

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.

Volunteer Opportunities

Business Build (Asher Architects + Engineers)

Group Price: \$1,000.00 Fri, Sep 12, 2025 8:00 AM - 3:00 PM

10 volunteers needed [Choose](#)



- 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.

Sign Up Type

☒ Group ☐ Group Member Group Name

Number of Volunteers (including yourself): 10

☒ I will pay for the whole group.

☐ Sweat Equity Code

Group Leader Contact Information

☒ Display my name on signup page

First Name * Last Name * Email *

Address Line 1 Address Line 2 Phone

City State Zip

Country / Region

Emergency Contact Relationship

Emergency Contact Emergency Contact Phone Emergency Contact Email

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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 screenshot of a web form titled "Your Payment Method". It features radio buttons for "Credit/Debit Card" (selected) and "Pay By Check". Under the card option, there are logos for MasterCard, VISA, DISCOVER, and American Express. Below the "Pay By Check" option, there is a small text field for "Pay By Check".

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.

A screenshot of a pop-up window titled "Your Payment Information" with a close button (X) in the top right corner. The text inside says "Please enter your credit card information below." There is a text input field for "Card number" with a card icon to its right. To the right of the input field is a green button labeled "Autofill link". At the bottom of the window are two buttons: "Cancel" and "Save/Close".

- 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.

A screenshot of a form section. At the top, there is a green bar containing a checkbox labeled "Volunteer Agreement, Release and Waiver of Liability", a link "View Waiver", and a text field for "Initials:". Below this is a reCAPTCHA verification area with a checkbox labeled "I'm not a robot" and the reCAPTCHA logo. At the bottom of this section is a green button labeled "Add Group Members".