BERTHOUD HABITAT BUILD DAY

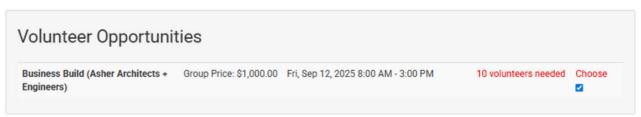
GROUP MANAGER INSTRUCTIONS



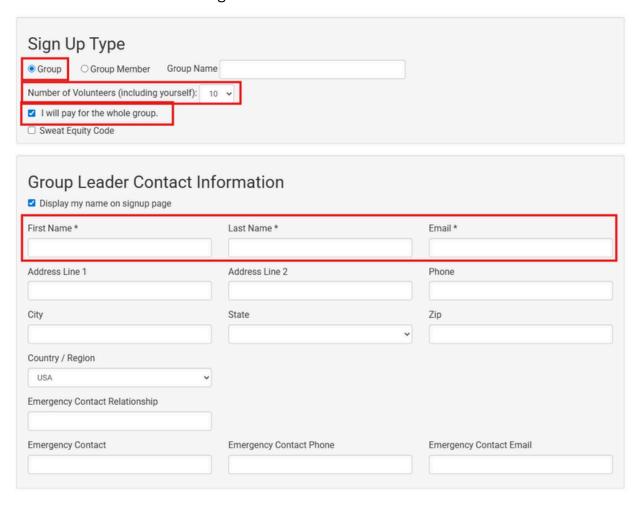
After you confirm a Build Day date with Berthoud Habitat staff, we'll send you a registration link.

- If you/your company are sponsoring the full day, select the group option and complete the \$1,000 registration.
- Inside the portal you'll find day-of details (address, schedule, what to wear/bring, waivers, and any prep notes).

Please review and confirm the information, and reach out if anything needs to be updated. If you prefer individual registrations instead of a single group payment, let us know, and we'll set that up.



- Under Sign Up Type, select Group.
- Enter your total number of volunteers and indicate whether you'll pay for the entire group.
- Complete the info for the group representative. Only first name, last name, and email are required; additional details are encouraged.



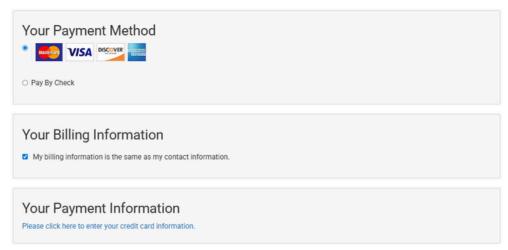
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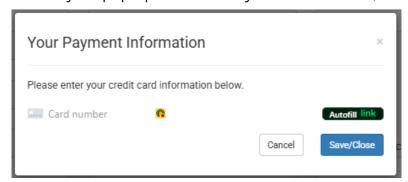
- Select Credit/Debit Card or Check.
 - If paying by check: Make payable to Berthoud Habitat for Humanity and mail to: PO Box 1227, Berthoud, CO 80513.
 - If paying by card: Click "Please click here to enter your credit card information." Enter and confirm your billing details, then submit.

You'll receive a confirmation once payment is processed.



A secure payment window will open as a pop-up to enter your card details.

If it doesn't appear, your browser likely blocked it—look for a "Pop-up blocked" notice near the address bar and allow pop-ups for this site, then click the payment link again. If needed, temporarily disable your pop-up blocker or try another browser/device.



- Review the Waiver of Liability, check the agreement box, and enter your initials to e-sign.
 - Note: Every member of your group must accept the waiver before volunteering on site.
- Complete the reCAPTCHA verification.
- Click "Add Group Members" and enter each volunteer's name and contact information.

