

# Getting started with PlanHero



## Welcome Bakers, both fresh and seasoned!

InKind Baking Project is excited to be transitioning to **PlanHero** which will streamline the sign up process for baking donations. Follow this [one-time](#) registration process to join PlanHero and view upcoming donation opportunities.

### 1. Sign up with Google Form

Use the Google Form to share your preferred contact for your PlanHero account. **All volunteers, new and returning, must complete this process.** A steering committee volunteer will upload the information you provide to PlanHero (*please be patient - we do this manually and it may take a few days*).

When we have uploaded your information, you will receive an email invitation from PlanHero and can proceed to the next step to create your account.

### 2. Create PlanHero account

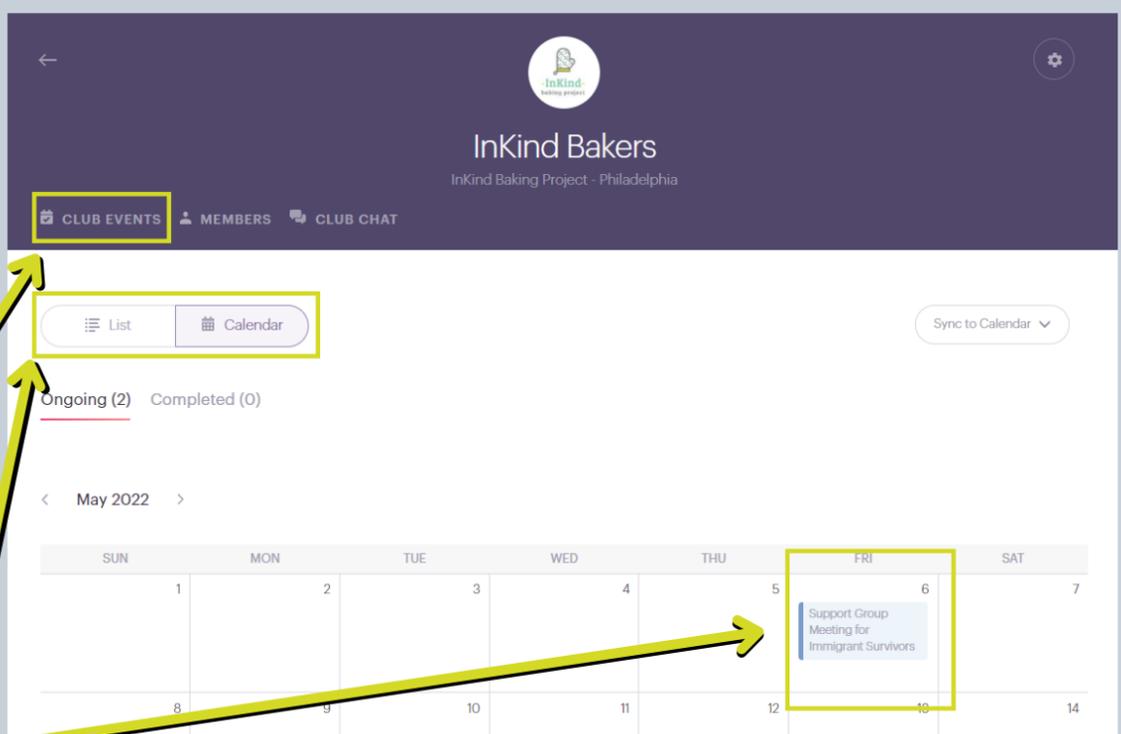
- Click link in email and create a password for your account.
- Follow the prompts to create your profile.
  - If you select "Make contact info private," Baking Project administrators will still be able to contact you regarding your sign ups.
  - If you leave your info public, other bakers will be able to see your phone and email.
  - You do not need to add a Member ID Number or Notes :)

Once your account is created, you can log into **PlanHero.com** at any time to view and sign up for baking donation opportunities. Click on "**Memberships**" to access the InKind Baking Project.

### 3. Signing up for events

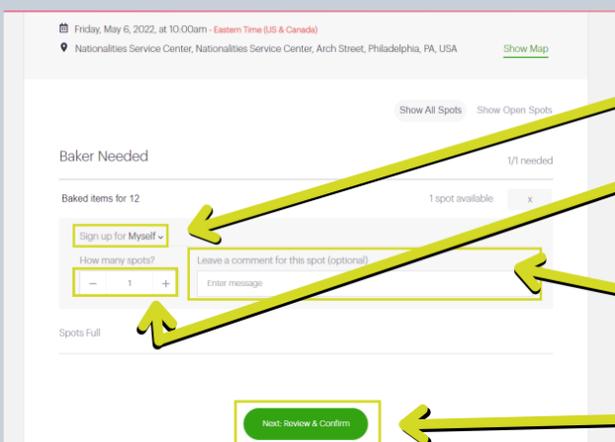
Once you have set up your profile, you can view all baking opportunities under the **Club Events** tab.

Here you can toggle between a **calendar** and **list** to see upcoming events.



Select an **event listing** to see an overview of the donation request, then click the event name to open the donation sign up page with a full description of the event, drop off details, and any baked good requests.

If you would like to bake for this event, scroll to the bottom of the page to view available spots.



Click the Sign Up button and follow the prompts.

- Please only sign up **yourself** (not someone else)
- Large events (50+) will have spots for **multiple bakers**. You may sign up for multiple spots if you would like!
- Optional - use the **comment box** to share what you are planning to make if you'd like. *This can be helpful for events with multiple bakers to ensure variety or make sure dietary requests are covered.*
- Select **Review & Confirm** to confirm your sign up

On the confirmation page, you can select to receive **text message reminders** about your sign up. These are automated reminders from PlanHero. Leave the box unchecked if you do not want text reminders.



Select **Confirm** to finalize your sign up.

Once your sign up is confirmed, you will receive an email confirmation. You will also receive a text confirmation if you selected to receive text reminders. PlanHero will send an automated reminder to you 2 days and 4 hours before the event start time.

**Please note that by signing up to bake for an event, you are agreeing to the expectations laid out in the [Volunteer Baker Waiver](#).**

Trouble or questions about PlanHero?  
Contact our steering committee at [inkindbakingphl@gmail.com](mailto:inkindbakingphl@gmail.com).