

# How to create your volunteer account

Nisqually Reach Nature Center

# Step One: Click “Create An Account”

Likely, you do not already have a login for your volunteer account, so please make one by going to:

<https://nrnc995.z2systems.com/np/clients/nrnc995/login.jsp>

And clicking “Create an account”.

Nisqually Reach Nature Center

Account Login

Or, sign in with

Login Name:

Password:

Remember me for 2 weeks.  
(Uncheck if on a shared computer)

LOG IN

Forgot your password?  
Get help

Don't have an account?  
Create an account

Secured by thawte  
click to verify

10:07 AM  
11/16/2015

# Step 2: Fill in your Information

Fill in your personal information. Anything with an asterisk (\*) next to it is a required field which means it must be filled in to successfully create your account.

Those fields are indicated in this walkthrough with red arrows.

It is easiest to remember your username if you use your first and last name. For instance, if your name is Imma Volunteer, your user name could be: ImmaVolunteer

**\*There can be no spaces in your username\***

**\*Please note that your password must include 8 characters, and at least one number.\***



## Registration

[CREATE NEW ORGANIZATION](#)

Red arrows point to the following required fields:

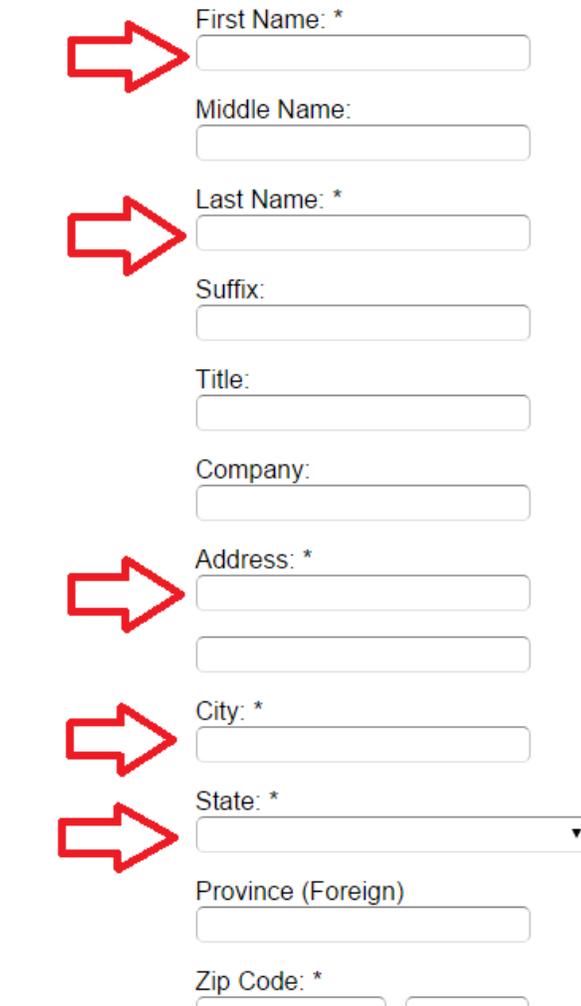
- Create a Login Name: \*
- Login Password: \*
- Retype Password: \*
- Prefix:
- First Name: \*
- Middle Name:

## Step 3: Your Personal Information

Fill in your personal information in the indicated fields, please use your actual first and last name, and provide your mailing address to expedite communications from the center.

Anything with an asterisk (\*) next to it is a required field which means it must be filled in to successfully create your account.

Those fields are indicated in this walkthrough with red arrows.



First Name: \*

Middle Name:

Last Name: \*

Suffix:

Title:

Company:

Address: \*

City: \*

State: \*

Province (Foreign)

Zip Code: \*

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## Step 4: Contact Information

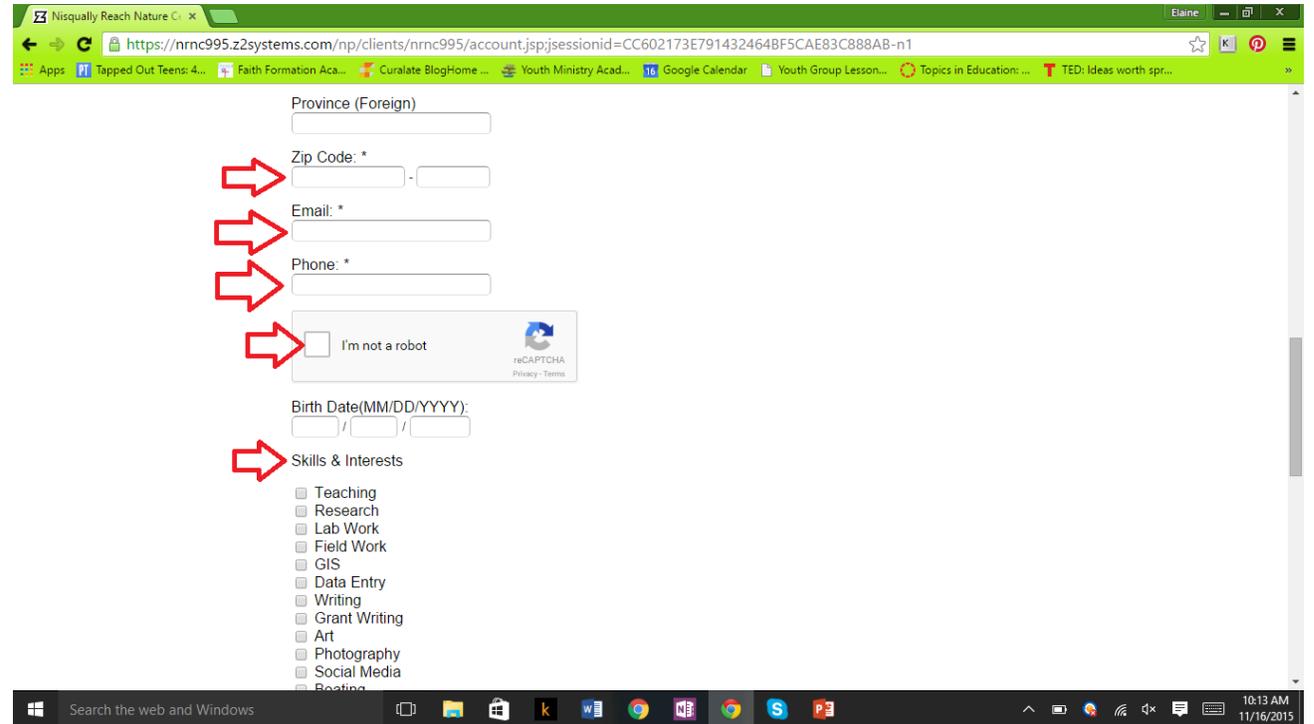
For your zip code, only your typical first 5 number zip code is required, not the number after the dash (-).

Please provide your preferred contact email and phone number so the center can communicate with you effectively.

The “I am not a robot” section is detailed in the next slide.

Anything with an asterisk (\*) next to it is a required field which means it must be filled in to successfully create your account.

Those fields are indicated in this walkthrough with red arrows.



The screenshot shows a web browser window with the URL <https://nrnc995.z2systems.com/np/clients/nrnc995/account.jsp?sessionid=CC602173E791432464BF5CAE83C888AB-n1>. The form contains the following fields and sections:

- Province (Foreign) [text input]
- Zip Code: \* [text input]
- Email: \* [text input]
- Phone: \* [text input]
- I'm not a robot [checkbox] (reCAPTCHA)
- Birth Date(MM/DD/YYYY): [MM/DD/YYYY format]
- Skills & Interests [checkbox list]

Red arrows point to the following fields:

- Zip Code: \*
- Email: \*
- Phone: \*
- I'm not a robot checkbox
- Skills & Interests section

The Skills & Interests list includes:

- Teaching
- Research
- Lab Work
- Field Work
- GIS
- Data Entry
- Writing
- Grant Writing
- Art
- Photography
- Social Media
- Blogging

## Step 5: I am not a robot

Click the box next to “I am not a robot”, indicated in this tutorial by the red arrow.

When clicked correctly it should fill in with a green check-mark as shown to the right.

In some cases, it may ask you to complete a puzzle, which is detailed in the next slide.



The image displays two sequential screenshots of a web form, enclosed in a black border. The top screenshot shows a form with a 'Phone: \*' field, a 'Birth Date(MM/DD/YYYY):' field with three input boxes, and a reCAPTCHA 'I'm not a robot' checkbox. A red arrow points to the checkbox. The bottom screenshot shows the same form, but the checkbox is now checked with a green checkmark.

Phone: \*

Birth Date(MM/DD/YYYY):

I'm not a robot

reCAPTCHA  
Privacy - Terms

Phone: \*

Birth Date(MM/DD/YYYY):

I'm not a robot

reCAPTCHA  
Privacy - Terms

## Step 6: I am not a robot puzzle

If prompted please complete the puzzle. The prompt will be in the blue box, indicated in this tutorial by the red oval.

Once you have selected all the images that fit the prompt, click verify, indicated in this tutorial by the red arrow.

This step protects the volunteer database from spam accounts.

The screenshot shows a CAPTCHA interface with the following elements:

- Prompt:** "Select all images with furniture." (highlighted with a red oval)
- Image Grid:** A 3x3 grid of images:
  - Top-left: A doorway leading to a room.
  - Top-middle: A globe on a stand.
  - Top-right: A necklace on a mannequin.
  - Middle-left: A medical monitor on a stand.
  - Middle-middle: A swimming pool with a slide.
  - Middle-right: A wooden chair.
  - Bottom-left: A wooden table.
  - Bottom-middle: A wooden table.
  - Bottom-right: A remote control and a small device.
- Buttons:** A "Verify" button at the bottom right, highlighted with a red arrow.
- Form Fields:** On the left side, there are input fields for "Email:", "Phone:", "Birth Date:", and "Skills & Interests:".
- Skills & Interests List:** A list of skills with checkboxes:
  - Tea
  - Res
  - Lab
  - Fiel
  - GIS
  - Dat
  - Writ
  - Gra
  - Art
  - Pho
  - Soc
  - Boa
  - Kay
  - Fish
  - Hunt
  - Birding
- Report a problem:** A link with a speech bubble icon and the text "Report a problem".

## Step 7: Indicate your skills and interests

Indicate your Skills & Interests, Availability, and Project Involvement by checking the boxes in the appropriate sections.

This will give the center a better idea of what you are hoping to help with around the center and when you can come in.



Birth Date(MM/DD/YYYY):

 /  / 

### Skills & Interests

- Teaching
- Research
- Lab Work
- Field Work
- GIS
- Data Entry
- Writing
- Grant Writing
- Art
- Photography
- Social Media
- Boating
- Kayaking
- Fishing
- Hunting
- Birding
- Aquariums

### Availability

- Sunday AM
- Sunday PM
- Monday AM
- Monday PM

# Step 8: Indicate your Project Involvement

Indicate which project(s) you will be working on. For instance, if you volunteer in the Visitor Center, check the box next to “Visitor Center”.

After you have completed the form, check your information, be sure you have noted your username and password.

Check your contact information for mistakes.

Once you’ve confirmed your information is correct, let us know how you found us in the indicated box.

Then click “submit” to create your account.

Wednesday AM  
 Wednesday PM  
 Thursday AM  
 Thursday PM  
 Friday AM  
 Friday PM  
 Saturday AM  
 Saturday PM

**Project involvement**

Pigeon Guillemot  
 Forage Fish  
 Citizen Stewardship Meeting  
 Visitor Center  
 Maintenance  
 Other  
 Fundraising  
 Board  
 Event Booth  
 Summer Camp  
 Environmental Educaiton

How did you hear about us?  
Online

PREVIOUS SUBMIT

Secured by iThawte  
click to verify

Powered by Z2 Systems

Screenshot Added  
A screenshot was added to your Dropbox.

10:47 AM  
11/16/2015

# Success!

Once you have submitted your information, it will go to this confirmation page. To Log In, click the link provided, or go to the page indicated at the beginning of this tutorial.

Log In with your username and password and enjoy your new volunteer account!



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Thank you for submitting your information!

An acknowledgement email will be sent to you shortly.

We have created an account for you. You can log into our system using the following information:

Login Link:

<https://nrnc995.z2systems.com/np/clients/nrnc995/login.jsp>

Login:

ImmaVolunteer

Password:

\*\*\*\*\*

(Note the length of this encrypted password may not be accurate.)

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