

Web Assistant Letter/Tutorial for Volunteers

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 first and last name without a space. It doesn't matter if you use capital letters or not.

The first time you login, use the temporary password **RSVP**. You must pick a new password. After you create your new password you can enter your hours. Just pick the right job off the list if you have more than one placement.

Below is a sample site to show how easy it is to enter your 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 first and last name without a space, e.g., MarySmith.* 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 coordinator.

The password will be masked by asterisks.

Community Volunteer Center

Community Volunteer Center

Enter Hour

If you do not know your username or password, contact your volunteer coordinator.

Instructions:
Enter your User Name and Password

User Name:

Password:

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

You must pick and enter a new password. Most organizations prefer that you keep the same username. **Leave your username blank unless you are changing it.**

Change Your Password

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

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

Current User Name: **MarySmith**

New User Name:

Current Password: **volunteer**

New Password:

Leave the username blank. Type a new password.

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

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

Change Your Password

Your new User Name: **MarySmith**

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 hours. From now on, this will be your routine.

The screenshot shows the homepage of the Community Volunteer Center. At the top left, there is a blue header with the text "Community Volunteer Center" and a grid of ten small portraits of diverse people. Below the header is a vertical navigation menu with buttons for "HOME", "ABOUT US", "NEWS AND PRESS", "DONATE", "EVENTS & FUNDRAISERS", "VOLUNTEER NOW", "OUR SERVICES", "STAFF DIRECTORY", "CONTACT US", and "RESOURCES". The main content area features the heading "Volunteer Today at Community Volunteer Center" and a paragraph of text: "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." Below this text are five buttons: "Volunteer Opportunities", "Apply to be a Volunteer", "Submit Hours" (with a mouse cursor pointing to it), and "Messages". At the bottom of the page, there is a footer with the text "COMMUNITY VOLUNTEER CENTER" and a small copyright notice: "© 2006 Community Volunteer Center. Terms of Privacy Notice. Site by Volsoft.com."

Pick the right job off the list if you have more than one placement. Click OK.

Enter Hours You Have Served

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

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 job for which you wish to

**Select the proper
job from your list
of placements.**

I wish to report hours served for this Job:

Sussex Senior Citizens, Sussex Seniors
Sussex Peace Meal, Sussex Peace Meal

Click the 'OK' button below to proceed to the next step and enter your 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: **Smith, Mary**.
[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 served for
Sussex Senior Citizens, Suss

The hours were served in: August 2007

In this month I served: 11 Hours 0 Minutes

Car mileage: 0

Did you drive for this job? 2

Bus cost: 4

Van cost: 6

Would you like to receive reimbursement for these items?

A Message

Click the OK button to submit your hours.

[Change Your Password](#)

Click OK and you are done.
You may then click the link to enter hours for another Job.
Log out.

Hours Saved

Your hours have been saved. Thank you.
Sussex Senior Citizens, Sussex Seniors, 13 hours, 30 minutes.

[Click here to enter hours for another Job.](#)

[Home](#) | [Log Out](#) | [Change Your Password](#)



*Problems? Troubleshooting Tips

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

1. **Duplicate Names:** In a very few instances, where there are identical first and last names, like John Smith, the second instance of that name will have the number 1 added to it. In some instances of duplicate names the automatic assignment becomes the first name, middle initial and last name all in one username without spaces, e.g., JohnCSmith if the name on record has a middle initial. If you have trouble with your user name, contact your volunteer coordinator.
2. **No Job Placement:** You will not be able to login to enter hours or send a message until you have a placement.
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.