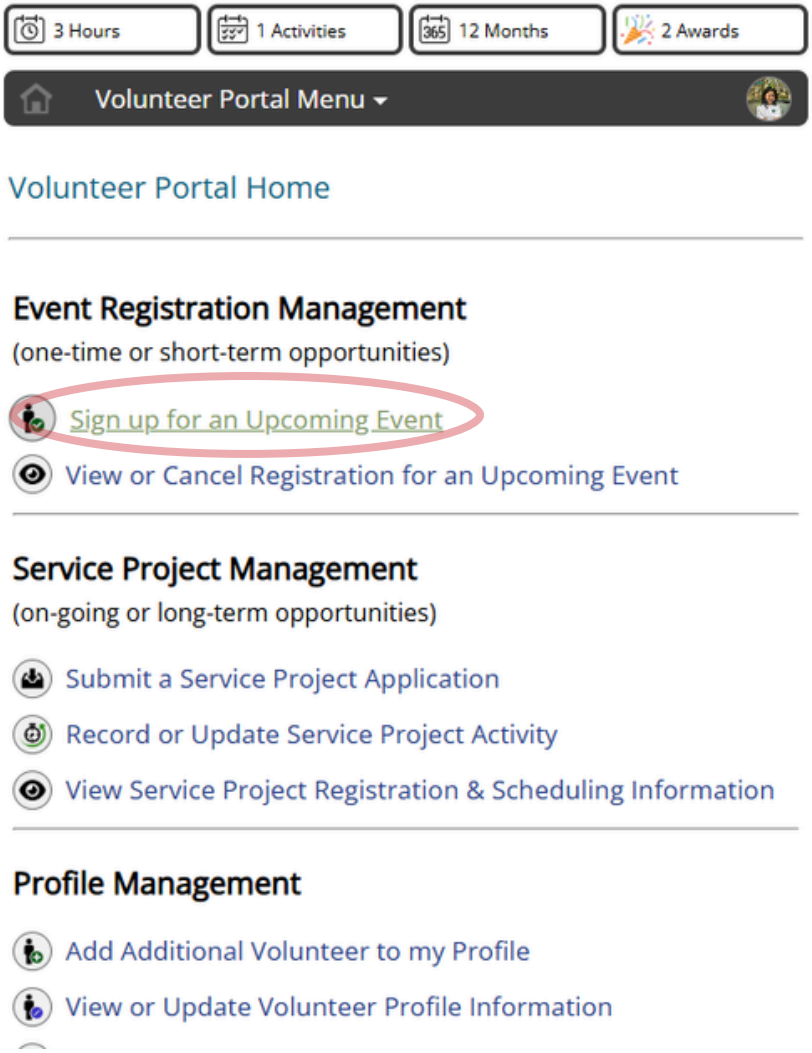
3. **Enter your Email Address and FIRST NAME. Then click "Next"**

VOLUNTEERS WITH AN EXISTING PROFILE

4. **You should see this screen now. Enter in your password and click the “Log in with E-mail” button**

VOLUNTEERS WITH AN EXISTING PROFILE

5. **Click on “Sign up for an Upcoming Event”**



VOLUNTEERS WITH AN EXISTING PROFILE

6. **You should see this page:**

This should match your group-specific Reservation code

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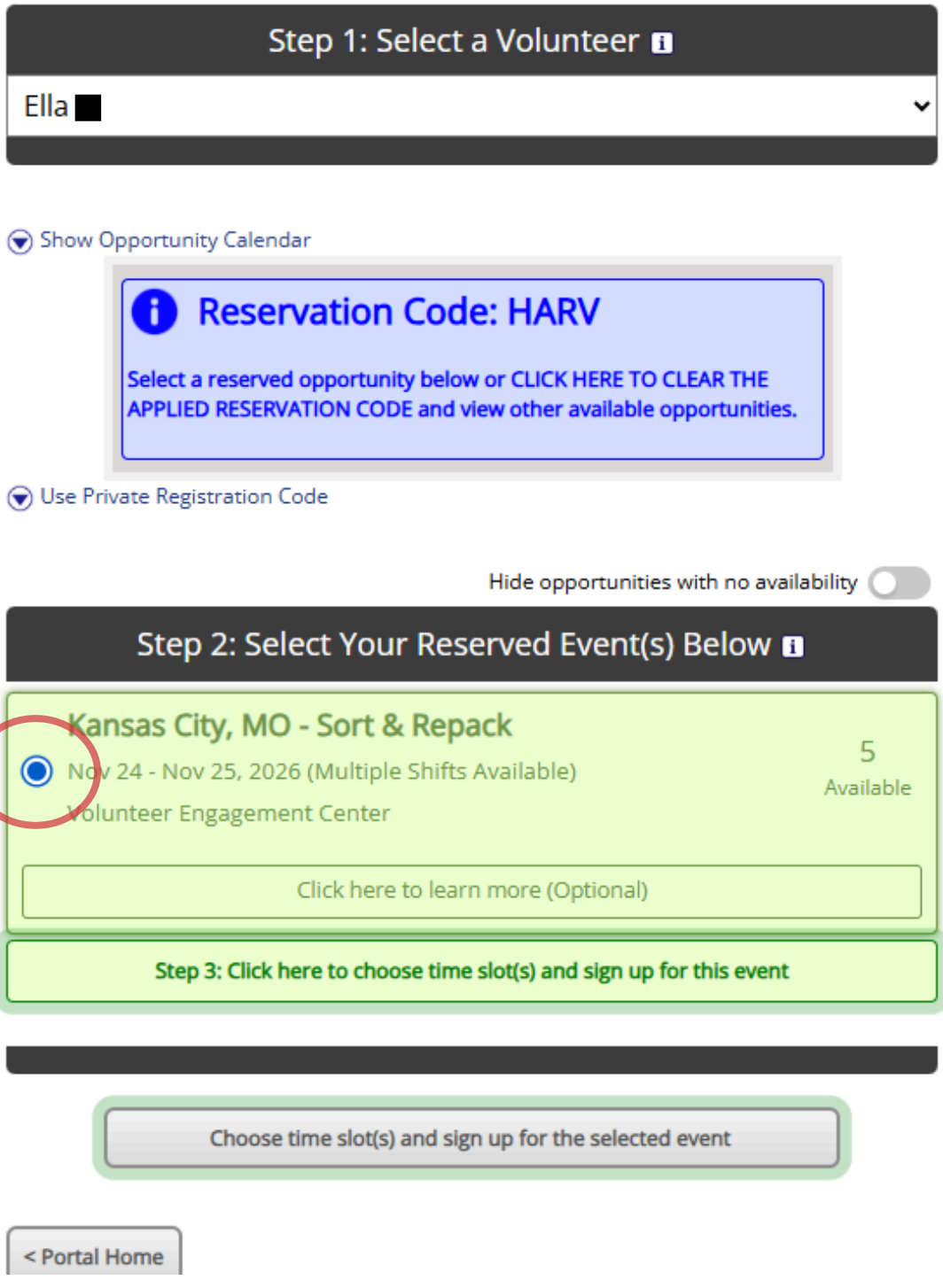
Event Reservation Code: HARV

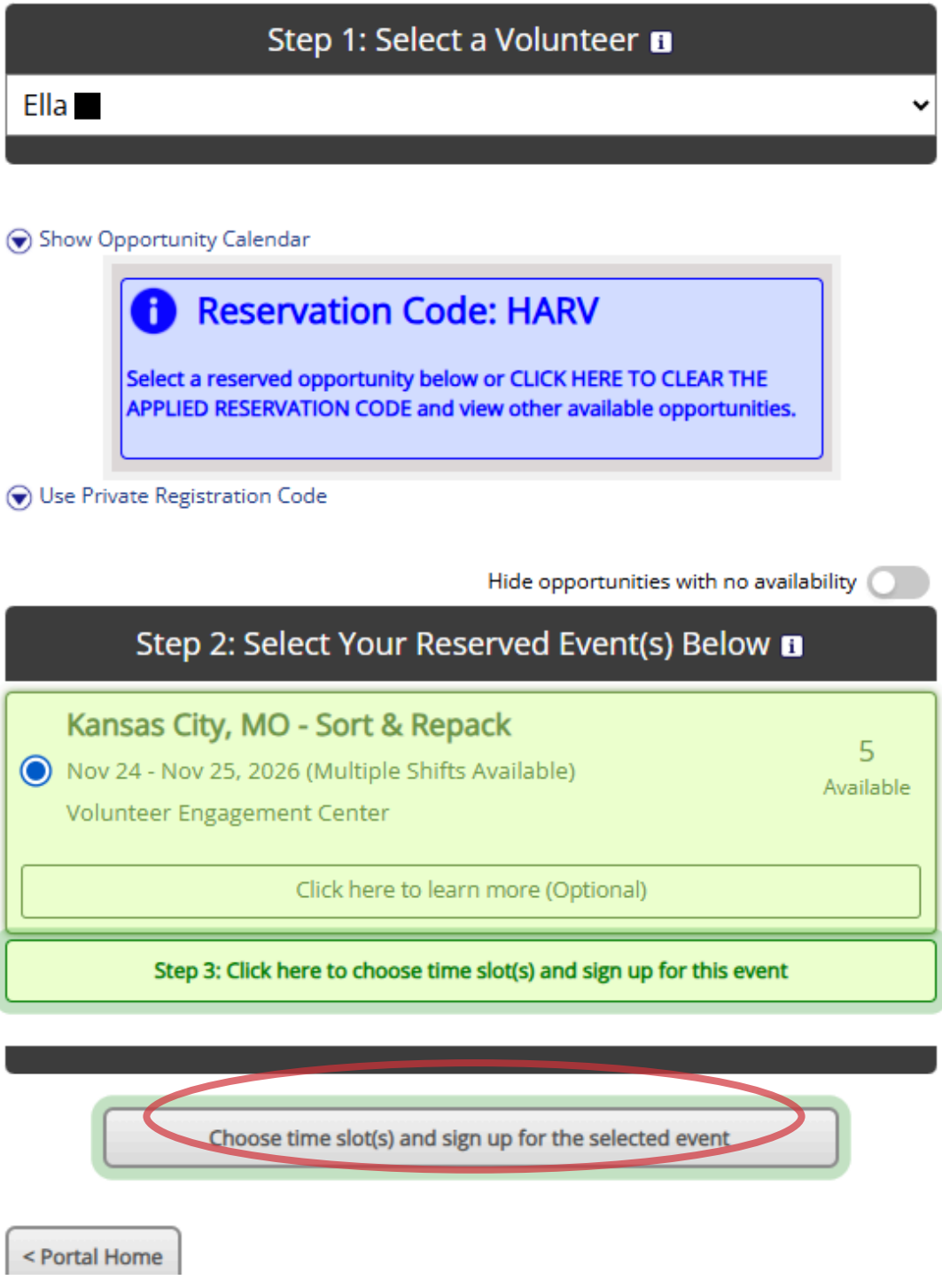
VOLUNTEERS WITH AN EXISTING PROFILE

7. **To register for your shift, click the circle next to your selected shift**



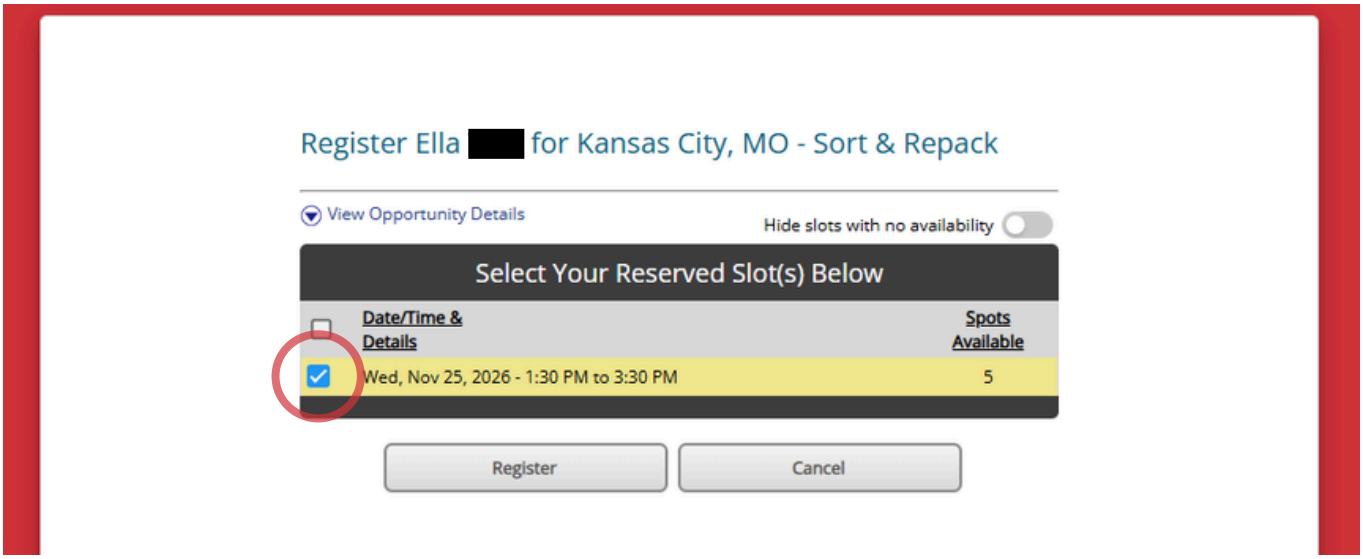
VOLUNTEERS WITH AN EXISTING PROFILE

8. **Click “Choose time slot(s) and sign up for the selected event”**

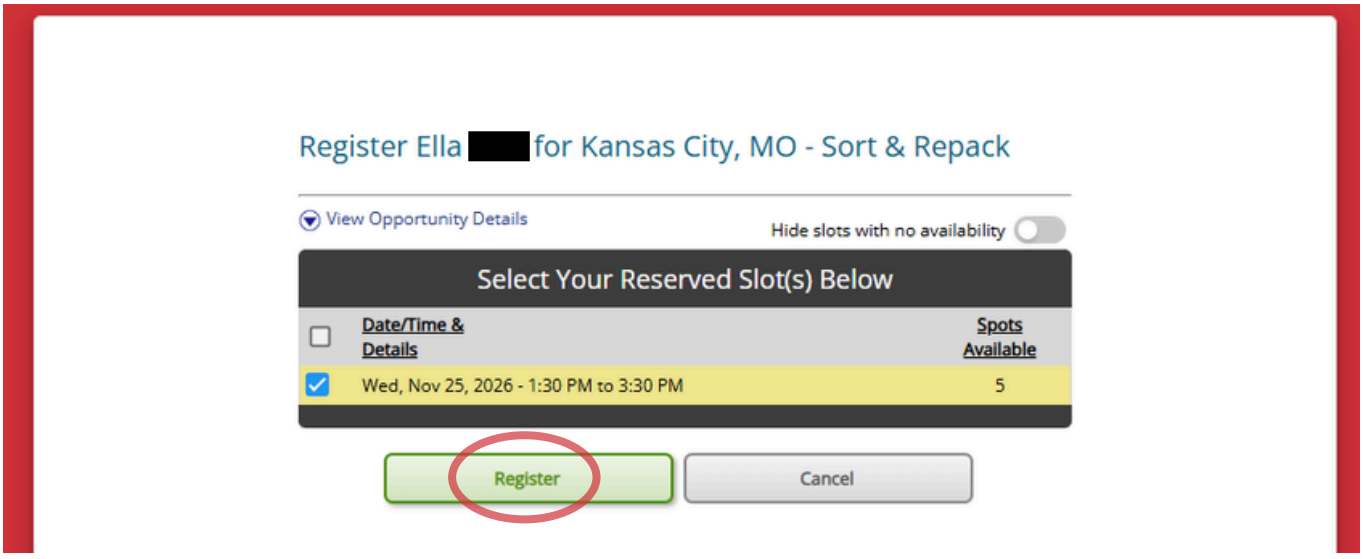


VOLUNTEERS WITH AN EXISTING PROFILE

9. **Select the date and time for your reservation**



10. **Click the register button**



VOLUNTEERS WITH AN EXISTING PROFILE

You're registered!

HARVESTERS
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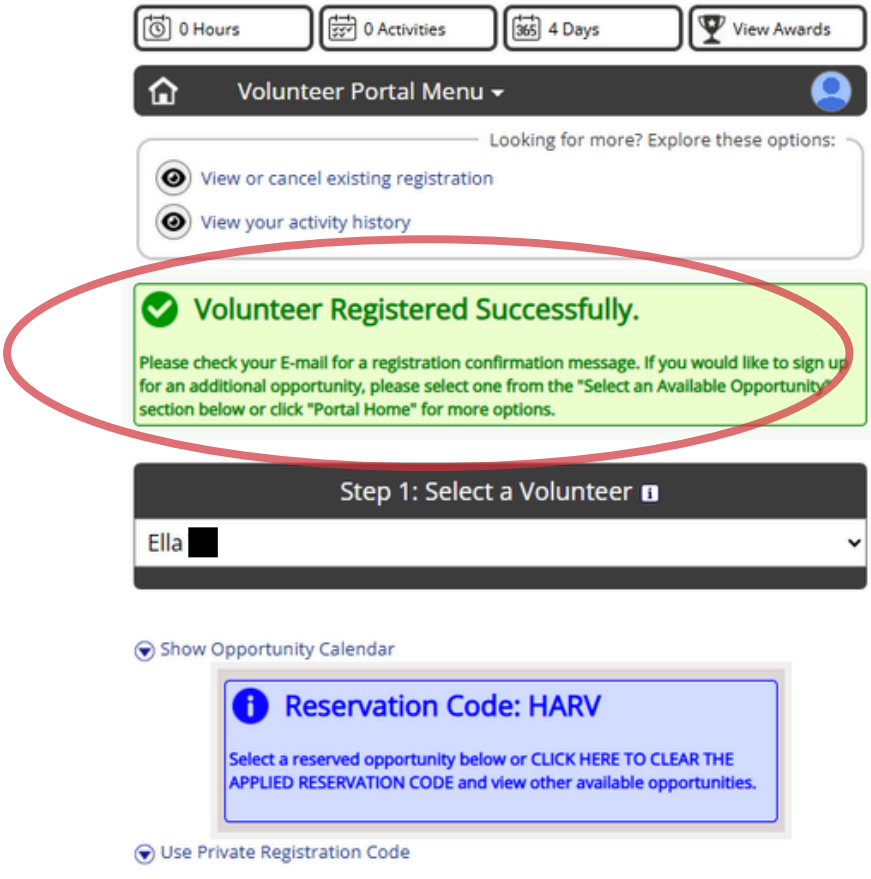
Test Link



VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

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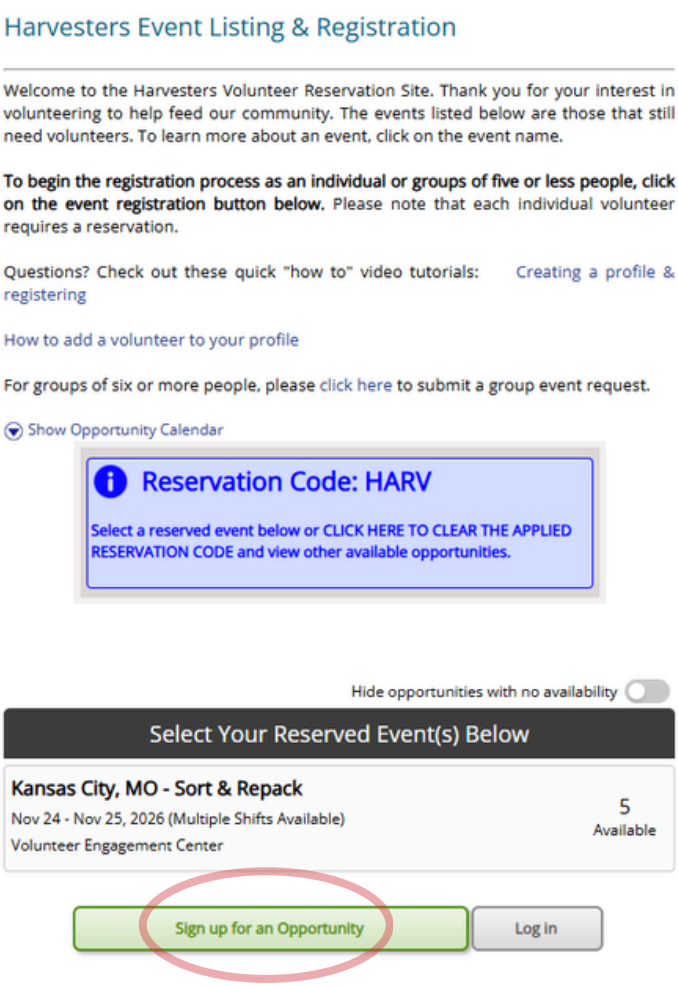
Event Reservation Code: HARV

2. **This will open CERVIS, the Harvesters Volunteer Management System.**

VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

3. **Click "Sign up for an Opportunity" to create an account and continue with registration.**



VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

4. **Enter your email and first name to check for an existing account. If one is found, use Reset Password if needed.**

Otherwise, enter in your email and FIRST NAME. Then click “Next”

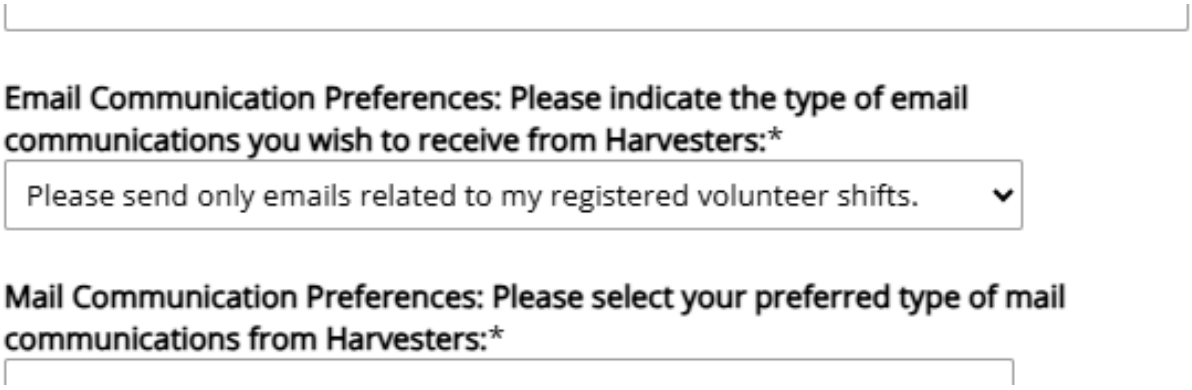
VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

5. **Complete the volunteer profile by entering your contact information, creating a password, and providing an emergency contact.**

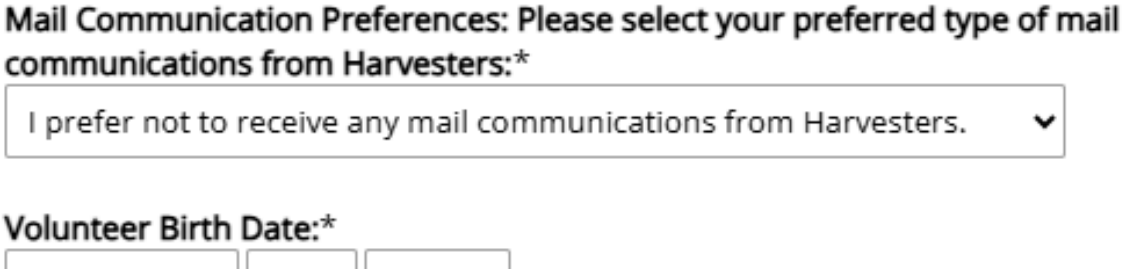
VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

6. **If you do not wish to receive general email communications, select Only emails related to my volunteer shifts.**

   You will still receive volunteer shift confirmations and reminder emails, but you will not receive other emails from Harvesters.



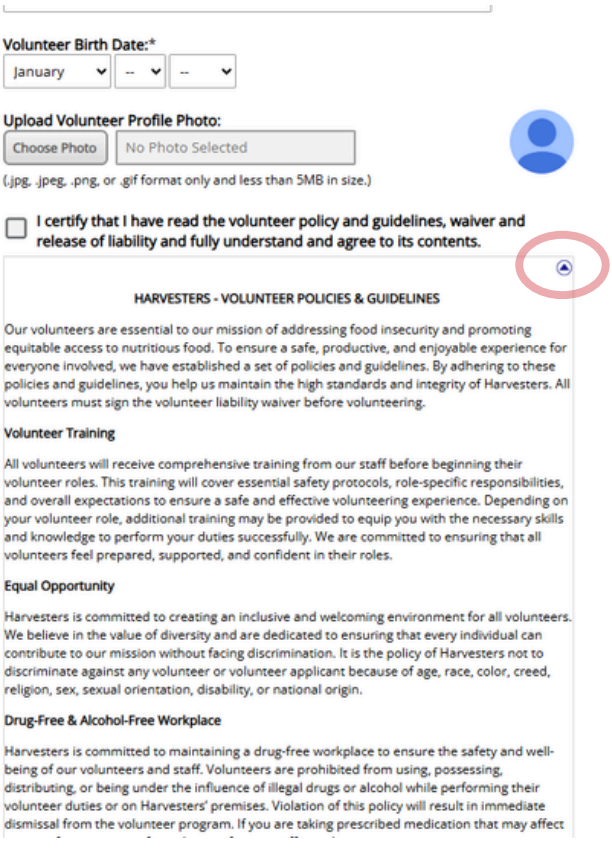
If you do not wish to receive mailed communications from Harvesters, select I prefer not to receive from the drop-down menu.



VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

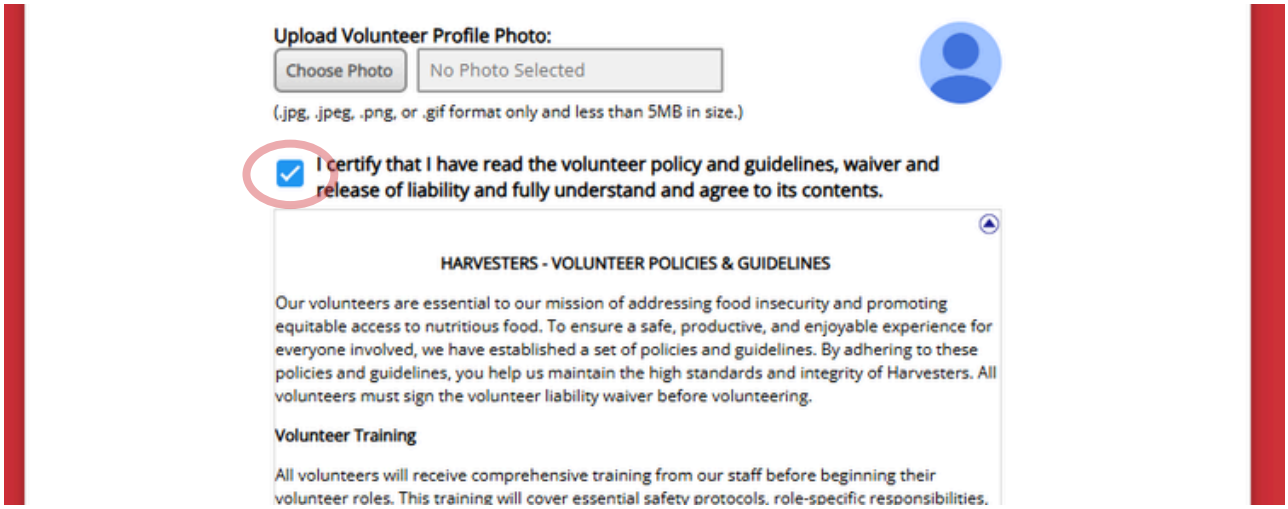
7. **Enter your date of birth for age verification purposes**

8. **Review Harvesters' Volunteer Policies & Guidelines by clicking the blue arrow to expand the section.**

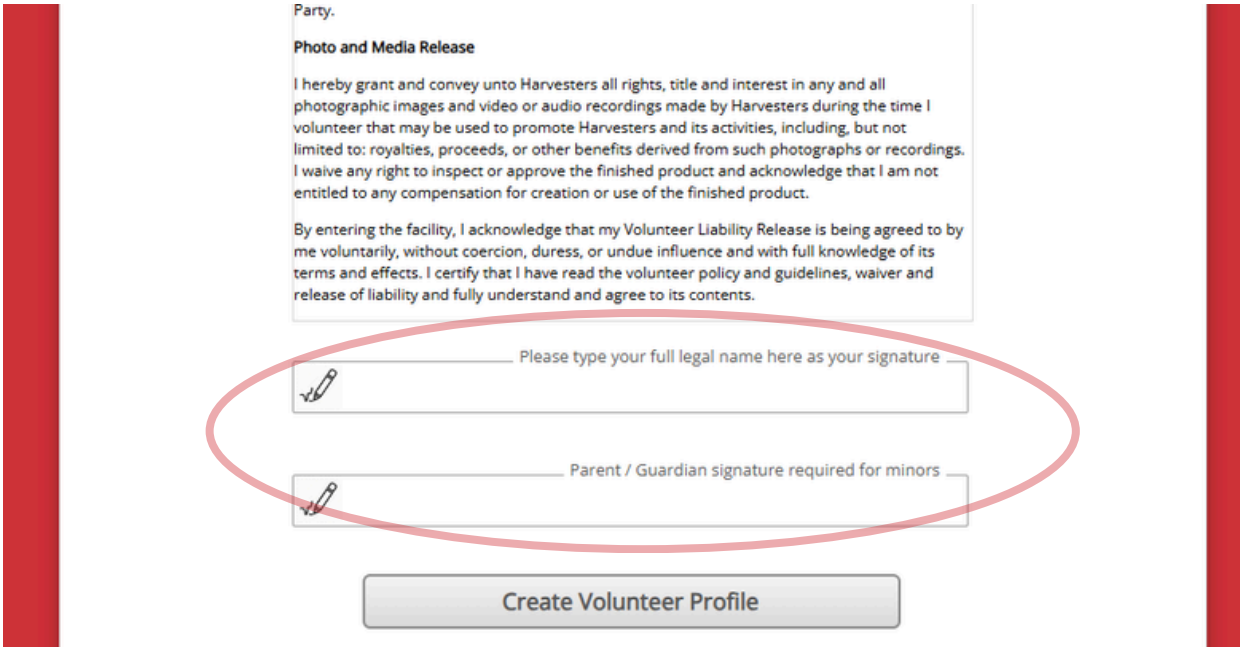


VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

9. **Click the checkbox next to "I certify that I have read the volunteer policy and guidelines, waiver, and release of liability..."**

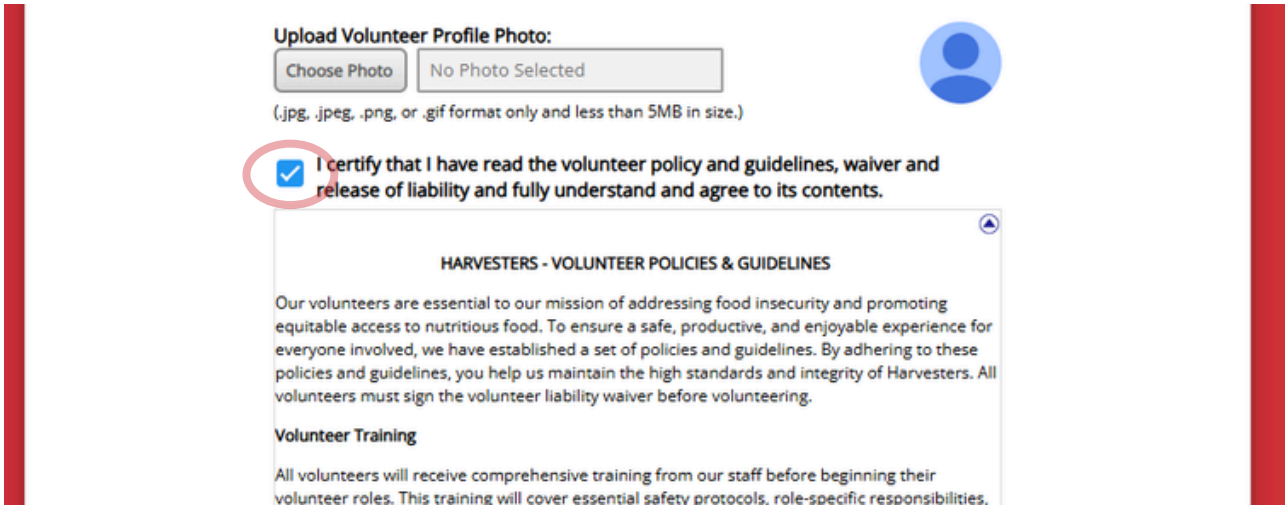


10. **Scroll down and type your full legal name in the signature field. If you are a minor, a parent or guardian must also provide their signature.**



VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

11. **Click the checkbox next to "I certify that I have read the volunteer policy and guidelines, waiver, and release of liability..."**



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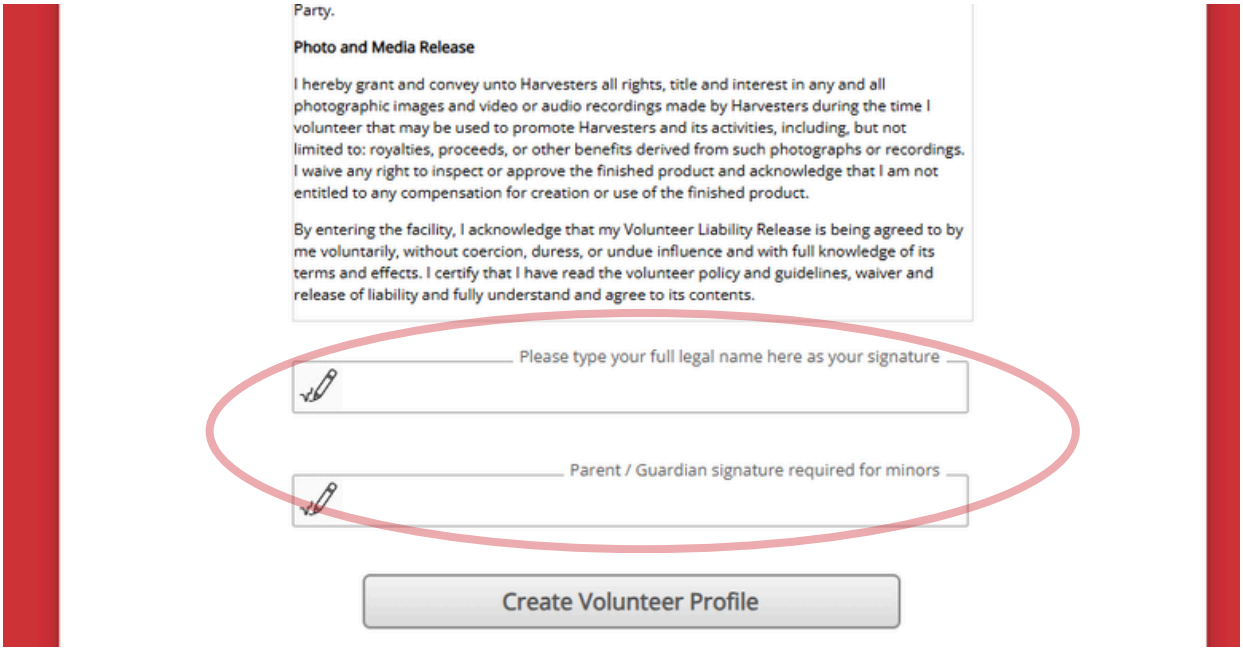
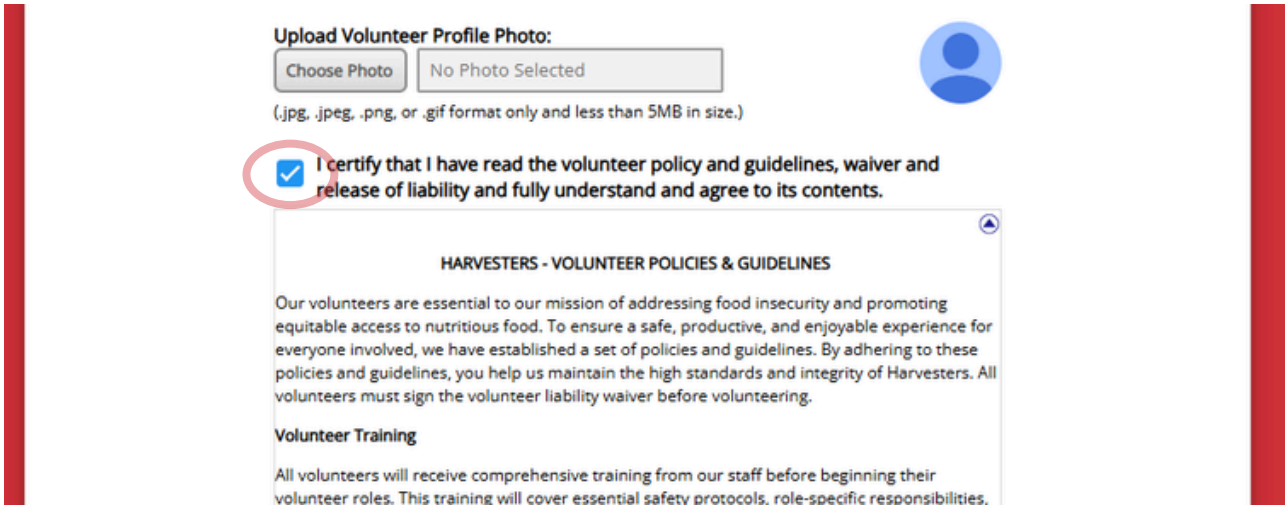


VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

13. **Click the checkbox next to "I certify that I have read the volunteer policy and guidelines, waiver, and release of liability..."**



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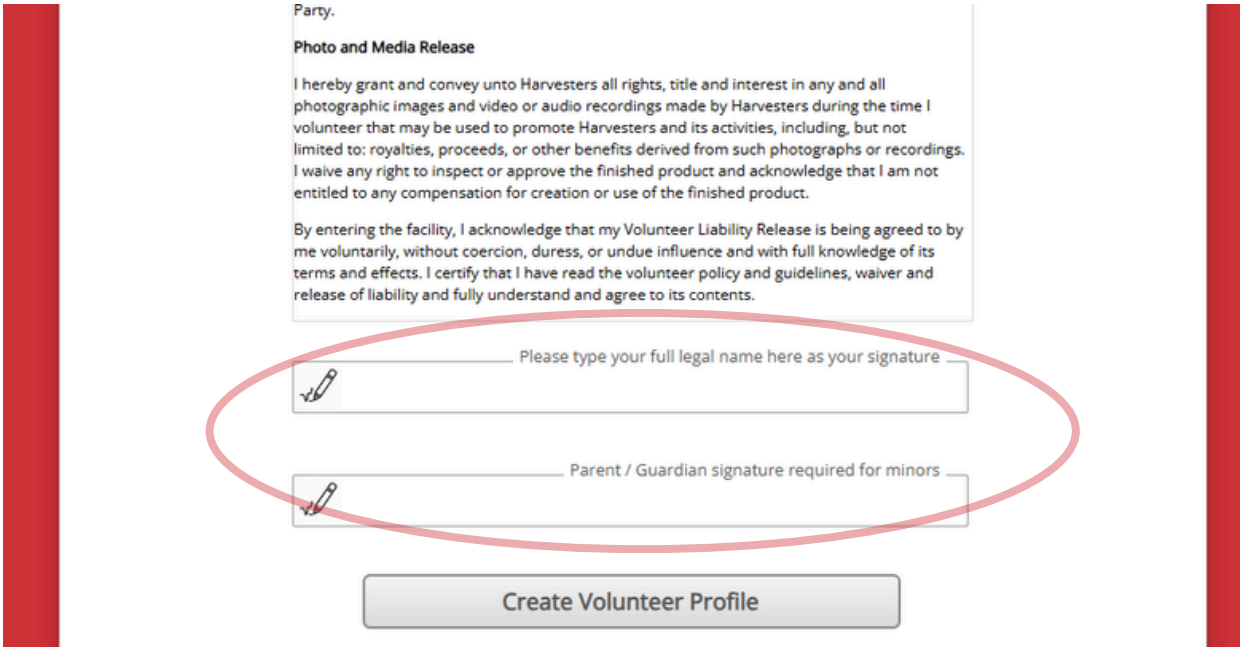

VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

15. **Click "Create Volunteer Profile"**

16. **You should see this page:**

This should match your group-specific Reservation code

Please follow these instructions to register online for your reserved event(s):

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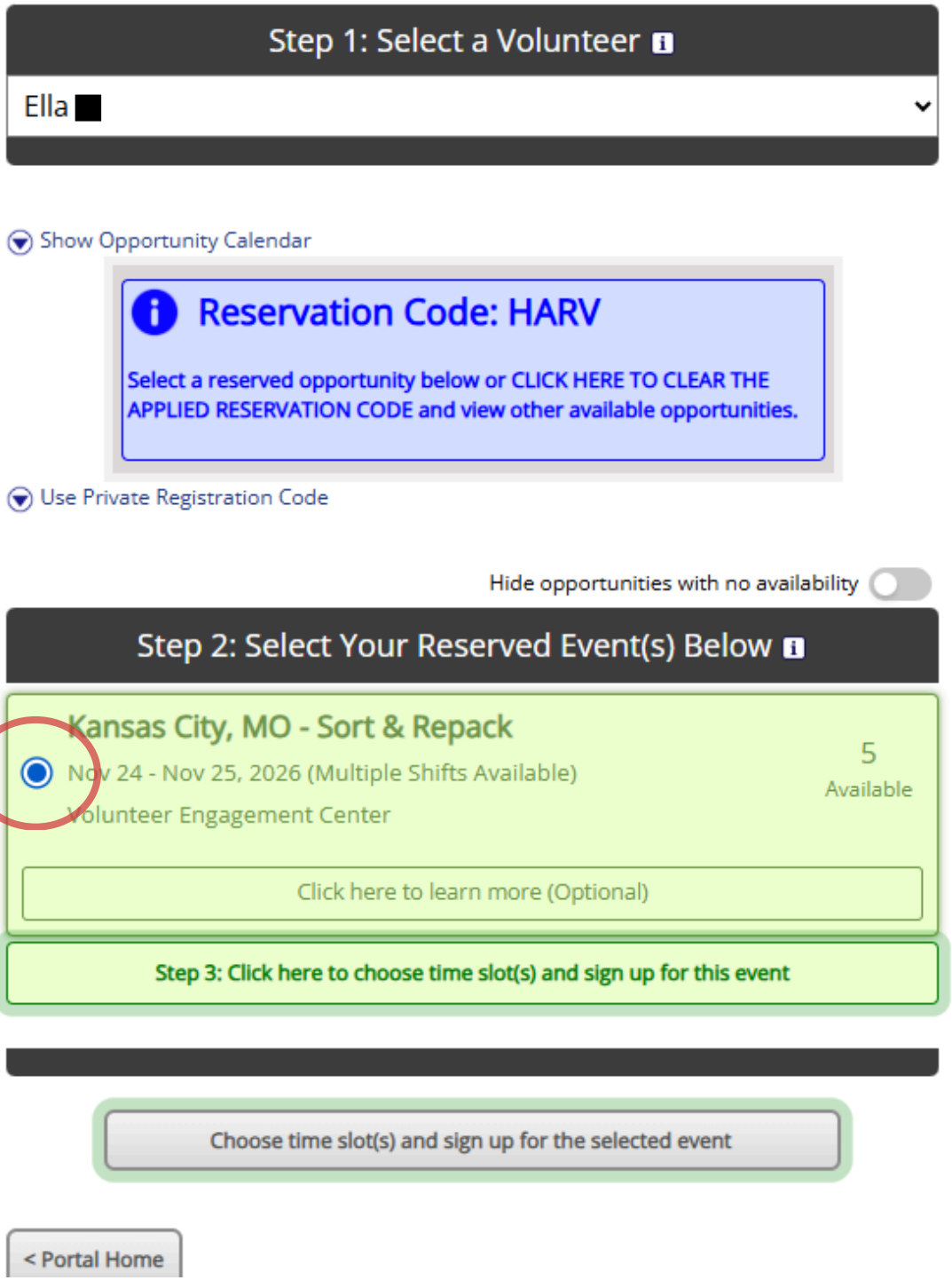
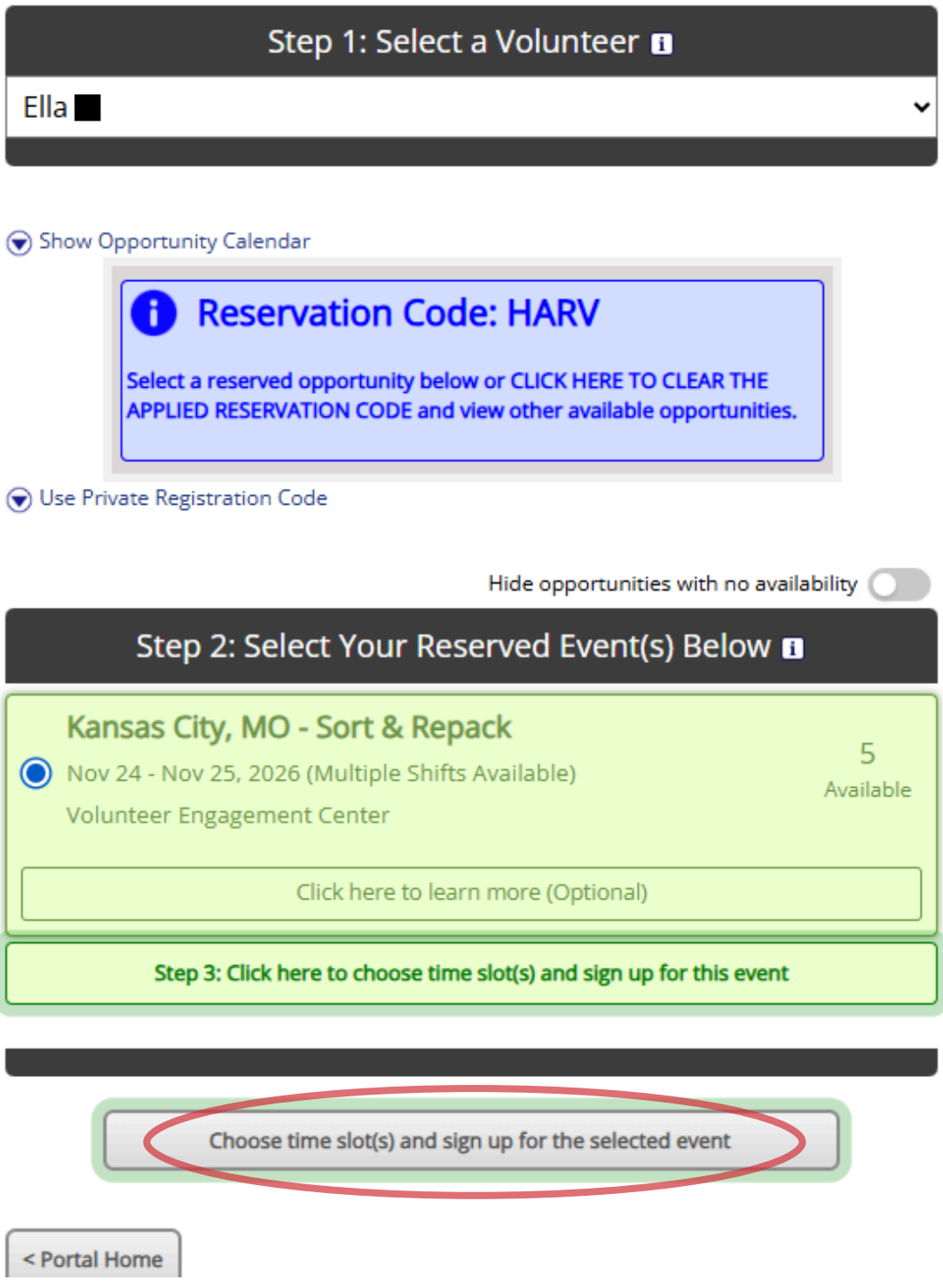
VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

17. **To register for your shift, click the circle next to your selected shift**



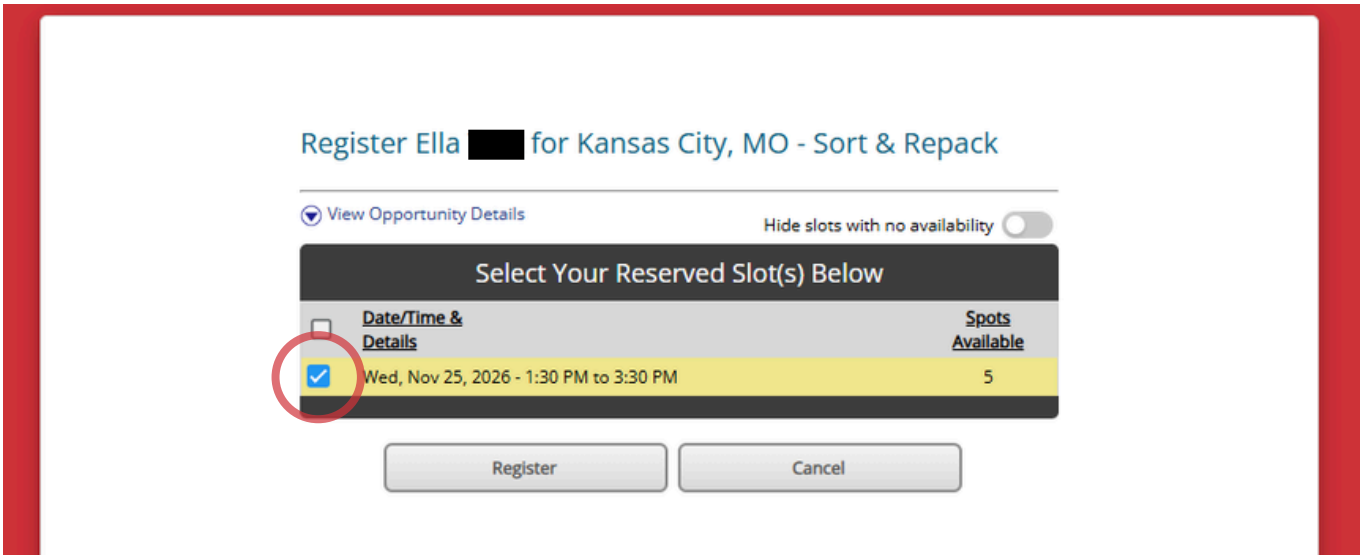
VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

18. **Click "Choose time slot(s) and sign up for the selected event"**

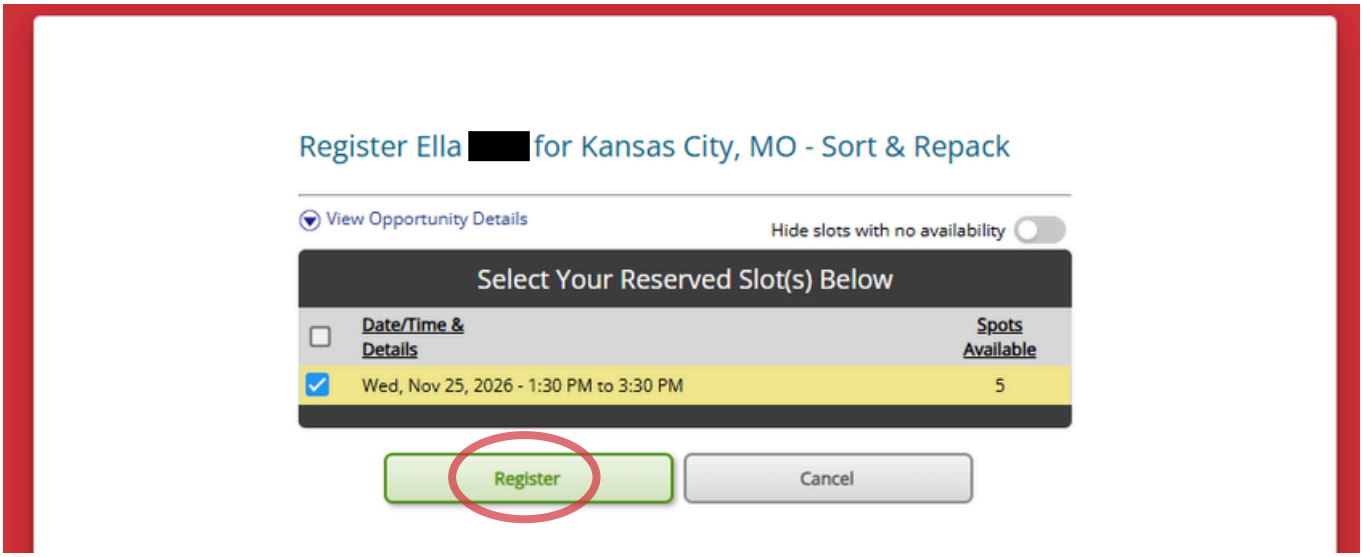


VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

19. **Select the date and time for your reservation**



20. **Click the register button**



VOLUNTEERS SETTING UP A PROFILE FOR THE FIRST TIME

You're registered!

HARVESTERS
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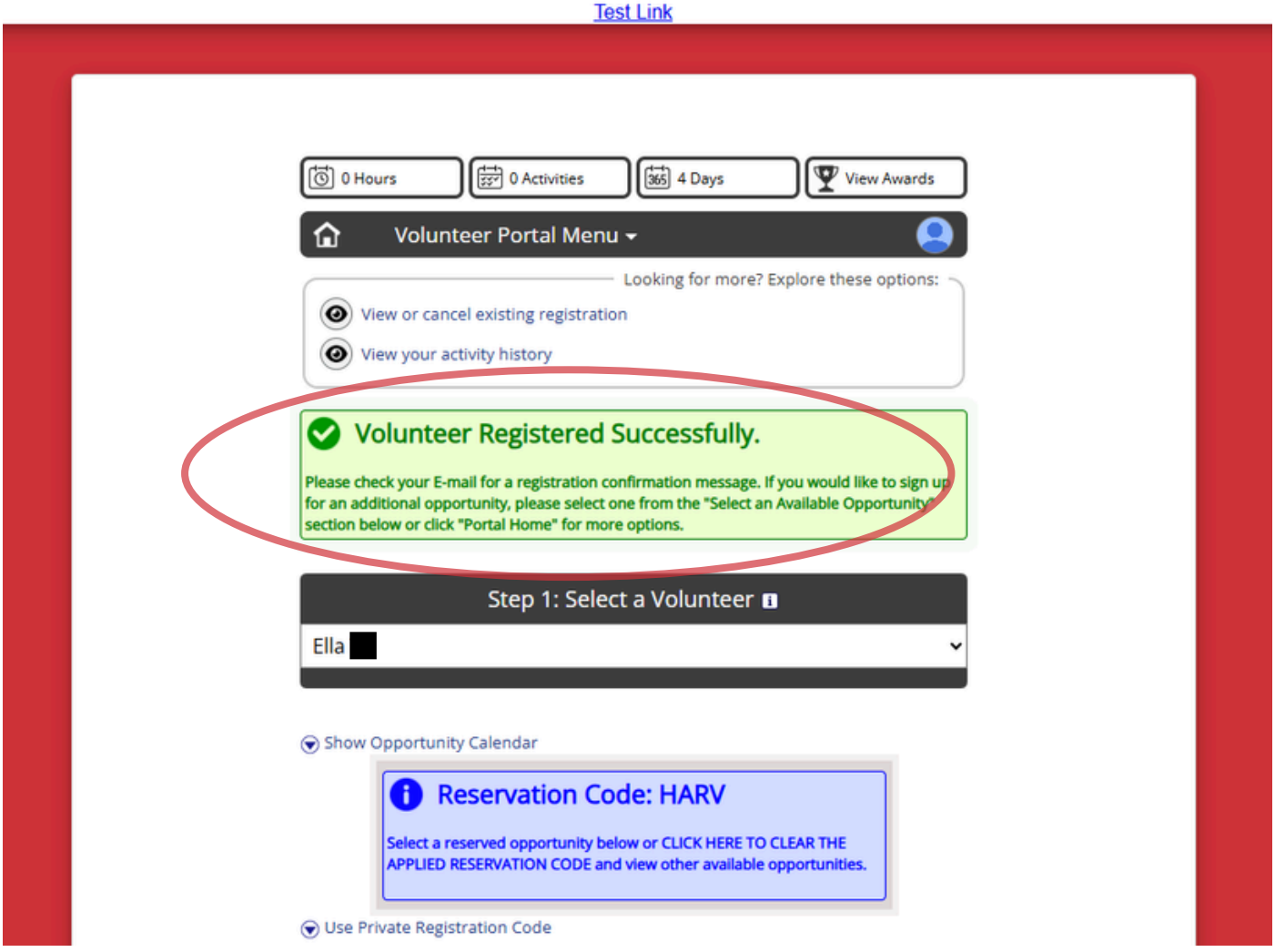
Test Link