

Web Assistant Letter/Tutorial for Station Supervisors

Log in on our site at <http://pcsvcs.org/our-services/rsvp/>, locate the blue buttons on the right hand side of the screen, click the blue button that says enter hours served. Your username is your organization's names run together without a space. It doesn't matter if you use capital letters or not. If you are unsure of how your organization is listed with RSVP contact us at crystal.clemens@pcsvcs.org or by calling 806-383-8389.

The first time you login, use the temporary password **RSVP**. You must pick a new password. After you logout and log back in with your new password you can enter your volunteers' hours. Just pick the name and job off the list if the volunteer has more than one placement.

Below is a sample site to show how easy it is for station supervisors to enter their volunteer Hours online.

Go to Your Volunteer Organization's Site

Open your Web browser [Internet Explorer is one example of a browser] and enter in the website address of the organization where you volunteer or click the link in the email your volunteer coordinator sent, and your browser will open to the site automatically.

Login to Enter Hours

Click the button or link to Enter Hours.



Your username is usually your organization's name all run together without a space, e.g., DriverServicesFacility.*

It doesn't matter if you use capital letters or not.

The first time you login, use the **temporary password** given to you by the volunteer center.

The password will be masked by asterisks.

Community Volunteer Center

Enter Hour

If you do not know your username or password, click here.

Instructions:
Enter your User Name and Password.

User Name: DriverService Facility

Password: *****

OK Cancel

The first time you login, use the temporary password given to you by the volunteer coordinator.

You must pick and enter a new password. You may also change your username **or leave your username blank to keep it as is.**

Change Your Password

You are logged in as: **DriverServicesFacility**
[That's not me.](#)

You **must** change your Password since you logged in using the default password.

Current User Name:

New User Name:

Current Password: **volunteer**

New Password: 0123456789

OK Cancel

Leave the username blank. Type a new password.

After confirming your new password, click Home to proceed to submit hours.

Change Your Password

Your new User Name: **DriverServicesFacility**

Your new password: **0123456789**

Don't forget to record your new User Name and Password.

[Home](#) | [Log Out](#)

Back on the volunteers' page, click the button to enter your volunteers' hours. From now on, this will be your routine.

Community Volunteer Center

HOME
ABOUT US
NEWS AND PRESS
DONATE
EVENTS & FUNDRAISERS
VOLUNTEER NOW
OUR SERVICES
STAFF DIRECTORY
CONTACT US
RESOURCES

Volunteer Today at Community Volunteer Center

Use the buttons below to view the list of volunteer opportunities and to apply to be a volunteer. You may also submit your hours online and view messages in the message center.

Volunteer Opportunities
Apply to be a Volunteer
Submit Hours
Messages

COMMUNITY VOLUNTEER CENTER

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Pick the appropriate volunteer and job placement off the list. Click OK.

Enter Volunteer Hours

You are logged in as: **Driver Services Facility**.

[Click here to log out.](#)

If you have served hours at a different job not listed below, please contact us.

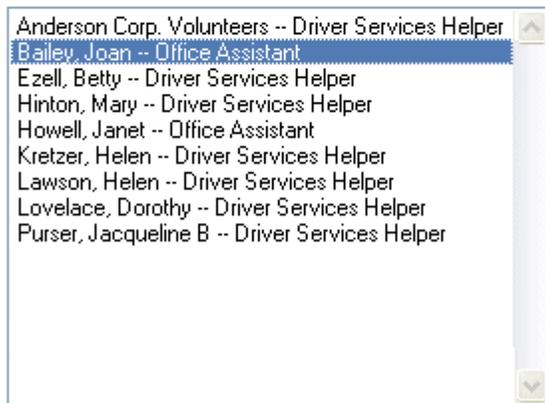
You can add hours consecutively for multiple jobs.

You can't add hours for jobs if you have no placements.

Instructions:

Please select from the list below the volunteer/job combination for which you wish to report hours served.

I wish to report hours served for this Volunteer/Job:



Anderson Corp. Volunteers -- Driver Services Helper
Bailey, Joan -- Office Assistant
Ezell, Betty -- Driver Services Helper
Hinton, Mary -- Driver Services Helper
Howell, Janet -- Office Assistant
Kretzer, Helen -- Driver Services Helper
Lawson, Helen -- Driver Services Helper
Lovelace, Dorothy -- Driver Services Helper
Purser, Jacqueline B -- Driver Services Helper

Click the 'OK' button below to proceed to the next step and enter the hours served.

OK

Cancel

The Hours entry screen lets you simply fill in the date and hours served. Some organizations also collect mileage reimbursement information.

Enter Hours Served

You are logged in as: **Driver Services Facility**.
[That's not me.](#)

Thanks for entering your hours.

Instructions: Please complete the form below to submit your hours.
Enter the month and hours served. If you have any comments regarding your report, you may also enter a text message to us.

I am entering hours for this Volunteer:
Bailey, Joan -- Office Ass.

The hours were served in: February 2008

In this month I served: 11 Hours 0 Minutes

Car mileage: 0

Did you drive for this job? 1

Bus cost: 2

Van cost: 3

Would you like to receive reimbursement for these items?

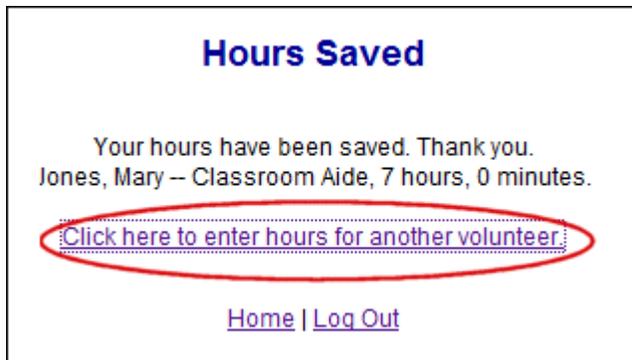
A Message: 4
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Click the OK button to submit your hours.

OK Cancel

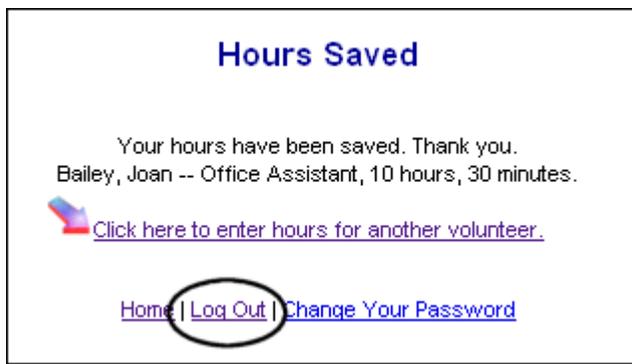
Click OK and you are done.

You may then **click the link to enter hours for another Volunteer/Job.**



Or Log Out

When you have entered hours for all volunteers, log out.



***Problems? Troubleshooting Tips**

A few unusual circumstances could prevent you from being able to log in or enter hours:

1. **Cannot Log In:** You will not be able to login or send a message until your volunteer center has assigned and uploaded your user name.
2. **No Job Placement:** You will not be able to see and enter hours for each volunteer until your volunteers have a placement and the volunteer center uploads that information.
3. **Cookies:** You must have cookies enabled in your browser [i.e., Internet Explorer or Firefox].

If you have any problems, contact our office at crystal.clemens@pcsvcs.org or by calling 806-383-8389.