

HOW TO LOG YOUR VOLUNTEER HOURS ON TRACK-IT-FORWARD



First, go to:

<https://www.trackitforward.com/site/sail-high-school-ptso>

you should see this page:



SAIL High School PTSO

[Log Hours](#) | [Charts](#) | [Event Sign-ups](#)

Sign In to Log Hours

Email or Username: *

Password: *

Sign in

[Need an account? Sign up](#)

[Forgot Password?](#)

About



2006 Jackson Bluff Road, Tallahassee, FL 32304

1. Enter your email address and password, if you've used the SAIL volunteer program before. Then click on "Sign in".
2. Forgot your password? No problem-just click on "Forgot Password" and it will be sent to your email account.
3. If this is your first time on Track-It-Forward, click on "Sign up". You can create an account (see below) with your name, a password, cell phone number, home phone number, your position (parent/teacher/student) and student name (for parents/family members).

Register to Log Hours

Create an account to track your volunteer hours.

Email: *

Password: *

Confirm password: *

First Name:

Last Name:

Cell Number:

Home Number:

Parent/Teacher/Student:

If Parent, Student's name:

Have an account? [Sign in](#)

About



2006 Jackson Bluff Road, Tallahassee, FL 32304

You will see a screen like this where you enter any volunteer hours for SAIL:

Log Hours

Hours:
--Select Hour--

Date Volunteered:
Jan 9 2018

Activity:
--Select Activity--

Notes:

Submit Time

Timesheet

Date	Activity	Hours
10/15/17	Administrative Duties	1.5
10/10/17	Meeting	1.5
10/08/17	Administrative Duties	2
09/15/17	Meeting	1.5
08/17/17	Administrative Duties	2
08/10/17	Meeting	1.5
05/09/17	Meeting	1.5
05/08/17	Administrative Duties	2.5
02/16/17	Meeting	2
02/15/17	Administrative Duties	1.5
01/10/17	Meeting	1.5
01/09/17	Administrative Duties	1.5

About

You can log your volunteer time in 30 minute increments:

https://www.trackitforward.com/site/sail-high-school-ptso

SAIL High School PTSO

Log Hours Charts Event Sign-ups Account

Log Hours

Hours:

--Select Hour--

--Select Hour--

0.5

1

1.5

2

2.5

3

3.5

4

4.5

5

5.5

6

6.5

7

7.5

8

8.5

9

9.5

ABOUT



Timesheet

Date	Activity	Hours
10/15/17	Administrative Duties	1.5
10/10/17	Meeting	1.5
10/08/17	Administrative Duties	2
09/15/17	Meeting	1.5
08/17/17	Administrative Duties	2
08/10/17	Meeting	1.5
05/09/17	Meeting	1.5
05/08/17	Administrative Duties	2.5
02/16/17	Meeting	2
02/15/17	Administrative Duties	1.5

Then you can log in the date you volunteered using the dropdown menus:

https://www.trackitforward.com/site/sail-high-school-ptso

SAIL High School PTSO

Log Hours Chats Event Sign-ups Account

Log Hours

Hours: --Select Hour--

Date Volunteered: Jan 9 2018

Submit Time

Timesheet

Date	Activity	Hours
10/15/17	Administrative Duties	1.5
10/10/17	Meeting	1.5
10/08/17	Administrative Duties	2
09/15/17	Meeting	1.5
08/17/17	Administrative Duties	2
08/10/17	Meeting	1.5
05/09/17	Meeting	1.5
05/08/17	Administrative Duties	2.5
02/16/17	Meeting	2
02/15/17	Administrative Duties	1.5

About



Next, you decide how to describe your volunteer time: meeting, decorating for an event, cooking, etc., using the dropdown menu under “Activity”:

The screenshot shows the SAIL High School PTSO website. The browser address bar displays <https://www.trackitforward.com/site/sail-high-school-ptso>. The website header includes the SAIL logo and the text "SAIL High School PTSO". Navigation links for "Log Hours", "Charts", "Event Sign-ups", and "Account" are visible. The "Log Hours" section contains a form with the following fields:

- Hours: A dropdown menu currently showing "--Select Hour--".
- Date Volunteered: A date picker showing "Jan", "9", and "2018".
- Activity: A dropdown menu with a list of activities including "Administrative Duties", "Meeting", "Orientation", "Teacher/Staff Back-to-School Breakfast", "Back-to-School Ice Cream Social", "Open House", "Tuesday Staff Meetings", "Custodian/Cafeteria Workers Appreciation", "Fall Festival", "Senior Fall Picnic", "Winter Dance", "Prom", "Teacher Appreciation Week", "Last Full School Day Ice Cream Social", "Other", "Drama Productions", "Robotics", "Club Activities", and "Maintenance/Beautification of School".

The "Timesheet" section displays a table of logged hours:

Date	Activity	Hours
10/15/17	Administrative Duties	1.5
10/10/17	Meeting	1.5
10/08/17	Administrative Duties	2
09/15/17	Meeting	1.5
08/17/17	Administrative Duties	2
08/10/17	Meeting	1.5
05/09/17	Meeting	1.5
05/08/17	Administrative Duties	2.5
02/16/17	Meeting	2
02/15/17	Administrative Duties	1.5

Finally, you're ready to save your volunteer hours by clicking on "Submit Time":

[/www.trackitforward.com/site/sail-high-school-ptso](http://www.trackitforward.com/site/sail-high-school-ptso) ... 📧 ☆



SAIL High School PTSO

[Log Hours](#) [Charts](#) [Event Sign-ups](#) [Account](#)

Log Hours

Hours:

Date Volunteered:

Activity:

Notes:

[Submit Time](#)

Timesheet

Date	Activity	Hours
10/15/17	Administrative Duties	1.5
10/10/17	Meeting	1.5
10/08/17	Administrative Duties	2
09/15/17	Meeting	1.5
08/17/17	Administrative Duties	2
08/10/17	Meeting	1.5
05/09/17	Meeting	1.5
05/08/17	Administrative Duties	2.5
02/16/17	Meeting	2
02/15/17	Administrative Duties	1.5

About



When you return to log future hours, you'll see a timesheet showing a record of all you've done.

Thanks very much for volunteering at SAIL! We couldn't do it without you!!

