

Track it Forward

Introduction

Track it Forward is an online service that enables organizations to more effectively track volunteer hours, along with integrating an event signup feature. Track if Forward also enables each volunteer to review how many hours they have in real time.

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Registration

Each family will need to register for an account on Track it Forward. It is suggested that each family have only ONE account on Track it Forward, which will reduce the number of licenses that the school and HSA have to procure to use Track it Forward. Exceptions will be made for families in unique situations, but please let us know.

To register for Track it Forward, please visit <https://www.trackitforward.com/site/st-josephs-regional-catholic-school?type=register>

Enter the following items:

- Email Address
- Password
- First Name
- Last Name
- Phone Number
- First and last name of the youngest child

Click 'Sign Up'. Your account will need to be approved, but you can start logging hours right away.

Logging In

You can log into Track it Forward by using this link:

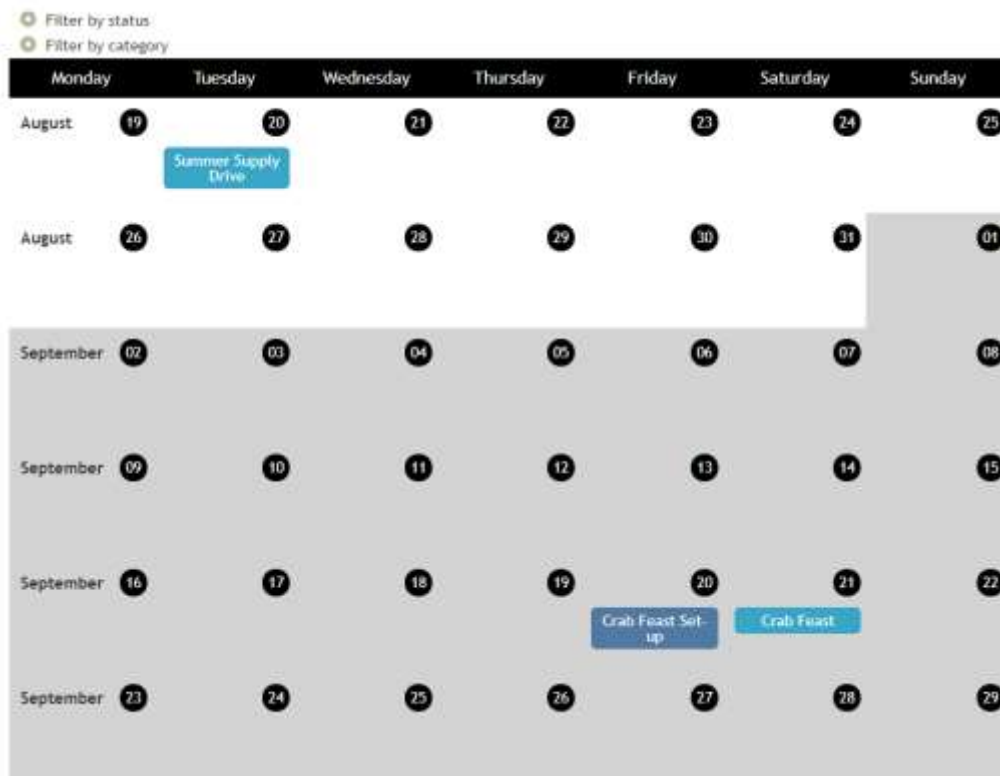
<https://www.trackitforward.com/site/st-josephs-regional-catholic-school>

Signing Up For Events

Once logged into Track it Forward, click "Event Sign-ups" on the top menu bar:



A calendar will be displayed with applicable events you can sign up for. Below is an example of what the calendar looks like. To choose an event to sign up for, click the event.



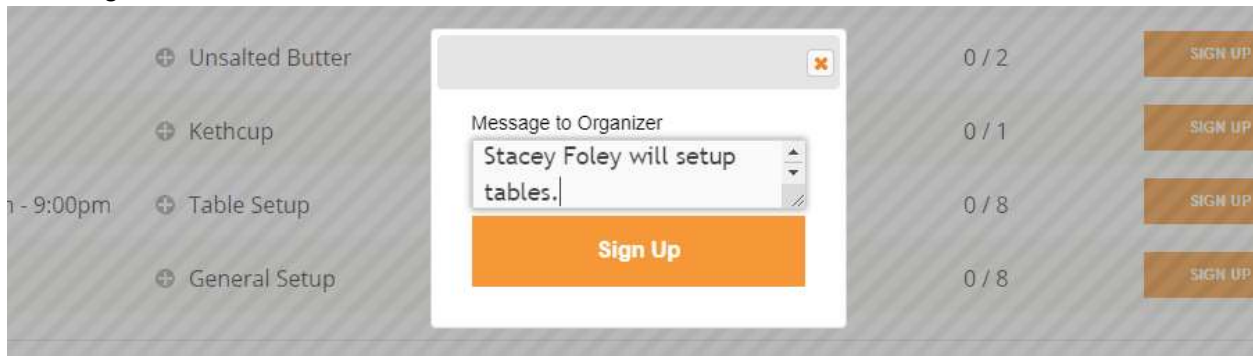
Once you click the event, you will be able to see details about the event along with different types of job sign ups. **PLEASE** read the event details, as they may contain information about sign up limitations (ie. Each family can only donate a maximum of three items, etc.)

If there is additional information about a specific job, you will see a + symbol next to it. Click the + symbol to see more information.



To sign up for a job, click SIGN UP.

Enter any applicable information about your SIGN UP. For example, if your spouse will actually be doing the work, enter that into the 'MESSAGE TO ORGANIZER' field:



Feel free to sign up for more jobs, but pay attention to the details. For example, for the annual Crab Feast, families may only donate a maximum of three items, which ends up being 3 hours worth of time.

You can cancel your job by clicking the small red X that appears after you register.



Submitting Hours

There are two ways to submit hours with Track it Forward.

One way to submit hours is to source the information from an event you have signed up for, and the other way is to just enter hours. Sourcing the hours from events is a great way to make sure you are getting credit for events worked, while just entering hours is great for more ad hoc tasks.

Examples of sourcing hours from an event are things like working the crab feast, bringing in donuts for Donuts with Dads, or working a class party.

Examples of just entering in hours are for things like being a room parent, helping out in the classroom, stuffing envelopes, raking the mulch, etc. Basically, things that are not directly tied to an event.

Submitting Hours from an Event

To submit hours based on an event, click 'Log Hours' on the top menu.

On the log hours page, click 'Prefill from Event'

Log Hours

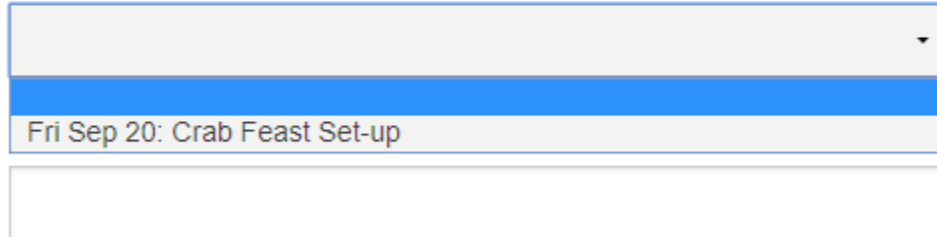
Hours **prefill from an event.**

A 'Select Event' drop down will appear. Select the event you want to submit hours for:

LOG HOURS

|||

Select Event:



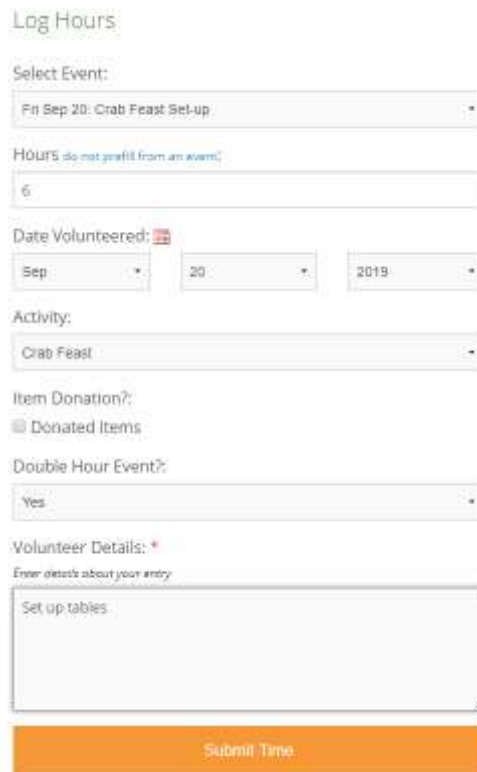
Fri Sep 20: Crab Feast Set-up

Information about your sign up will populate the form, such as hours, date, etc.

IF THE JOB YOU SIGNED UP FOR WAS CONSIDERED DOUBLE HOURS, change the hours to reflect that. Also, ensure you adjust the "Double Hour Event?" drop down to YES.

Make sure to include information about what you volunteered for in the volunteer details section.

If you donated items, please check the box.



Log Hours

Select Event:
Fri Sep 20: Crab Feast Set-up

HOURS do not profit from an event:
6

Date Volunteered:

Activity:
Crab Feast

Item Donation?:
 Donated Items

Double Hour Event?:
Yes

Volunteer Details: *
Enter details about your entry
Set up tables

Submit Time

Click 'Submit Time' to submit your hours.


Submitting Regular Hours

To submit regular hours not tied to an event, click 'Log Hours' on the menu at the top.

Enter your number of hours, date, and activity. Many items will fall into the 'Misc' activity, such as being a room parent, stuffing envelopes, making copies, etc. Also, please specify details about your hours in the volunteer details field. Below is an example of someone logging hours for making copies:

Log Hours

Hours prefill from an event:

Date Volunteered: 

Activity:

Item Donation?:

Donated Items

Double Hour Event?:

Volunteer Details: *

Enter details about your entry

Submit Time

Click submit time to submit the hours for review.

Reviewing Your Hours

To see how many approved hours you have, simply click “Log Hours” and look at the bar graphs.

Timesheet

Full: 30 hours complete



Single: 20 hours complete



You can also click “charts” from the menu to get a more detailed break down. Please note, hours must be approved before you get credit for them.