

A stylized, light orange graphic of a plant with a central stem and several pairs of leaves, positioned on the left side of the slide.

Creating a Team

This section is for creating the team and registering the team for a shift.
If you have an existing team, you will follow the same steps to register for a shift.

Team(or Group) Information

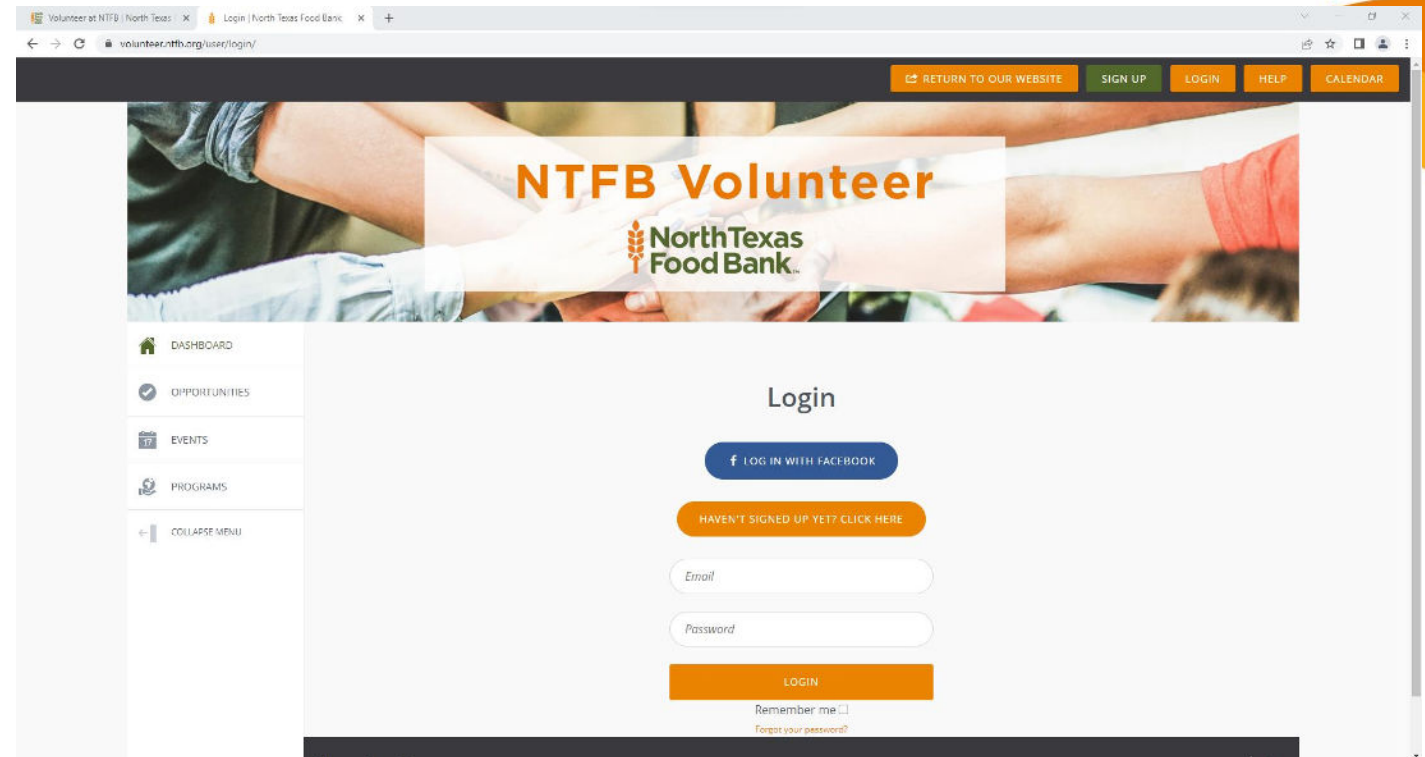
- NTFB allows groups to come volunteer as a team at the Distribution Center. The group can be made up of family members, coworkers, friends, or others.
- We do not guarantee that your team members will be doing the same task or working in the same area during the shift.
- A team can reserve up to 25 spots per shift, twice a month. If your group is larger than 25, you will have to split into two teams on different shifts.
- Everyone on the team must create an account and register for the shift.
- You do not need to know everyone's name at the time you create the team and reserve spots.
- We offer private volunteer shifts for 40 to 100 people. Contact the NTFB Volunteer Team at volunteer@ntfb.org for more information.

IMPORTANT – Unfilled reserved spots will be released 10 calendar days prior to the shift date.

Creating a Team

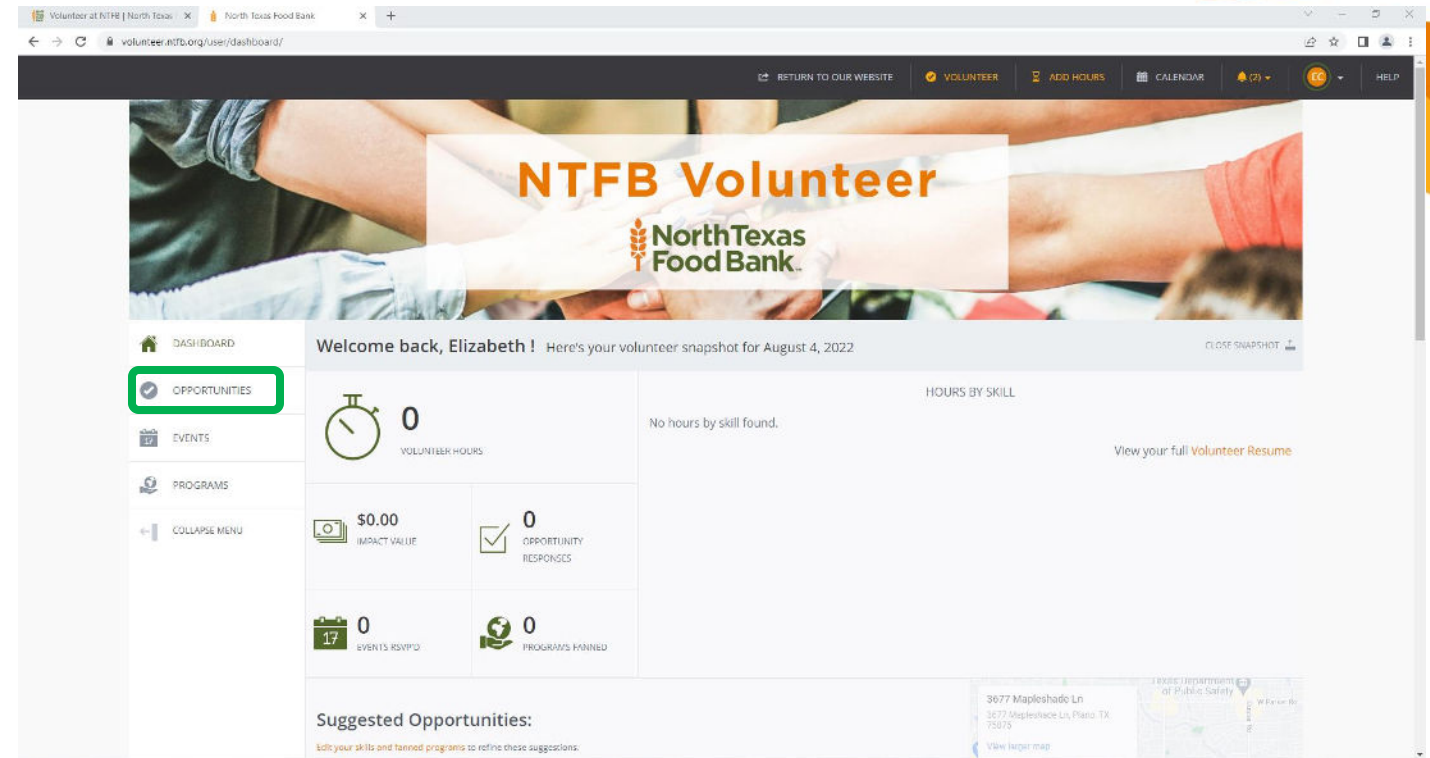
You must create a volunteer account before creating a team. To create your volunteer account, follow the steps on page 5.

Step 1: Log into your account at <https://volunteer.ntfb.org/user/login/> by entering your email address and password then clicking “Login”.



Creating a Team

Step 2: Select “Opportunities” from the menu on the left-hand side of the homepage.

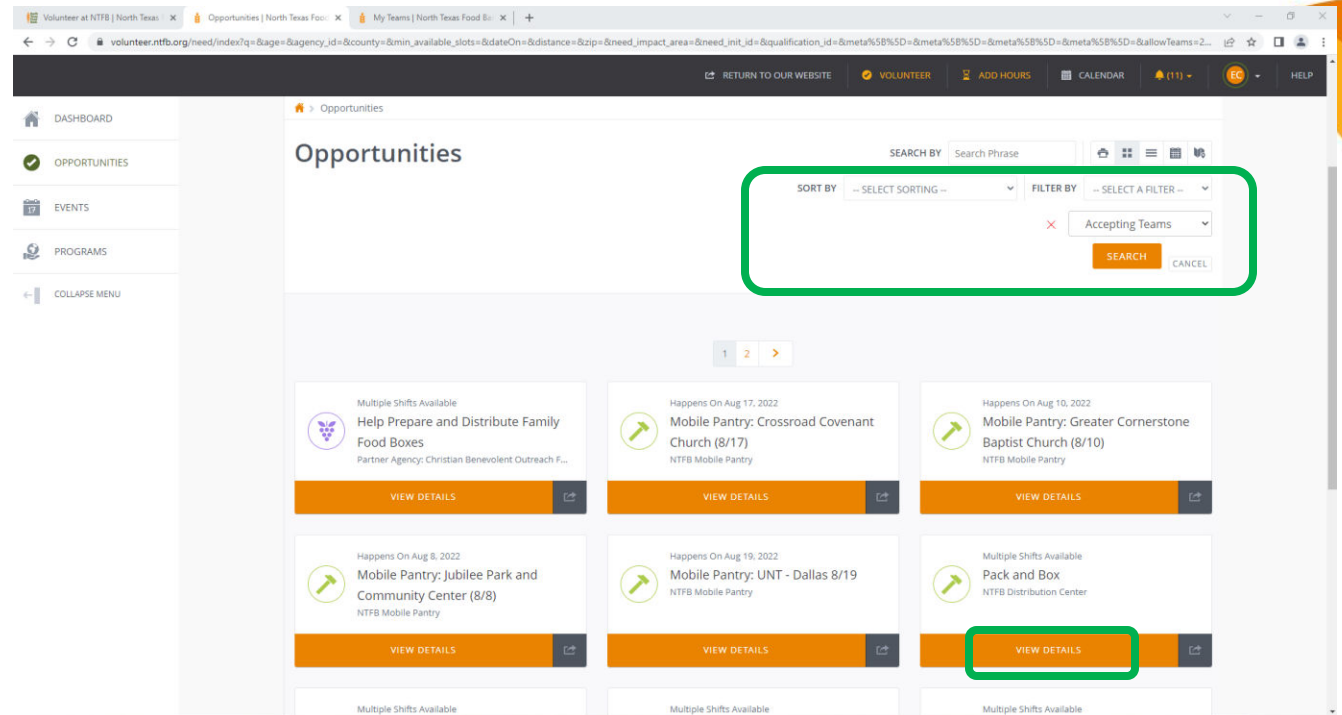


Creating a Team

Step 2: Select the opportunity you would like for your team to participate in by clicking “View Details”.

Note – Not all opportunities allow teams, you can sort for opportunities that allow teams in the filter section.

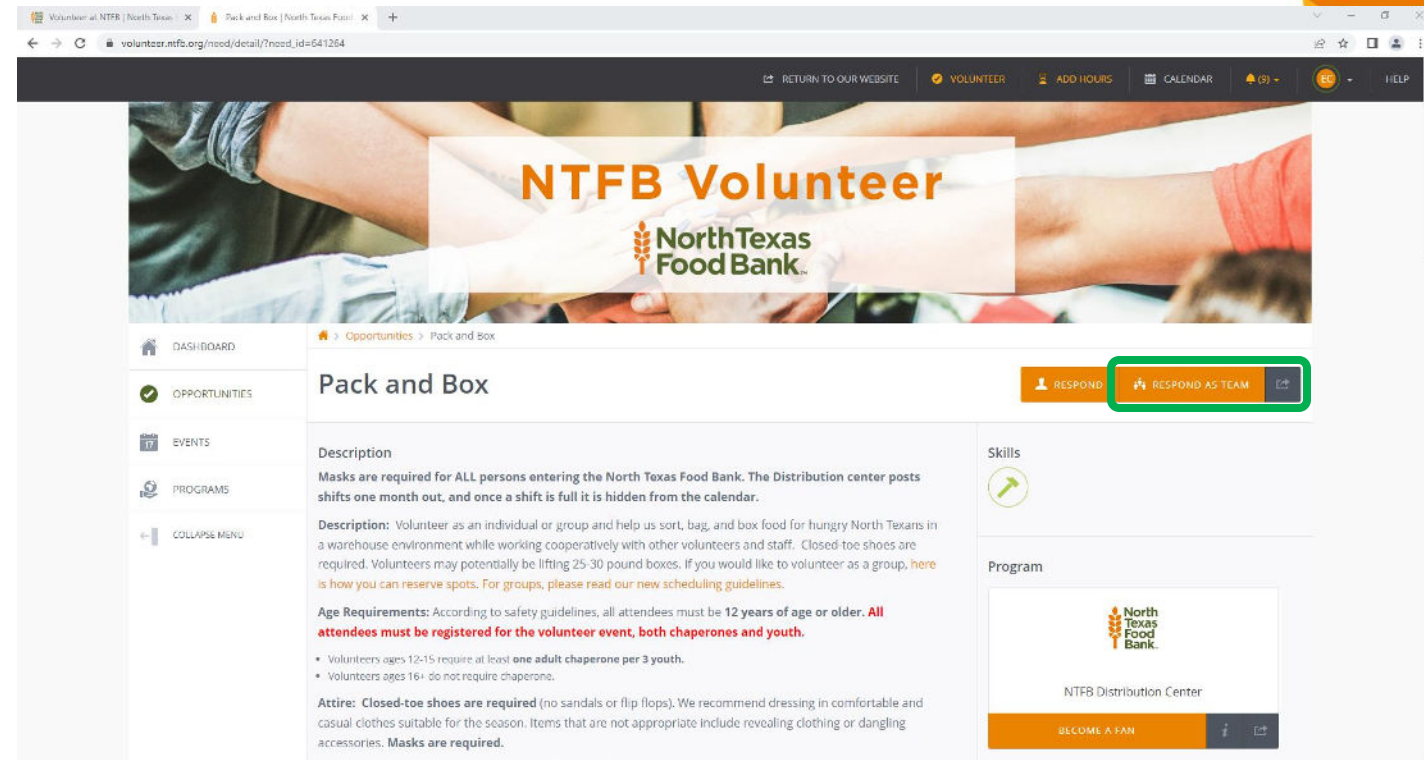
Pack and Box is the popular team opportunity at the Distribution Center.



Creating a Team

Step 3: Click “Respond As Team” on the opportunity detail page at the top or scroll down on the page and click “Respond As Team” for a specific shift.

Note – You can select a shift time on a later screen.



Creating a Team

Step 4: Enter your team name and click “Add Me”.

Note – Do NOT click “Add Volunteer”.

If you have been a team leader before, you will see a pop-up that asks if you want to use an existing team or create a new team before coming to this screen.

The screenshot shows a web browser window with the URL `volunteer.ntfb.org/need/detail/need_id=641264`. The main heading is "Build Your Team". Below it, there is a link: "Want guidance? [Read how to create a team](#)".

The form contains the following elements:

- A text input field labeled "Team Name" with a red asterisk, highlighted by a red rectangle.
- Two buttons: "ADD ME" (highlighted by a red rectangle) and "ADD VOLUNTEER".
- Text on the right side: "How big is my team now? 0", "How big can my team be for this opportunity? 92", and "How many shifts are available for this team size? 66".
- Text: "Add new team members. Check by a name to select one or more team leaders."
- A table with the following columns: LEADER, FIRST NAME, LAST NAME, EMAIL, and REMOVE.
- Below the table are two buttons: "CONTINUE" (orange) and "CANCEL".
- Text at the bottom: "Next you will select when you will volunteer."

Creating a Team

Step 5: Click the check box next to your name under the “Leader” column then click “Continue”

Note – You can add another team leader later.

Volunteer at NTFB | North Texas Food Bank | Pack and Box | North Texas Food Bank

volunteer.ntfb.org/need/detail/?need_id=641264

Build Your Team

Want guidance? [Read how to create a team](#)

Team Name *

How big is my team now? 1
How big can my team be for this opportunity? 92
How many shifts are available for this team size? 29

Add new team members.
Check by a name to select one or more team leaders.

LEADER	FIRST NAME	LAST NAME	EMAIL	REMOVE
<input checked="" type="checkbox"/>	Elizabeth	Campo	elizabethcampo@icloud.com	<input type="button" value="X"/>

SHOWING 1 TO 1 OF 1 ENTRIES

Next you will select when you will volunteer.

Accessories: Masks are required.

Creating a Team

Step 6: Click the check box next to the shift you would like to register your team for then click “Finish”.

Note – You can select multiple shifts on this screen. You can scroll to see available shifts by using the “previous” and “next” buttons in the bottom right-hand corner. The “Remaining Slots” column tells you how many open spots there are for the shift at the current moment in time.

The screenshot shows a web browser window with the URL volunteer.ntfb.org/need/detail/?need_id=641264. The page displays a table of available shifts for registration. A modal window titled "Respond to All Shifts" is open, showing a list of shifts with checkboxes, shift start/end times, remaining slots, and the number of responses. The shift "Fri Sep 2, 2022 @ 9:00am" is highlighted with a green box. Below the table, there are "PREVIOUS" and "NEXT" buttons, and a "FINISH" button which is also highlighted with a green box.

SHIFT BEGINS	SHIFT ENDS	REMAINING SLOTS	RESPONSES
<input checked="" type="checkbox"/> Sat Aug 27, 2022 @ 9:00am	Sat Aug 27, 2022 @ 11:30am	0	75
<input checked="" type="checkbox"/> Sat Aug 27, 2022 @ 1:00pm	Sat Aug 27, 2022 @ 3:30pm	0	85
<input checked="" type="checkbox"/> Tue Aug 30, 2022 @ 9:00am	Tue Aug 30, 2022 @ 11:30am	0	75
<input checked="" type="checkbox"/> Tue Aug 30, 2022 @ 1:00pm	Tue Aug 30, 2022 @ 3:30pm	0	85
<input checked="" type="checkbox"/> Wed Aug 31, 2022 @ 9:00am	Wed Aug 31, 2022 @ 11:30am	0	75
<input checked="" type="checkbox"/> Wed Aug 31, 2022 @ 1:00pm	Wed Aug 31, 2022 @ 3:30pm	1	101
<input checked="" type="checkbox"/> Thu Sep 1, 2022 @ 9:00am	Thu Sep 1, 2022 @ 11:30am	70	30
<input checked="" type="checkbox"/> Thu Sep 1, 2022 @ 1:00pm	Thu Sep 1, 2022 @ 3:30pm	11	89
<input checked="" type="checkbox"/> Fri Sep 2, 2022 @ 9:00am	Fri Sep 2, 2022 @ 11:30am	52	48
<input type="checkbox"/> Fri Sep 2, 2022 @ 1:00pm	Fri Sep 2, 2022 @ 3:30pm	0	100

SHOWING 31 TO 40 OF 66 ENTRIES

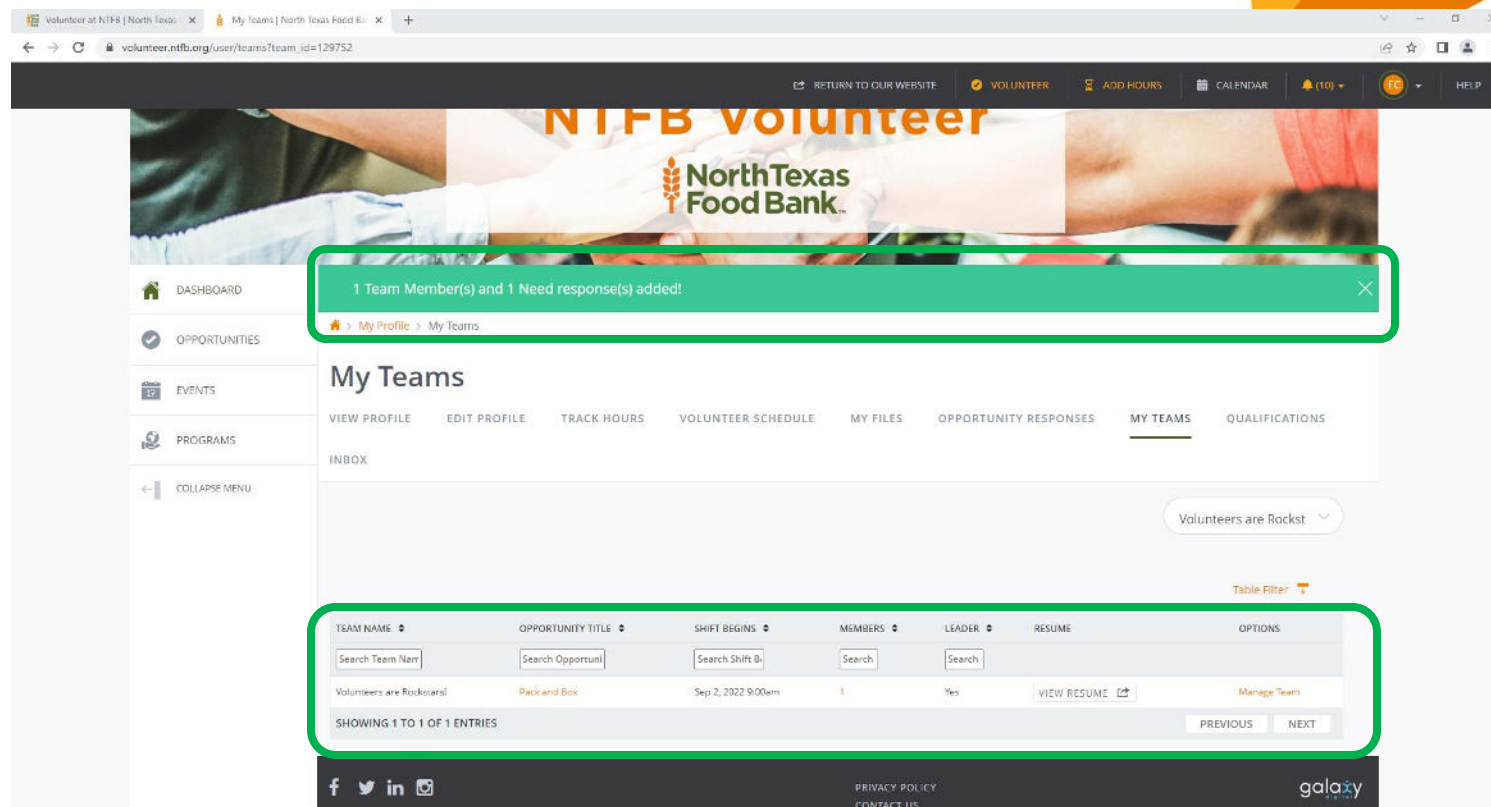
FINISH GO BACK

Creating a Team

After clicking “Finish”, this screen will automatically come up and you see a green box with the message that a team member has been added. You are the only person on the team right now and there are not additional spots yet.

This is the “My Teams” page. You can manage your team from this page. All your teams will be listed in the table

Now you need to reserve spots for your team members on the shift; the next page begins that process.



Creating a Team

Step 7: Click the “Manage Team” link on the right-hand side of the table for the corresponding team you need to reserve spots for.

Volunteer at NTFB | North Texas Food Bank

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (10) EC HELP

NTFB Volunteer North Texas Food Bank

1 Team Member(s) and 1 Need response(s) added!

My Profile My Teams

My Teams

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES OPPORTUNITY RESPONSES MY TEAMS QUALIFICATIONS

INBOX

Volunteers are Rockst

Table Filter

TEAM NAME	OPPORTUNITY TITLE	SHIFT BEGINS	MEMBERS	LEADER	RESUME	OPTIONS
Search Team Name	Search Opportunity	Search Shift B	Search	Search		
Volunteers are Rockstars!	Pack and Box	Sep 2, 2022 9:00am	1	Yes	VIEW RESUME	Manage Team

SHOWING 1 TO 1 OF 1 ENTRIES

PREVIOUS NEXT

f t in

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galaxy

Creating a Team

Step 8: Click the drop-down arrow in the box next to “Reserved Slots” to select the number of slots you would like to reserve.

Note – You can only reserve 24 additional slots. The team leader is spot 25. The Volunteer Team will remove any slots over a total of 25 slots.

The screenshot shows the 'Team Response' page for the 'Pack and Box' opportunity. The 'Reserved Slots' dropdown is currently set to 0. The page also displays a list of team members and a section for team hours.

EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/> elizabethcampo@icloud.com	1-214-270-2055	1-214-270-2055	Elizabeth	Campo		<input checked="" type="checkbox"/>

USER	EMAIL	DATE START	HOURS	STATUS	OPTIONS
No Team Hours					

Creating a Team

Step 9: Click “Update” to reserve the slots.

Volunteer at NTFB | North Texas Food Bank

Team Response | North Texas Food Bank

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (10) HELP

DASHBOARD OPPORTUNITIES EVENTS PROGRAMS COLLAPSE MENU

Opportunities > Pack and Box > Team Response

Team Response

Team Members

Opportunity: Pack and Box
Team: Volunteers are Rockstars! - Sep 2, 2022 9:00am

Reserved Slots: 0 **UPDATE** **ADD TEAM MEMBER**

+ ADD DEFAULT HOURS EMAIL MEMBERS COPY JOIN LINK COPY RESUME LINK

EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/> elizabethcampo@icloud.com	1-214-270-2055	1-214-270-2055	Elizabeth	Campo		<input checked="" type="checkbox"/>

UNREGISTER TEAM

Team Hours

USER	EMAIL	DATE START	HOURS	STATUS	OPTIONS
No Team Hours					

Creating a Team

You will see this green box with the message “Reserved slots updated...” when you have successfully reserved the slots.

Now you need to have your team members join your team.
Instructions are on the next page.

The screenshot shows a web browser window with the URL `volunteer.ntfb.org/need/respondTeam/?team_id=129752&need_id=641264&shift=4599456`. The page features a dark navigation bar with links for 'RETURN TO OUR WEBSITE', 'VOLUNTEER', 'ADD HOURS', 'CALENDAR', and a notification bell. Below this is a banner image with the 'Food Bank' logo. A green message box at the top of the main content area states: 'Reserved slots updated. 24 slot(s) were added.' The main content area is titled 'Team Response' and includes a 'Team Members' section. This section shows the opportunity 'Pack and Box' and the team name 'Volunteers are Rockstars! - Sep 2, 2022 9:00am'. It displays 'Reserved Slots' as 24 with an 'UPDATE' button and an 'ADD TEAM MEMBER' button. Below this are buttons for '+ ADD DEFAULT HOURS', 'EMAIL MEMBERS', 'COPY JOIN LINK', and 'COPY RESUME LINK'. A table lists team members with columns for EMAIL, MOBILE, PHONE, FIRST, LAST, OPTIONS, and LEADER. One member is listed: Elizabeth Campo, with email `elizabethcampo@icloud.com` and phone `1-214-270-2055`. The table has a 'Table Filter' icon. At the bottom right of the team members section is a red 'UNREGISTER TEAM' button. The 'Team Hours' section is visible at the bottom of the page.

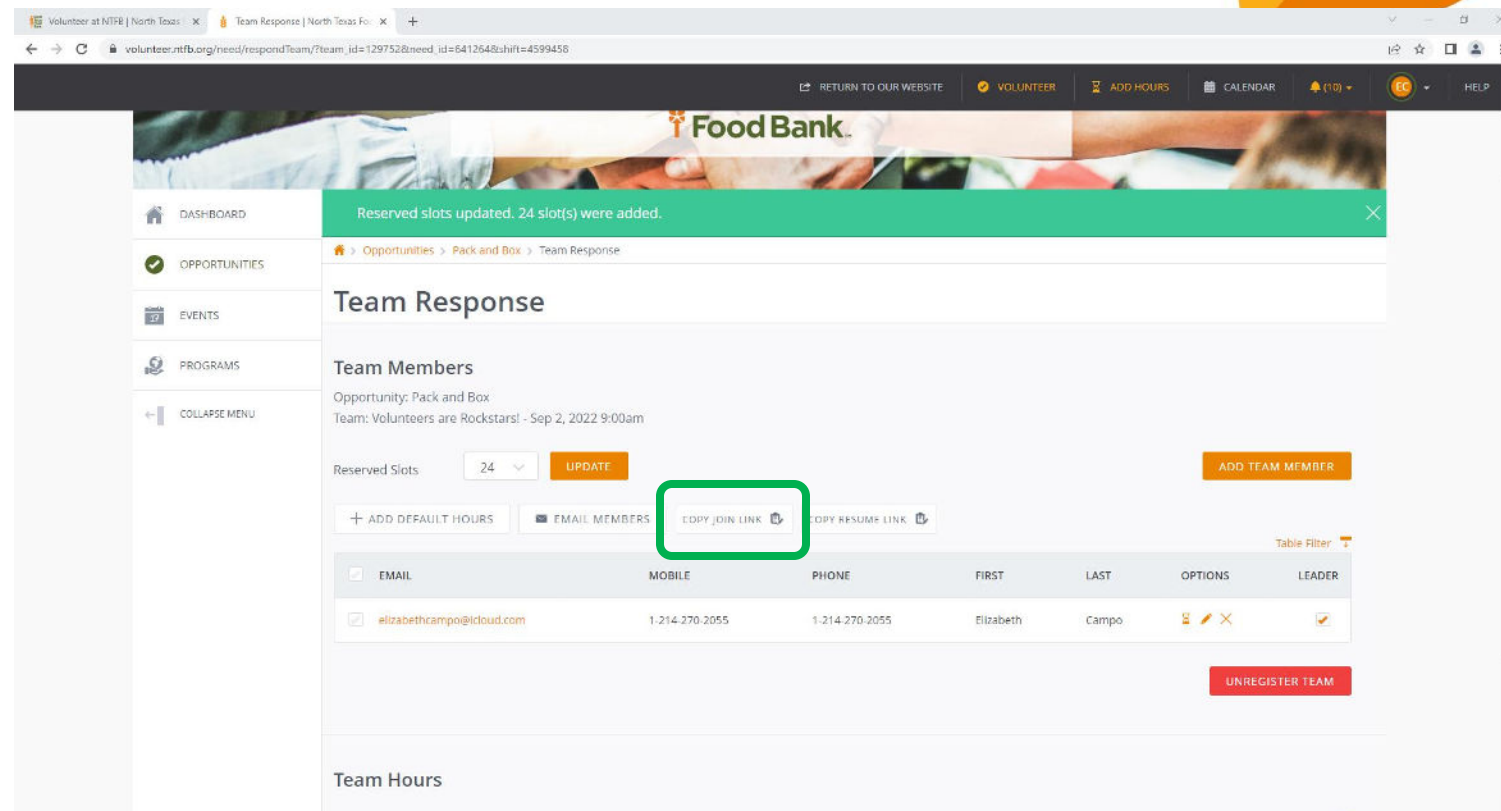
EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/> <code>elizabethcampo@icloud.com</code>	1-214-270-2055	1-214-270-2055	Elizabeth	Campo		<input checked="" type="checkbox"/>

Adding Team Members to a Team

You will send your group members a unique link to join your team. Copy the link by clicking the “Copy Join Link” in the center of the page.

If you need to get this link at a later time, follow the steps on the following pages.

Note – We do not recommend adding team members; doing so can cause confusion.

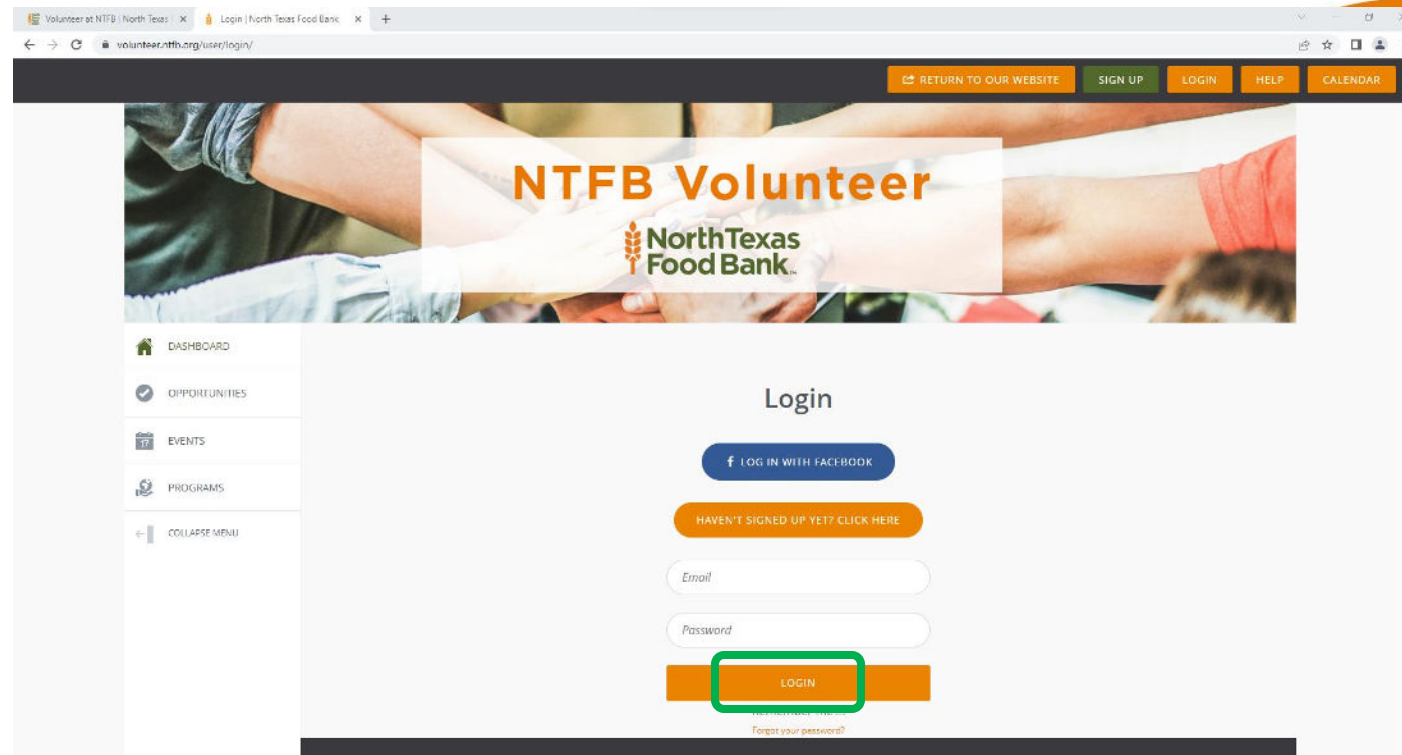


The screenshot shows the 'Team Response' page in the North Texas Food Bank volunteer portal. The page includes a sidebar with navigation links (Dashboard, Opportunities, Events, Programs, Collapse Menu) and a main content area. A green notification bar at the top states 'Reserved slots updated. 24 slot(s) were added.' The 'Team Response' section shows the team name 'Volunteers are Rockstars!' and the opportunity 'Pack and Box'. Below this, there are buttons for 'ADD TEAM MEMBER', 'COPY JOIN LINK' (highlighted with a green box), and 'COPY RESUME LINK'. A table lists team members with columns for Email, Mobile, Phone, First, Last, Options, and Leader. The table contains one entry for Elizabeth Campo. At the bottom right, there is a red 'UNREGISTER TEAM' button.

EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/> elizabethcampo@icloud.com	1-214-270-2055	1-214-270-2055	Elizabeth	Campo		<input checked="" type="checkbox"/>

Adding Team Members to a Team

Step 1: Log into your account at <https://volunteer.ntfb.org/user/login/> by entering your email address and password then clicking “Login”.

A screenshot of a web browser showing the login page for the North Texas Food Bank (NTFB) Volunteer portal. The browser's address bar displays 'volunteer.ntfb.org/user/login/'. The page features a header with navigation links: 'RETURN TO OUR WEBSITE', 'SIGN UP', 'LOGIN', 'HELP', and 'CALENDAR'. Below the header is a banner image of hands clasped together, with the text 'NTFB Volunteer' and the 'North Texas Food Bank' logo overlaid. On the left side, there is a sidebar menu with icons and labels for 'DASHBOARD', 'OPPORTUNITIES', 'EVENTS', 'PROGRAMS', and 'COLLAPSE MENU'. The main content area is titled 'Login' and contains a 'LOG IN WITH FACEBOOK' button, a link 'HAVEN'T SIGNED UP YET? CLICK HERE', and two input fields labeled 'Email' and 'Password'. Below these fields is an orange 'LOGIN' button, which is highlighted with a green rectangular border. At the bottom of the login section, there is a link that says 'Forgot your password?'.

Volunteer at NTFB | North Texas | Login | North Texas Food Bank

RETURN TO OUR WEBSITE SIGN UP LOGIN HELP CALENDAR

NTFB Volunteer
North Texas Food Bank

DASHBOARD
OPPORTUNITIES
EVENTS
PROGRAMS
COLLAPSE MENU

Login

f LOG IN WITH FACEBOOK

HAVEN'T SIGNED UP YET? CLICK HERE

Email

Password

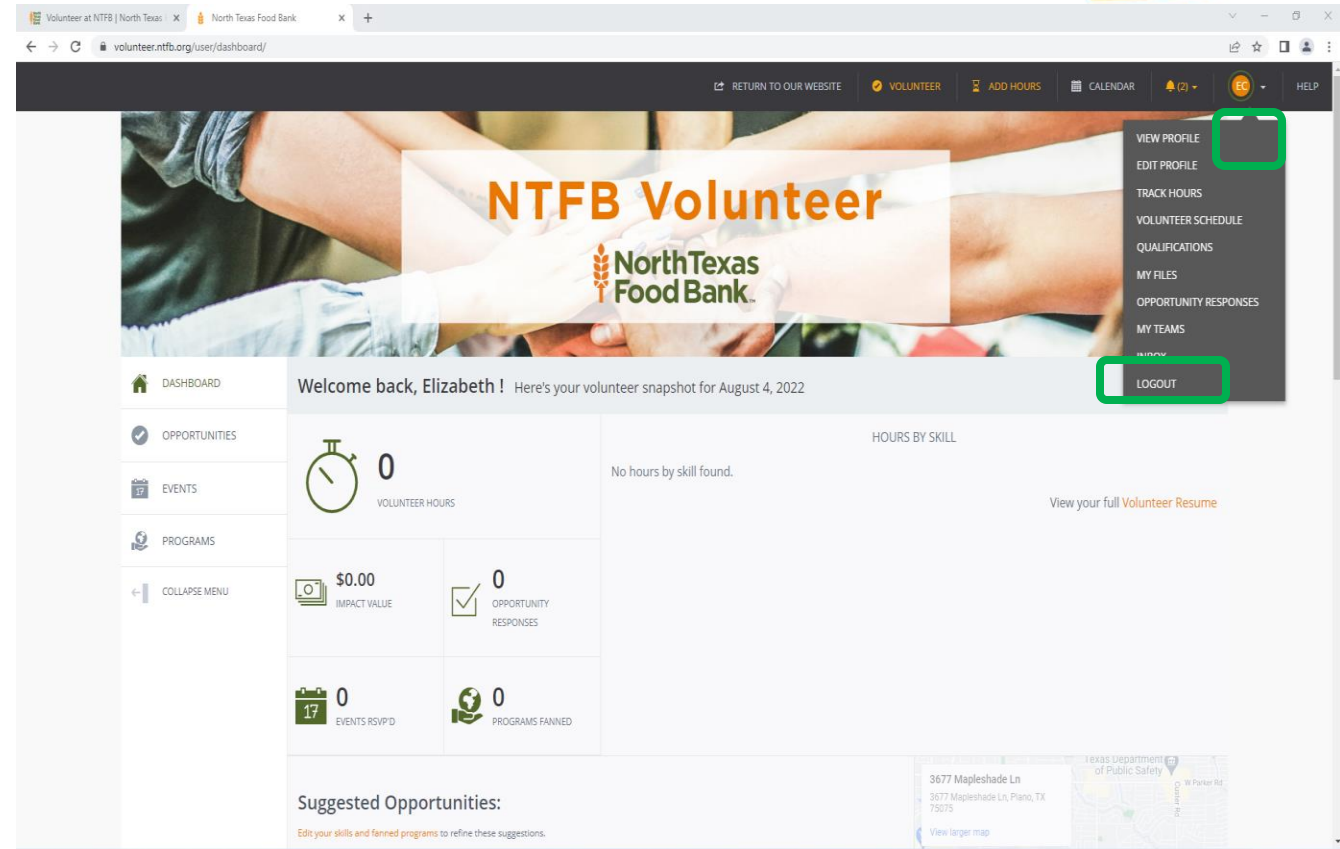
LOGIN

Forgot your password?

Adding Team Members to a Team

Step 2: Select the drop-down arrow in the top right-hand corner.

Step 3: Select “My Teams” from the drop-down menu.



Adding Team Members to a Team

Step 4: Click the “Manage Team” link on the right-hand side of the table for the corresponding team you need to reserve spots for.

Volunteer at NTFB | North Texas | My Teams | North Texas Food Bank

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (10) EC HELP

NTFB Volunteer North Texas Food Bank

1 Team Member(s) and 1 Need response(s) added!

My Profile My Teams

My Teams

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES OPPORTUNITY RESPONSES MY TEAMS QUALIFICATIONS

INBOX

Volunteers are Rockstars

Table Filter

TEAM NAME	OPPORTUNITY TITLE	SHIFT BEGINS	MEMBERS	LEADER	RESUME	OPTIONS
Search Team Name	Search Opportunity	Search Shift B	Search	Search		
Volunteers are Rockstars!	Pack and Box	Sep 2, 2022 9:00am	1	Yes	VIEW RESUME	Manage Team

SHOWING 1 TO 1 OF 1 ENTRIES

PREVIOUS NEXT

f t in

PRIVACY POLICY CONTACT US

galaxy

Adding Team Members to a Team

Step 5: Copy the link by clicking the “Copy Join Link” in the center of the page to send your team members the unique link to join the team.

Note – We do not recommend adding team members; doing so can cause confusion.

The screenshot shows the 'Team Response' page in the North Texas Food Bank volunteer portal. The page has a sidebar with navigation links: DASHBOARD, OPPORTUNITIES, EVENTS, PROGRAMS, and COLLAPSE MENU. The main content area shows a green notification bar at the top stating 'Reserved slots updated. 24 slot(s) were added.' Below this, the 'Team Response' section displays the team name 'Volunteers are Rockstars!' and the opportunity 'Pack and Box'. It shows 'Reserved Slots' as 24 with an 'UPDATE' button. There are buttons for '+ ADD DEFAULT HOURS', 'EMAIL MEMBERS', 'COPY JOIN LINK' (highlighted with a green box), and 'COPY RESUME LINK'. Below these buttons is a table with one member listed: Elizabeth Campo, with email elizabethcampo@icloud.com, mobile 1-214-270-2055, and phone 1-214-270-2055. The table has columns for EMAIL, MOBILE, PHONE, FIRST, LAST, OPTIONS, and LEADER. At the bottom right, there is an 'UNREGISTER TEAM' button.

EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/> elizabethcampo@icloud.com	1-214-270-2055	1-214-270-2055	Elizabeth	Campo		<input checked="" type="checkbox"/>