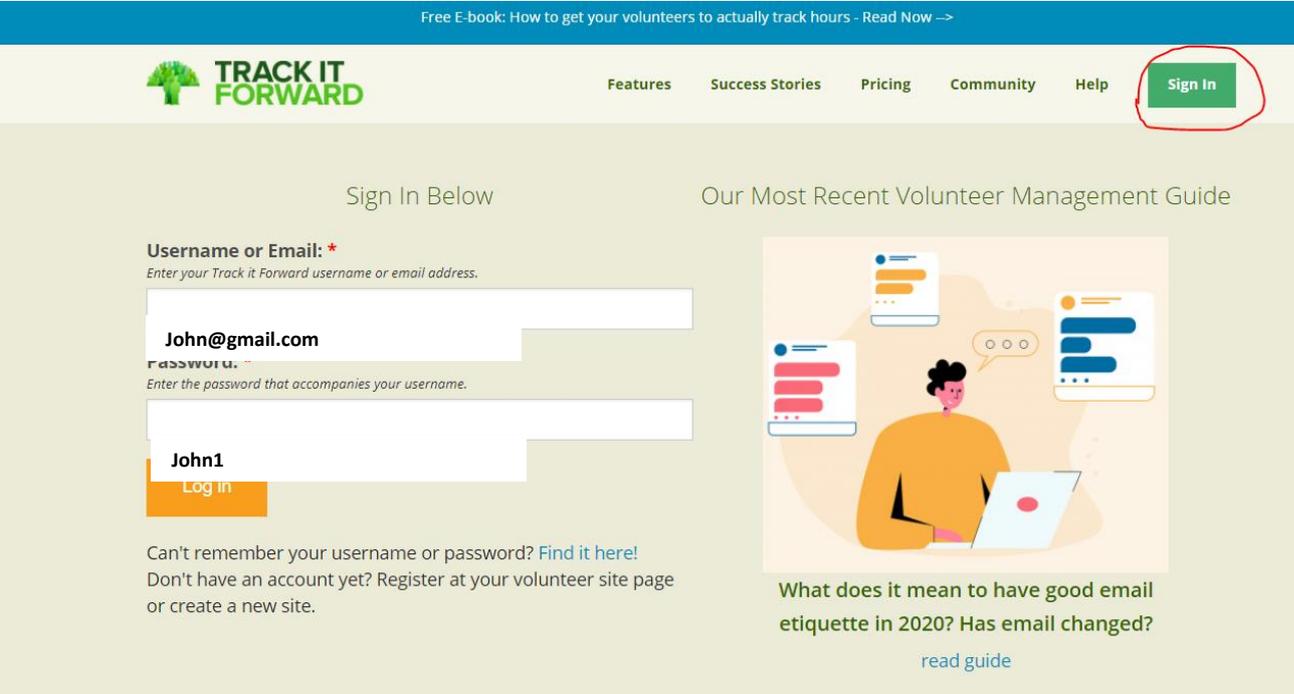


Track it forward – how to add your volunteering hours:

1. You can log your hours on a phone app or through your internet browser.
Use either of the following:
 - a) Download the free app on your phone by searching “Volunteer Time Tracking” in your app store/google play
 - b) Go to <https://www.trackitforward.com/user> on your internet browser.
2. Enter your username and password
username is your email address.
password is your first name at the end 1
3. Press “Sign In”

Free E-book: How to get your volunteers to actually track hours - Read Now ->



Sign In Below

Our Most Recent Volunteer Management Guide

Username or Email: *
Enter your Track it Forward username or email address.

John@gmail.com

Password: *
Enter the password that accompanies your username.

John1

Log in

Can't remember your username or password? [Find it here!](#)
Don't have an account yet? Register at your volunteer site page or create a new site.

What does it mean to have good email etiquette in 2020? Has email changed?
[read guide](#)

4. Click on Log hours



Ardoch

Log Hours

Events

Edit Profile

[export all hours](#)

Change Password & Email

5. Enter the Time in (the time you started volunteering) and Time Out (the time you finished volunteering)
6. Select the Date Volunteered – when you volunteered at the school or centre (if you fill in a day after making sure you wrote the correct date)
7. Activity – choose the site you volunteered at or if you attend one of our trainings.
8. How did you attend – did you go to the site or did you volunteer virtually
9. Enter any notes/highlights about your day – it gives us a great insight to your experience.
10. Press “Submit Hours”

Log Hours

Time In: *

Time Out: *

Date Volunteered:

Activity:

How did you attend?:

Notes:

Submit Time

Timesheet

Date	Activity	Hours
06/15/20	General Volunteer Training (TRN)	2
Total		2
Overall Total		2.00

export all your hours over all-time here

**you can see all past submitted hours on the right side under Timesheet*

11. Log off or exit the webpage/app

Note:

- The webpage has options to change your password if you would like to do so.
- You will still need to sign in at the school or centre as a visitor upon arrival as usual.
- If we notice you haven't submitted your volunteering hours for the month we will contact to check in.