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

About

Email or Username: *

Password: *

Sign in

Need an account? Sign up

Forgot Password?

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

About

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:

Sign up

Have an account? Sign in

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

You can log your volunteer time in 30 minute increments:

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

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

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

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!!