



Volunteer Log- Track it Forward

In keeping up with reducing our carbon footprint, we are having our families log their volunteer hours in by using a program called “*Track it Forward*”. Please log in to: <http://www.trackitforward.com> and “Sign In” at the upper right hand corner. Your email address is the username and the password is welcome. *Please be sure to change your password!*

Once you are on the website, log in your hours, select date, activity and leave any notes that may apply to that specific volunteer time! Please enter your numbers in quarter minute increments! Example!! If you volunteer 1 hour and 30 minutes, please enter 1.50/if you work 1 hours and 35 minutes, please round up to 1.75! Submit your time (at the bottom of the page) and you are done! We will see your hours have been submitted and will approve them. When approval is complete the times entered will appear on your time sheet.

Under “Edit Profile” is where your child is listed. Please do not alter that information as it is needed in case last names are different. If you have more than one child at RSA you can list both children in the first name field with a slash (/) between their names. Please **DO NOT** change the phone number! We have the school phone listed for confidentiality reasons!

This program can be used from your computer or your smart phone! If you are using your smart phone simply search for Track It Forward, bring it up on your device and then add it to your homepage!

Katie Vernon is the contact person if you have any questions or need help. She can be reached at kvernon@rsarts.org There will be a computer set up in the lobby for those of you who do not have computer or phone access.