



## Track It Forward Instructions

Welcome to Track it Forward, our digital tracking system for volunteer hours. We chose to employ a digital tracking system to streamline the process of tracking volunteer hours for the 165 families in our school. Once each household creates an account, logging hours can be completed on a laptop, tablet or mobile app and will be automatically tallied and reported to the Volunteer Coordinator. St. Joseph School will have a Chromebook available at the school front desk for logging hours as well as at most events, where feasible. Volunteers are responsible for logging their own hours.

### Here's how to get set up:

- Get Registered!
  - Visit [www.trackitforward.com](http://www.trackitforward.com) click on the link, **find your organization**.
  - Type in **St. Joseph School** in the search field, our school reads, *St. Joseph School, Rosemount*
  - Create an account by clicking, **Sign Up**
  - Fill in all fields, including **Household**. Please enter Household as: Family Last name followed by parents first names (ex: Jones, Kim & Larry). **Please only create one account per household**. If there is more than one household, please contact Sheila Swift.
  - Voila! You're done! All volunteers logging hours for your household (grandparents, siblings, spouses), will log hours under this account. This helps us keep track of total hours for each household in one place.
- Download the mobile App (you must register on the website prior to signing into the app)
  - Open the app store on your mobile device
  - Search for **Track it Forward**
  - Download the application
  - Enter your username and password login
- Log your hours
  - Login to the website or open the app
  - Click on **Log Hours**
  - Fill out necessary fields—please add notes in entry to help clarify the service submitted (who did the volunteering, which field trip, sports practice or game etc)
    - Number of hours, date, activity and notes.
    - Round your time up or down by 30 min increments
  - Click, **Submit Time**—you're done! Entries will show as pending—they've been sent to the Volunteer Coordinator for approval.

- **Things to Know:**

- Hours must be submitted by the end of the trimester the hours were served to count toward the 15-hour requirement
  - *November 30, March 8, June 7\**

Please do not hesitate to reach out to the Volunteer Coordinator, Sheila Swift, with any questions or concerns. This is a new system and we may have a few bumps in the road as we launch. I appreciate your patience and flexibility with this process!

Thank you for volunteering with St. Joseph School, we're so glad you're here!

Sheila Swift

Volunteer Coordinator

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*\*If volunteering for the Garage Sale, this date is flexible. Please contact Sheila Swift if this applies to you.*