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:



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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).

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	If Parent, Student's name:		
	Sign up		
	Have an account? Sign in		

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

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	Log Hours	Timesheet	
	Hours: Select Hour	Date A	ctivity Hours
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You can log your volunteer time in 30 minute increments:



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

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

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SAIL High School PTSO			
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Select Activity Select Activity	10/08/17	Administrative Duties	2
Administrative Duties Meeting Orientation	09/15/17	Meeting	1.5
Teacher/Staff Back-to-School Breakfast Back-to-School Ice Cream Social Open House	08/17/17	Administrative Duties	2
Tuesday Staff Meetings Custodian/Cafeteria Workers Appreciation Fall Festival	08/10/17	Meeting	1.5
Senior Fall Picnic Winter Dance	05/09/17	Meeting	1.5
Teacher Appreciation Week Last Full School Day Ice Cream Social	05/08/17	Administrative Duties	2.5
Other Drama Productions Robotics	02/16/17	Meeting	2
Club Activities Maintenance/Beautification of School	02/15/17	Administrative Duties	1.5

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

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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!!

