How to Record Your Volunteer Time in NeonCRM

Step 1: Log into your account

Website: 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 which is represented by the blue circle.

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

🔒 Log In

I forgot my login name or password

Or sign in with
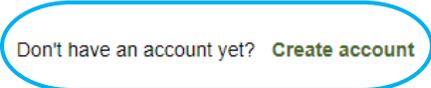
Don't have an account yet? **Create account**

Are you an administrator?
Go to admin login

Admins, your login name is now your email. Log in as usual to upgrade your account. Once your account is upgraded you can use the admin login.

NeonCRM by Neon One

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 "Enter Volunteer Time".

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

What would you like to do? ⌄

Member Document

Hello Supporter of NRNC

photo gallery icon

Event Photos

Thanks for choosing to support The Nisqually Reach Nature Center.

Here you can Log in and see your current status with Membership and sign up for volunteer

opportunities with the center.

You can also track your volunteer hours and mileage.

Setup My Login ⌄

What would you like to do?
Setup My Login
Volunteer Application
My Donation
My Membership
Enter Volunteer Time
Update My Profile
Manage My Addresses
My Registered Event
Current Events
Peer-to-Peer Fundraising
Re-Subscribe Email
My Orders
Gift Store
Login Home
Logout

Member Document

Hello Supporter of NRNC

photo gallery icon

Event Photos

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opportunities with the center.

You can also track your volunteer hours and mileage.

Step 3: Check the status of your current projects.

Scroll down on the my projects screen.

If your page has "No records" in the "Assigned Projects" section, and "Status" "Pending" in the "Applications" section, you will need Terence to approve your application prior to logging your hours. "Pending" is represented by the red circle and the "Approved" is represented by the black circle both in the applications section.

Check back later for "Approved" in the status section.

If you have the appropriate projects under the "Assigned Projects" section, see the next slide.

My Projects

MY VOLUNTEER DETAILS   **PROJECT LIST**

Assigned Projects

Category: [All ▾]

Actions	Project ⬍	Hours ⬍	Expenses ⬍	Mileage ⬍
Time Sheets	Email	DNR ANeMoNe	0.0	$.00	0.0
Time Sheets	Education Outreach	0.0	$.00	0.0
Time Sheets	Email	Eye on Nature	0.0	$.00	0.0
Time Sheets	Forage Fish	9.2	$.00	0.0
Time Sheets	Email	Pigeon Guillemot Surveys	17.2(57.75 pending)	$.00	0.0
Time Sheets	Email	Visitor Center	0.0	$.00	0.0

Applications

Category: [All ▾] Status: [All ▾]

Project ⬍	Application Date ⬍	Status ⬍
DNR ANeMoNe	04/06/2019	Approved
Eye on Nature	04/06/2019	Approved
GIS	04/06/2019	Pending

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	DNR ANeMoNe	0.0	$.00	0.0
Time Sheets	Education Outreach	0.0	$.00	0.0
Time Sheets	Email	Eye on Nature	0.0	$.00	0.0
Time Sheets	Forage Fish	9.2	$.00	0.0
Time Sheets	Email	Pigeon Guillemot Surveys	17.2(57.75 pending)	$.00	0.0

Step 5: Generate a New Time Sheet

Select "New Time Sheet" to generate a new sheet for the week you wish to record your hours. If you already have an existing sheet for the week, and wish to add additional hours, select "Edit" next to the corresponding week.

My Time Sheets

BACK TO MY PROJECTS	NEW TIME SHEET

Project: Pigeon Guillemot Surveys ∨ Status: All ∨

Actions	Week ⇕	Project ⇕	Hours ⇕	Expenses ⇕	Mileage ⇕	Status ⇕
Edit | Delete	06/22/2020	Pigeon Guillemot Surveys	8.5	$.00	0.0	Pending Approval
Edit | Delete	06/15/2020	Pigeon Guillemot Surveys	7.0	$.00	0.0	Pending Approval
Detail	06/08/2020	Pigeon Guillemot Surveys	10.5	$.00	0.0	Approved
Detail	06/01/2020	Pigeon Guillemot Surveys	18.25	$.00	0.0	Approved
Detail	05/25/2020	Pigeon Guillemot Surveys	13.5	$.00	0.0	Approved

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 click on the calendar represented by the blue arrow and click which week you would like to enter.

After checking that you've selected the appropriate project and logged the correct hours, you can click "Save and Submit for Approval" represented by the yellow circle to send the completed timesheet to the volunteer coordinator. If you are not ready to turn in your timesheet, simply click on "save timesheet" instead.

Note: If you are helping out with multiple projects in a week, volunteer hours are recorded separately for each project. Repeat starting at Step 3.

Create Time Sheet

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. Your time is very valuable to us and we can use that time for a variety of beneficial purposes including use as a source of matching funds when applying for grants.

Time Sheet Details

RETURN TO MY TIME SHEETS

Time Sheet

Project:
    Pigeon Guillemot Surveys
Week:
    06/29/2020-07/05/2020

Date	Hours	Expenses	Mileage
Mon 06/29/2020	3.5	$0.00	0
Tue 06/30/2020	0	$0.00	0
Wed 07/01/2020	0	$0.00	0
Thu 07/02/2020	0	$0.00	0
Fri 07/03/2020	0	$0.00	0
Sat 07/04/2020	0	$0.00	0
Sun 07/05/2020	0	$0.00	0
Total:	3.5	$.00	0.0