

# 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.



## Account Login

Login Name:

Password:

Remember me for 2 weeks.

(Uncheck if on a shared computer)



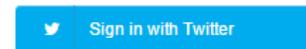
LOG IN

Forgot your password?  
Get help

Don't have an account?  
Create an account



## Or, sign in with



## 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.

The image displays two screenshots of a web application interface, illustrating the steps to access 'My Projects'.

**Top Screenshot:** The page header reads "Welcome Imma Volunteer (Account# 1973)". In the top right corner, there is a search bar with the text "What would you like to do?" and a blue "GO" button. A red arrow points to the search bar. Below the header, the text "You do not have an active membership." is displayed. On the left, there is a "Member Document" icon. On the right, it says "Hello Supporter of NRNC". At the bottom, there is a message: "Thanks for choosing to support The Nisqually Reach Nature Center."

**Bottom Screenshot:** This screenshot shows the same interface as the top one, but with the search bar dropdown menu open. The dropdown menu lists several options: "What would you like to do?", "Volunteer", "My Donation", "Update My Profile", "Setup My Login", "My Membership", "Manage My Addresses", "Re-Subscribe Email", "My Projects", "Login Home", and "Logout". A red arrow points to the "My Projects" option, which is highlighted in blue. The rest of the page content remains the same as in the top screenshot.

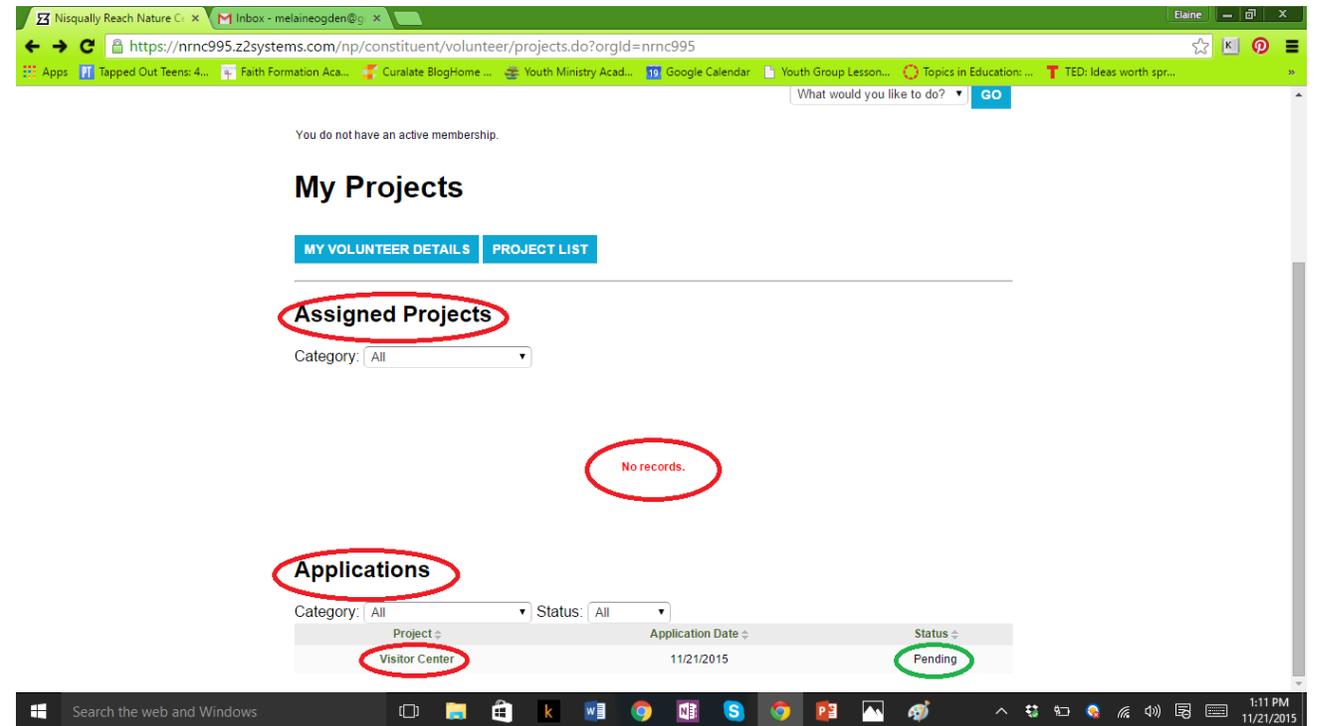
# Step 3: Check the status of your current projects.

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.

### My Projects

MY VOLUNTEER DETAILS

PROJECT LIST

#### Assigned Projects

Category: All

Actions	Project ↕	Hours ↕	Expenses ↕	Mileage ↕	
	Time Sheets   Email	Visitor Center	0.0	\$ .00	0.0

#### Applications

Category: All Status: All

Project ↕	Application Date ↕	Status ↕
Visitor Center	11/21/2015	Approved

## Step 6: Fill In and Submit your Time Sheet

Select which project you are logging hours for by clicking 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.

The image displays three sequential screenshots of the 'Create Time Sheet' web form, illustrating the steps from project selection to submission.

**Top Left Screenshot:** Shows the 'Project' dropdown menu set to 'All'. A red arrow points to the dropdown arrow. The 'Week' is set to '11/16/2015'. A 'RETURN TO MY TIME SHEETS' button is visible at the top.

**Top Right Screenshot:** Shows the 'Project' dropdown menu open, with 'Visitor Center' selected. A red arrow points to the selected option. The 'Week' remains '11/16/2015'.

**Bottom Screenshot:** Shows the main time sheet table. The 'Project' dropdown is now set to 'Visitor Center' (circled in red). The table has columns for 'Date', 'Hours', 'Expenses', and 'Mileage'. The 'Hours' for 'Sat 11/21/2015' is entered as '4' (circled in red). At the bottom, the 'SAVE AND SUBMIT FOR APPROVAL' button is highlighted with a red arrow.

Date	Hours	Expenses	Mileage
Mon 11/16/2015			
Tue 11/17/2015			
Wed 11/18/2015			
Thu 11/19/2015			
Fri 11/20/2015			
Sat 11/21/2015	4		
Sun 11/22/2015			

# 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
<b>Total:</b>	<b>4.0</b>	<b>\$0.00</b>	<b>0.0</b>