

## Track It Forward manages your volunteer hours at All Saints Catholic School



As part of our Family Stewardship Program, each All Saints family is expected to fulfill **20 points per year**. **Track It Forward** is where you will sign up to volunteer your time or provide supplies in order to earn those points.

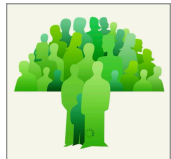
## RETURNING FAMILIES



### UPDATE GRADE LEVELS

**IMPORTANT!** This must be done from a web browser, either on a mobile device or a computer. It cannot be done in the app.

1. Go to [Track it Forward](#)  
Or, enter the following address into your browser:  
<https://www.trackitforward.com/site/all-saints-catholic-school-0>
2. Login to your account using the same credentials from last year
3. Select **Edit Profile** from the home screen
4. Update the profile fields labeled Child 1 Grade, Child 2 Grade, Child 3 Grade, etc. as applicable
5. Click **Save** at the bottom of the page



### DOWNLOAD THE MOBILE APP

**IMPORTANT!** Register through a web browser prior to signing into the mobile app

1. Open the app store on your mobile phone
2. Search for "Volunteer Time Tracking" or "Track It Forward"
3. Download and install the app
4. Log in with your credentials



### FIND VOLUNTEER OPPORTUNITIES

1. Log in to Track It Forward
2. Select the green Events button
3. Review the calendar and select an event to sign up
4. Please see our **TIPS** on the reverse side for using the site

**QUESTIONS?** Contact the PTO Volunteer Coordinator at [schoolvolunteers@allsaintsva.org](mailto:schoolvolunteers@allsaintsva.org)

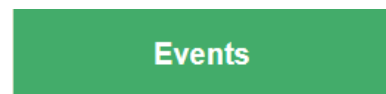
## USER TIPS

### One Registration Per Household

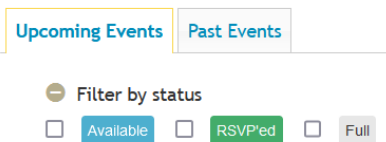
This does not mean only one person in the family can volunteer. When volunteering, simply use the *Message to the organizer* field to indicate who in your household is volunteering.

### Customized Event Calendar Display

By selecting the grades of each one of your children during registration, you are customizing your calendar to display only school-wide events and events of your selected grades. You can always update this information by selecting **Account > Edit Profile**.



All volunteer opportunities can be found on the Events Calendar. Click the green button after login or along the top menu. A login is required to register for an opportunity.



Expand the "Filter by status" option under the Events calendar to view available volunteer slots or to view those events that you are already signed up for.

### Multiple Volunteers? Multiple Donations? No Problem!



Is more than one person in your household interested in volunteering at the same event? The **Sign Up** button can be clicked more than once to accommodate multiple people under the same login. Simply use the "Message to the organizer" field to indicate a volunteer name.

Baking *more* than 1 dozen cookies? The **Sign Up** button can be clicked more than once to allow for multiple donations of the same item.

## FAQS

### Q: I signed up for an event. Do I need to log my own hours?

A: No. If you signed up for a volunteer slot, or to donate an item, the organizer of the event will confirm your hours/donations within 72 hours of the event, and your points will show after.

### Q: I volunteered/donated items for an event that I didn't sign up for on Track It Forward. How do I get my points for that?

A: Use the **Log Hours** screen to submit the hours for approval. Be sure to include a description of what you did or donated in the notes.

### Q: Where do I see how may points I've earned?

A: Click the All Saints logo at the top of the page for the Log Hours screen to see your approved points!

## MOBILE APP TIP

Using the mobile app? The Log Hours screen is the default homepage. To find the All Saints event calendar, click the three horizontal lines in the upper left corner, and then select Events.