



## Track It Forward Instructions

Welcome to Track it Forward, our digital tracking system for volunteer hours. 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 Engagement Coordinator.

Tracking hours helps our administration track participation in our school. We appreciate the time you share with St. Joe's as a volunteer AND the time you take to log those hours.

If you already have an account set up from the 2021-22 school year, you're already ready to log 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 family**. If there is more than one household, please contact Shelby Pogatchnik.
  - Voila! You're done! **All volunteers logging hours for your household (grandparents, siblings, spouses), will log hours under this account. DO NOT have grandparents create a separate account in Track it Forward.**
  - 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
    - Hours can only be logged in 30 minute increments.
    - Click, **Submit Time**—you're done! Entries will show as pending—they've been sent to the Engagement Coordinator for approval.

Please do not hesitate to reach out to the Engagement Coordinator, Shelby Pogatchnik, with any questions or concerns.

Thank you for volunteering with St. Joseph School!

Shelby Pogatchnik

Engagement Coordinator

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