How to log your volunteer hours

Nisqually Reach Nature Center

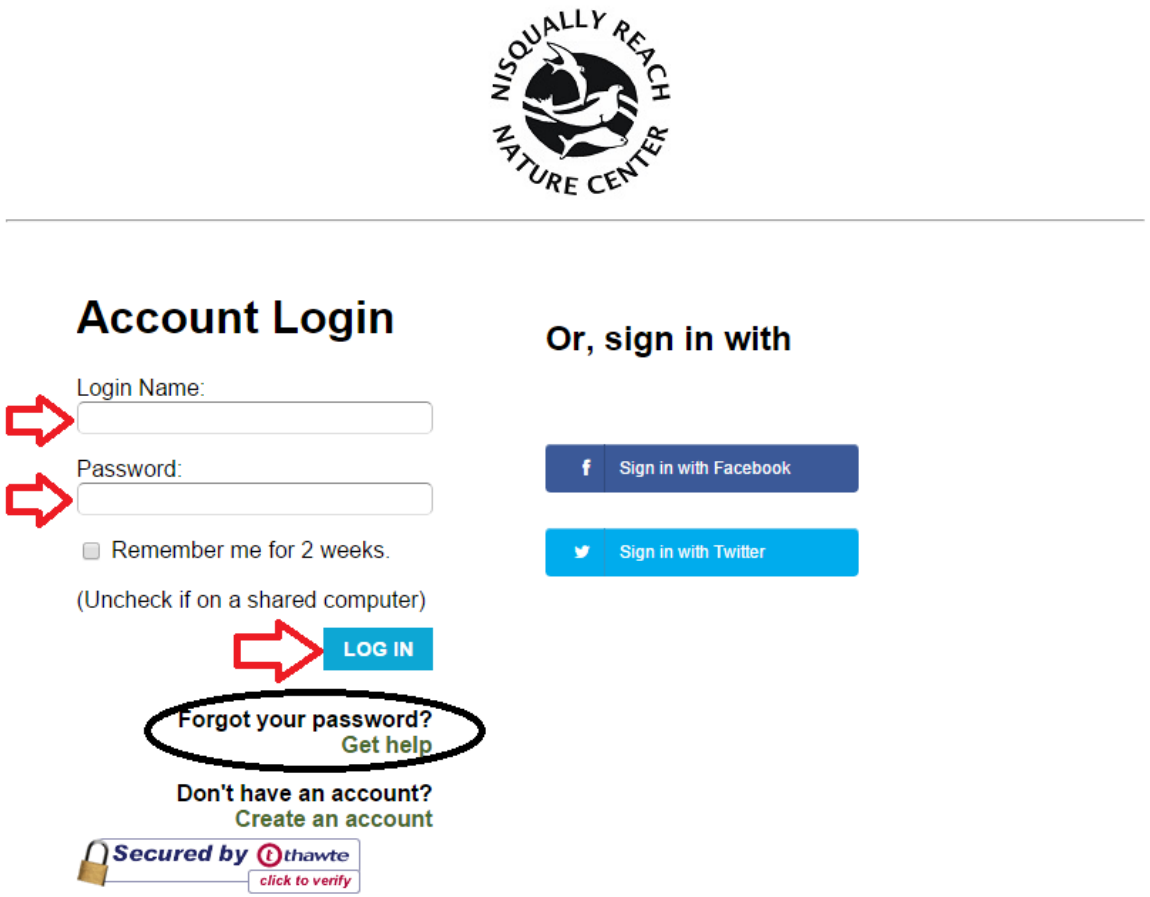
Step 1: Log into your account

Go to:
https://nrnc995.z2systems.com/np/clients/nrnc995/login.jsp

Login with your username and password in the appropriate fields.

If you have never made an account, please see the “How to create your volunteer account” tutorial.

If you cannot remember your password, click the green “get help” link under “Forgot your password, which is indicated by a black circle in this tutorial.

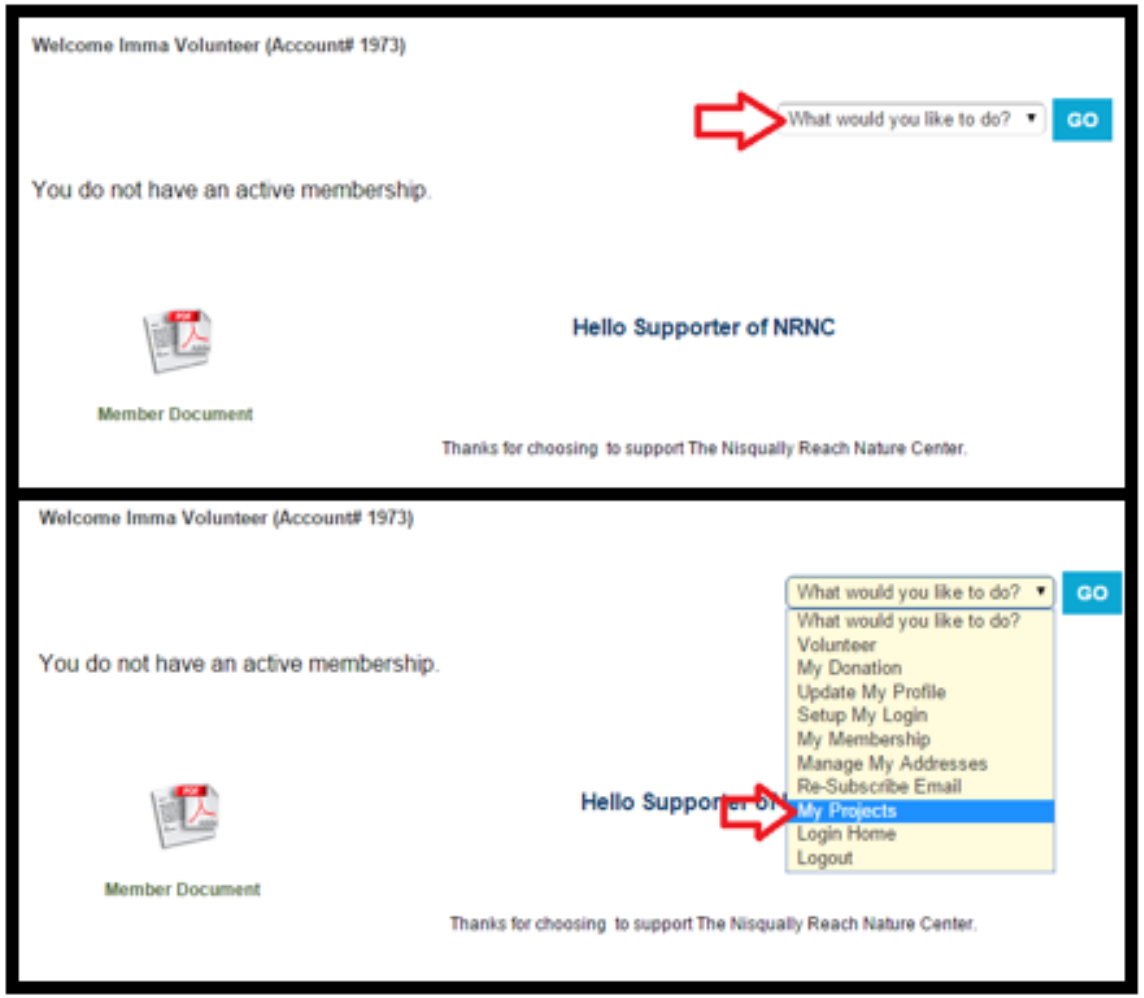


Step 2: Go to “My Projects”

Click “What would you like to do?” indicated in this tutorial by the red arrow.

Then, in the drop down menu that appears, click “My Projects”.

This will take you to the projects you are currently involved in.



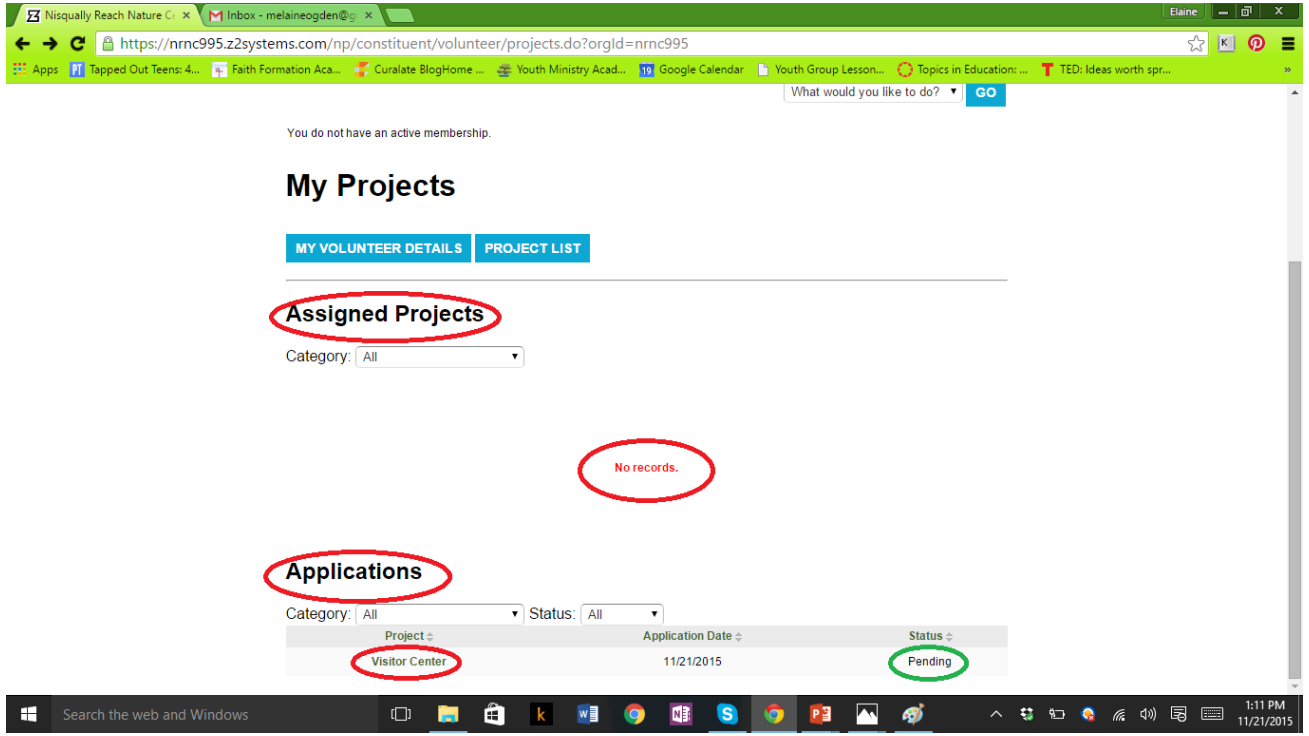
Step 3: Check the status of your current projects.

Scroll down on the my projects screen.

If the page looks like the one to the right, with “No records” in the “Assigned Projects” section, and “Status” “Pending” in the “Applications” section, you will need to wait for the volunteer coordinator to approve your application prior to logging your hours.

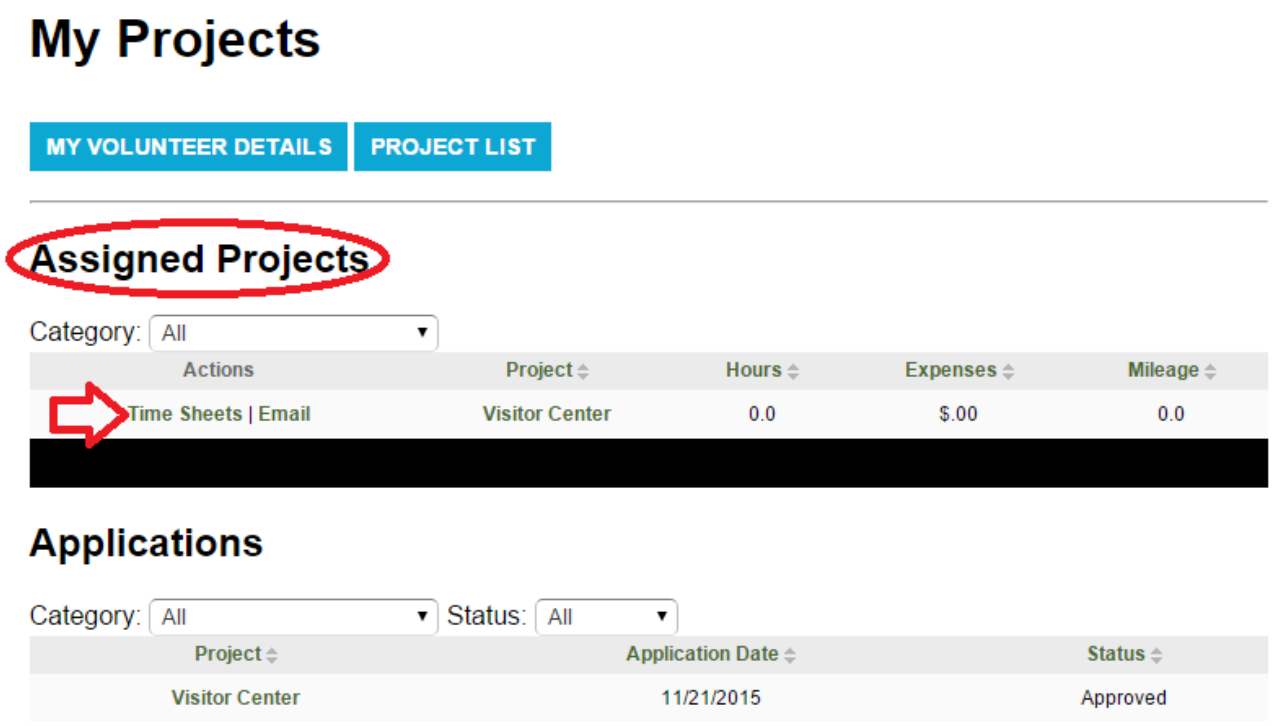
Check back later for “Approved” in the status section.

**If you have the appropriate projects under the “Assigned Projects” section, see the next slide. **



Step 4: Navigate to “Time Sheets”

To log your hours, go to “Time Sheets” indicated by the red arrow.

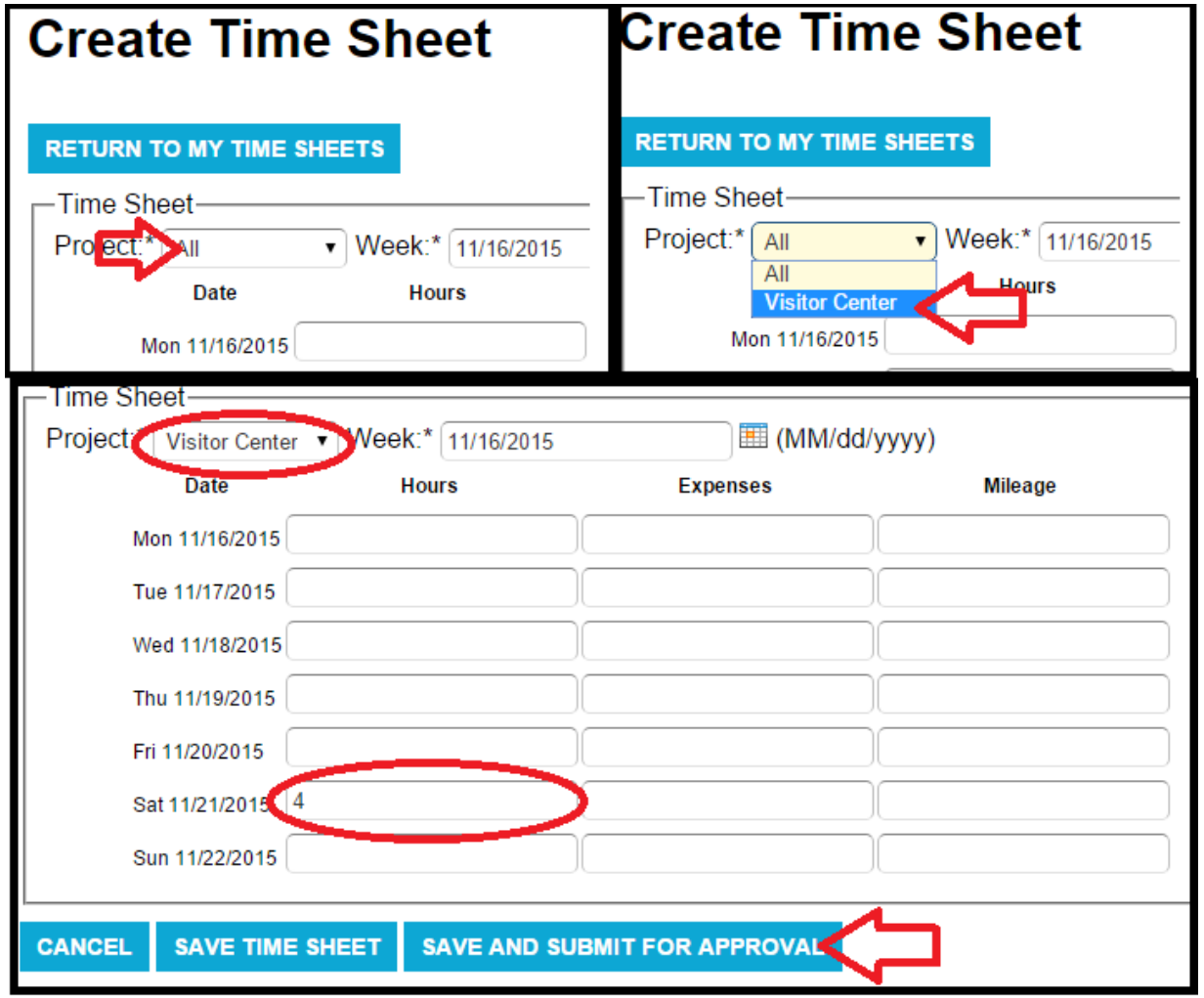


Step 6: Fill In and Submit your Time Sheet

Select which project you are logging hours for by click the drop down menu next to “Project” indicated in this tutorial by the red arrow.

Then fill in your hours for the week. If you are logging a week other than the current one, you can change the date next to “Week” by clicking on it and inputting the right one.

After checking that you’ve selected the appropriate project and logged the correct hours, you can click “Save and Submit for Approval” to send the completed timesheet to the volunteer coordinator.



Success!

Once you've submitted your time sheet, you will see the screen to the right.

Thank you for taking the time to track your hours! It saves staff time, and can be an excellent tool for keeping track of the work you do at the center each year.

Time Sheet Details

RETURN TO MY TIME SHEETS

Time Sheet

Project:
Visitor Center
Week:
11/16/2015-11/22/2015

Date	Hours	Expenses	Mileage
Mon 11/16/2015	0	0	0
Tue 11/17/2015	0	0	0
Wed 11/18/2015	0	0	0
Thu 11/19/2015	0	0	0
Fri 11/20/2015	0	0	0
Sat 11/21/2015	4.0	0	0
Sun 11/22/2015	0	0	0
Total:	**4.0**	**$.00**	**0.0**