



Hands On
HONG KONG

Basic Team Sign-up Guide



Hands On
HONG KONG

Creating & managing your team

Step 1: Select your volunteer activity on HandsOn calendar



Sep 2021

month week day

< > today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
09:00 AM Be a Boxing Sports Class Assistant for People with Special Needs (Cantonese)	09:30 AM Prepare food ingredients/meals in Harvest Mill, Kwun Tong	09:30 AM Prepare food ingredients/meals in Harvest Mill, Kwun Tong	09:30 AM Prepare food ingredients/meals in Harvest Mill, Kwun Tong	09:30 AM Prepare food ingredients/meals in Harvest Mill, Kwun Tong	09:30 AM Prepare food ingredients/meals in Harvest Mill, Kwun Tong	10:30 AM Online training session: Phone call support for the elderly (COVID-19 relief)
10:00 AM Family Opportunity: Soap Recycling	09:30 AM Prepare Meals at Chai Wan Kitchen	09:30 AM Prepare Meals at Chai Wan Kitchen	09:30 AM Prepare Meals at Chai Wan Kitchen	09:30 AM Prepare Meals at Chai Wan Kitchen	09:30 AM Prepare Meals at Chai Wan Kitchen	11:00 AM Science 'Eco-Ambassador' Activity
11:00 AM Science 'Eco-Ambassador' Activity	05:30 PM Be an Outdoor Football Class Assistant for People with Special Needs	05:00 PM Be a Sports Class Assistant for People with Special Needs	03:00 PM Science 'Eco-Ambassador' Activity	04:30 PM Be a Tennis Class Assistant for People with Special Needs	03:00 PM Science 'Eco-Ambassador' Activity	12:00 PM Help at animal shelter in Yuen Long (Youth Welcome)
01:30 PM Family Opportunity: Soap Recycling	06:30 PM Deliver Necessities and Warmth to Homeless in Yau Ma Tei (Youth Welcome)	06:00 PM Collect Bread for Redistribution - Kwun Tong (Youth welcome)	06:00 PM Be a Sports Class Assistant for People with Special Needs (Cantonese)	06:00 PM Be a Basketball Class Assistant for People with Special Needs	03:00 PM Be a childcare helper at Justice Centre	03:00 PM Be a Table Tennis Class Assistant for People with Special Needs
	08:00 PM Deliver Necessities and Warmth to Homeless in Tai Kok Tsui (Youth Welcome)	06:30 PM Collect Bread for Redistribution - Nan Fung Tower, Sheung Wan (Youth Welcome)	07:00 PM Deliver Necessities and Warmth to Homeless in Kwun Tong (Youth Welcome)	06:00 PM Collect Bread for Redistribution - Kwun Tong (Youth welcome)	03:50 PM Be a Boxing Sports Class Assistant for People with Special Needs	03:30 PM Be a Sports Class Assistant for People with Special Needs (Cantonese)
	09:00 PM Deliver Necessities and Warmth to Homeless in Tin Hau (Youth Welcome)	+6 more	08:30 PM Deliver Necessities and Warmth to Homeless in Wan Chai (Youth Welcome)	+9 more	+3 more	04:00 PM Family Opportunity: Deliver Daily Necessities and Warmth to Homeless in YMT
5	6	7	8	9	10	11
07:00 AM Phone call support to 1 elderly individual [PRE-TRAINED VOLUNTEERS ONLY]	09:30 AM Prepare food ingredients/meals in Harvest Mill, Kwun Tong	09:30 AM Prepare food ingredients/meals in Harvest Mill, Kwun Tong	09:30 AM Prepare food ingredients/meals in Harvest Mill, Kwun Tong	09:30 AM Prepare food ingredients/meals in Harvest Mill, Kwun Tong	09:30 AM Prepare food ingredients/meals in Harvest Mill, Kwun Tong	09:30 AM CARE DELIVERED: Deliver Care Packages to elderly with chronic illness in SMP
09:00 AM Be a Boxing Sports	09:30 AM Prepare Meals at Chai	09:30 AM Prepare Meals at Chai	09:30 AM Prepare Meals at Chai	09:30 AM Prepare Meals at Chai	09:30 AM Prepare Meals at Chai	10:10 AM Help at Powered by

Opportunity Details

Prepare food ingredients/meals in Harvest Mill, Kwun Tong

Food Angel 惜食堂 | <http://www.foodangel.org.hk/>

ISSUE AREA(S)
Others

REQUIREMENTS
Age Minimum (with Adult): 18+, Minimum Age: 18+

Sign Up

TUESDAY, 07 SEPTEMBER, 2021 FROM 9:30 - 12:30

Location: ,

Volunteer Limit: 6 | Spots Remaining: 3

Full opportunity address and directions will be sent to you by e-mail after you sign up.

SIGN UP | Sign up with a team

Step 2: Sign up a team for a volunteer activity and create team

Opportunity Details

Prepare food ingredients/meals in Harvest Mill, Kwun Tong

Food Angel 惜食堂 | <http://www.foodangel.org.hk/>
Please do not register

Sign Up

TUESDAY, 07 SEPTEMBER, 2021 FROM 9:30 - 12:30

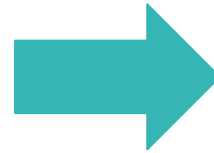
Location: ,

Volunteer Limit: 6 | Spots Remaining: 3

Full opportunity address and directions will be sent to you by e-mail after you sign up.

SIGN UP | Sign up with a team ?

ISSUE AREA(S)
Others
REQUIREMENTS
Age Minimum (with Adult): 18+, Minimum Age: 18+



Only click here if you have an existing team.

Opportunity Sign Up

Please choose one of the following options to sign-up for this opportunity with a team.

1. If you're the team captain, you can sign-up any of the members of your team or, if you are already a member of a team, you can sign yourself up as a team member.
2. You can create a new team, adding team members and signing them up for this opportunity. The team can be a family team, corporate team, or any kind of organized group.

Remember, if you sign up members of your team, it is your responsibility to notify your team members and ensure they have agreed to attend and know the opportunity details. You can update your team sign-up for this opportunity at any time if there are changes to which team members will participate.

Testing opportunity Dec 5th 2021 Please do not register

ABC Test

OPTION 1: CHOOSE ONE OF YOUR TEAMS

Choose a Team:

SELECT

OR

OPTION 2: CREATE A NEW TEAM

Put together your own team of people to work with on this opportunity

CREATE TEAM

Click here to create a new team.

Step 3: Adding team members

CREATE TEAM

Step 1: Enter Basic Team Information

Team Name *

Company/Group Affiliation

Step 2: Add Team Members

* A team cannot be larger than 7 team members including yourself.

	First Name *	Last Name *	Email *	Phone	Age	Team Capt.
	Brian	Lee	blee5955@gmail.cc		30	<input checked="" type="checkbox"/>
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

CREATE TEAM

As Team Captain, please include all team members' emails so they can receive important notifications regarding their activity.

To ensure all HandsOn volunteers and teams have equal opportunity to join activities, we require that **each team has no more than 7 members** (including yourself as Team Captain).

Step 4 : Your team will receive email invitations to join your team & sign-up for the activity



HandsOn
HONG KONG

Dear Brian Lee,

You are receiving this message because the Team Captain of team **Testing Team** has invited you to volunteer with them through the [HandsOn Hong Kong](https://www.handsonhongkong.org) website.

Team Name: Testing Team

Stay tuned for more details on the volunteer activity that your Team Captain would like you to join!

If you are not a registered HandsOn Hong Kong volunteer and would like to serve with us, please create your account through the following link: <https://www.handsonhongkong.org/volunteer-sign-up>

Best Regards,

The HandsOn Hong Kong Team

Like Us - www.facebook.com/handsonhongkong.org

Email invitation to join team

Your team members will receive an email invitation to join your volunteer team.



HandsOn
HONG KONG

Dear Brian Lee,

This is a team sign up activity confirmation email, please see below information for the volunteer activity:

Volunteer Opportunity: Testing opportunity Dec 5th 2021 Please do not register
Start Date & Time: 5/12/2021, 9:00 pm
End Date & Time: 5/12/2021, 10:30 pm

If you know that you will not be able to make it to the service activity, please immediately remove your sign up online [here](#) so that another volunteer can take your place. After logging in, visit the "My Account" page on the left and check the "Overview" of your upcoming activities. You can remove yourself from the activity here to free up space for another volunteer.

This email serves as your sign-up confirmation. You will also receive a **service reminder email 1-2 day(s) prior to the activity**, which will include the details of the service, directions to the activity and the name and contact number of your HandsOn Volunteer Leader. In preparation for your service program, your details will be provided to the NGO program organizer and Volunteer Leader ahead of the activity.

Program cancellations:

- All activities will be cancelled in the event of a Typhoon Signal No.8 or Black Rainstorm Warning issued two hours before service begins.
- Any cancellation details related to adverse weather or otherwise will be sent to volunteers via email and SMS. Please remember to read all email reminders and updates sent from hohk@handsonhongkong.org

We look forward to seeing you there!

Best Regards,
The HandsOn Hong Kong Team
Like Us - www.facebook.com/handsonhongkong

Email to confirm activity sign-up

- Your team members will also receive a service activity sign-up confirmation email.
- Please talk with your team members about their attendance and ask them to remove themselves if they can not make it that day.
- **New HandsOn volunteers** will need to create an account within 48 hours to keep their spot, or else they will be removed.
- **Registered HandsOn volunteers** will need to remove themselves if they are not able to join.





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How to use your team account

Step 1 : Adding new team members to activity

In case any of your original team members cannot attend your activity, you may want to add new members. You can do this via “MANAGE TEAM” in your [MY TEAM](#) information page, once you are signed in to your account.

TEAM MEMBER LIST FOR TESTING TEAM BRIAN LEE

ADD NEW MEMBERS

<input type="checkbox"/>	Name *	E-mail	Phone
<input type="checkbox"/>	Brad Lee (C)	blee5955@gmail.com	+85294061070
<input type="checkbox"/>	Brian Lee	brian@handsonhongkong.org	+85254230122
<input type="checkbox"/>	Cyrus Lee	cyrus_lee_123@hotmail.com	+85267631090

EMAIL MEMBERS **REMOVE MEMBERS** **MAKE CAPTAIN**



Add New Members

* A team cannot be larger than 7 team members including yourself.

	First Name *	Last Name *	Email *	Phone	Age	Team Capt.
1.	Jeffery	Mok	admin@handsonhongkong.org			<input type="checkbox"/>
2.						<input type="checkbox"/>
3.						<input type="checkbox"/>
4.						<input type="checkbox"/>
5.						<input type="checkbox"/>
6.						<input type="checkbox"/>
7.						<input type="checkbox"/>

ADD THESE MEMBERS

Step 2 : Adding new team members to activity

Once you have added a new member to your team, you then need to add them to the activity you want them to join. You can do this by going to “MY ACCOUNT”, selecting the upcoming volunteer activity and then opening the “PARTICIPANT” tab.

<input type="checkbox"/>	Name ▲	Main Phone	Email Address	Additional Unnamed Team Members
<input checked="" type="checkbox"/>	Jeffery Mok	+85297631070	admin@handsonhongkong.org	
<input checked="" type="checkbox"/>	Brad Lee	+85294061070	blee5955@gmail.com	
<input type="checkbox"/>	Cyrus Lee	+85267631090	cyrus_lee_123@hotmail.com	
<input checked="" type="checkbox"/>	Brian Lee	+85254230122	brian@handsonhongkong.org	

Select new team member and click “SUBMIT”. You have just added your new team member to the team sign up activity.

Go to “MY ACCOUNT” >
“OVERVIEW” > “UPCOMING
OPPORTUNITIES” > “PARTICIPANT”.

Sending a message to your team—optional

In case, you want to send-out a quick message to your team members, you can do it via “Manage Team” in your [My Team](#) information page.

TEAM MEMBER LIST FOR TESTING TEAM BRIAN LEE ADD NEW MEMBERS

<input type="checkbox"/>	Name	E-mail	Phone
<input type="checkbox"/>	Brad Lee (C)	blee5955@gmail.com	+85294061070
<input type="checkbox"/>	Brian Lee	brian@handsonhongkong.org	+85254230122
<input type="checkbox"/>	Cyrus Lee	cyrus_lee_123@hotmail.com	+85267631090

EMAIL MEMBERS REMOVE MEMBERS MAKE CAPTAIN

Click on all the team members you want to send an email message to.

To: Brian Lee

Subject: [HandsOn Hong Kong] A message from your volunteer team captain

Message:

Hi Team Members,
This serves as a reminder to all participating team members to meet up at Causeway Bay Time Square MTR station exit A at Saturday 12 pm.

Kind regards

SUBMIT

Removing your team from the activity

If by any chance, your schedule changes and your team cannot make it that day, you can remove the whole team by clicking “Remove Team” in [My Team](#) information page. Please do this as far in advance as possible to give others the chance to take your spots.



TESTING TEAM BRIAN LEE

MANAGE TEAM

Number of members: 3
Upcoming Volunteer Opportunities: 2

Total Hours Served by Team: 0.00
Other Captain(s):

Opportunity	Organization	When	Signed Up	Action/Status
Testing opportunity Dec 5th 2021 Please do not register	HandsOn Hong Kong 牽手, 香港	12/05/2021 09:00 PM 1 Hours	3 of 3	<ul style="list-style-type: none">Assigned CaptainParticipantsRemove Team



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Contact

For technical enquiries:

Brian Lee

Digital Executive

brian@handsonhongkong.org

Happy Volunteering!