



# WEB ASSIST Volunteer Time Recording



Registered volunteers and station staff can submit hours on our website at [www.naturecoastvolunteercenter.org](http://www.naturecoastvolunteercenter.org). Please contact us if you encounter any problems when entering your hours.

You can also search for additional or different volunteer positions that may be of interest to you. The system allows you to send us messages, and we can send you messages as well.

Your **user name** will be your name without any spaces, i.e. Mary Jones, would have the **user name**: MaryJones. If you provided your middle initial to us during your registration be sure to include that as well, i.e. MaryKJones.

The **password** will be **volunteer** for the first time that you access the system. You will have an opportunity to change your password, if you choose to do so, once you log into the system the first time.

Example: **User Name:** MaryJones

**Password:** volunteer



**Station supervisors** will be able to enter the hours for all of their volunteers at one time by simply signing in to the system and selecting each volunteer from a menu. The **user name** will be the station name without any spaces and the **password** will be **volunteer** for the first time that you access the system.

Example: **User Name:** GreatVolunteerOrg

**Password:** volunteer

Please call 527-5959 with any questions regarding entering your time on the web.

**Please Note:** Some people have been experiencing problems when accessing our web page to submit hours via Internet Explorer. You can download Firefox for free and use that as your internet browser to bypass this problem. Here is the link: <https://www.mozilla.org>