4 Steps to Get Started as a Volunteer

1 GET REGISTERED

Option A: Self Register

1. Visit the direct link for your organization on Track it Forward
2. Fill out the necessary fields and click Sign Up!

Direct link is usually shared via email or posted online

Option B: Added by Organizer

1. When you receive your invitation email, click on the link provided
2. Click on "Login" and set your password!

If the email hasn't arrived, check your spam folder

2 DOWNLOAD THE APP

1. Open the app store on your mobile device
2. Search for "Track it Forward" or "Volunteer Time Tracking"
3. Download the app with the green logo
4. Enter your username and password to login

You must register as a new user on the website before accessing the mobile app

3 SIGN UP FOR EVENTS

1. Login on the website or mobile app
2. Click on "Events"
3. Select an opportunity and click Sign Up

PLEASE NOTE:
Some sites may not use the calendar

4 LOG YOUR HOURS!

1. Login on the website or mobile app
2. Click on "Log Hours"
3. Fill out all the necessary fields
4. Click "Submit"

PLEASE NOTE:
Contact your organization with questions about logging hours