



## HOW TO USE TRACK IT FORWARD

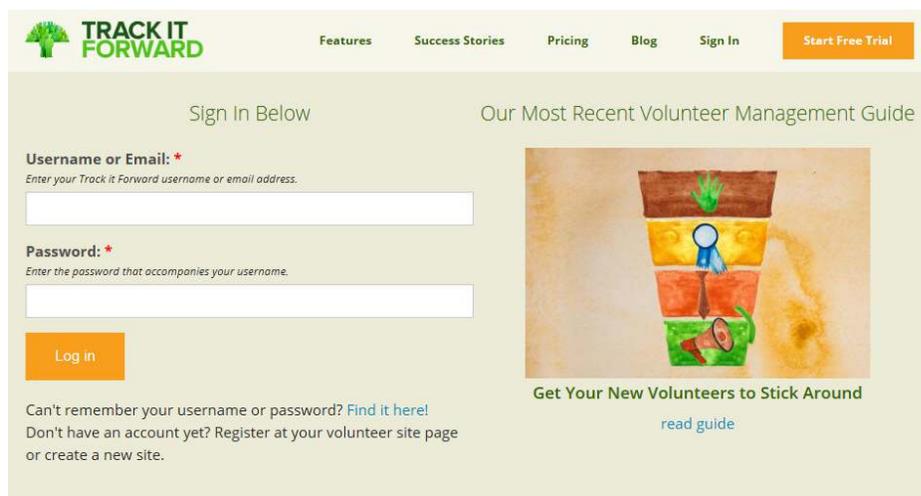
A username and password is required to login to the volunteer site. Existing SBE parents should use the same username/password from prior years. A letter with this information was provided only to new SBE parents in the eldest child's back to school package. The letter contains the username and password for each parent. Please make sure to login and change your password once you get this information. There is no need to enter a volunteer number, but it's important to know it for reporting purposes. The Track if Forward application is driven by the parent's first and last name, not the family volunteer number.

### HOW TO CHANGE YOUR TRACK IT FORWARD PASSWORD:

1. Go to <https://www.trackitforward.com> and click on 'Sign In'.



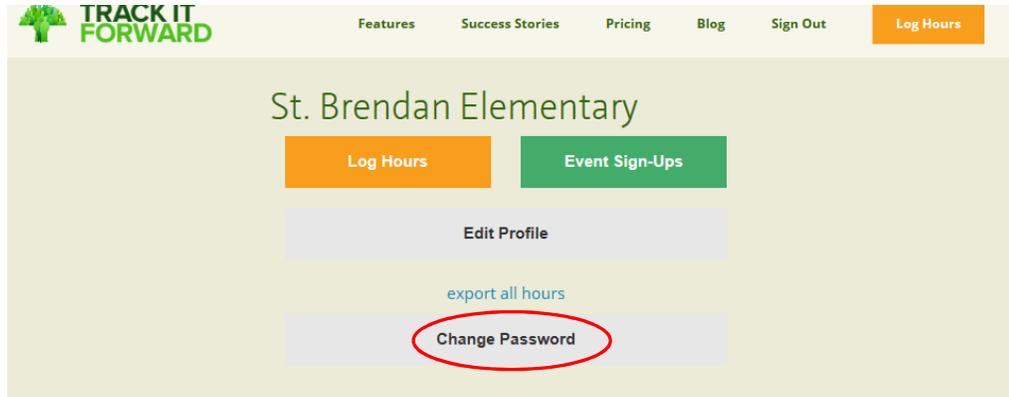
2. Enter the username and password that was provided in the back to school package (for new SBE parents) or use your login information from prior years for existing SBE families.





# ST. BRENDAN ELEMENTARY HOME & SCHOOL

- Once you are signed in, click on the 'Change Password' button.



- Enter your new Password and Confirm it then click the 'Save' button.

**Username: \***  
Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

**E-mail address: \***  
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

To change the current user password, enter the new password in both fields.

**Password:**

**Confirm password:**

**Email settings**

Check this option if you do not wish to receive email messages with graphics and styles

Plaintext email only

**Save** Delete Account

Your password has been successfully changed.



# ST. BRENDAN ELEMENTARY HOME & SCHOOL

## HOW TO SIGN UP FOR EVENTS:

1. An email will be sent from SBE Home & School ([stbrendanhomeandschool@gmail.com](mailto:stbrendanhomeandschool@gmail.com)) or from your class delegates stating that a new volunteer event has been created. This email will have a link to the “Event” click on it and login to the site by entering your username or password.

TRACK IT FORWARD

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Sign In Below

Our Most Recent Volunteer Management Guide

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

Password: \*  
Enter the password that accompanies your username.

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.

Get Your New Volunteers to Stick Around  
[read guide](#)

2. The event page will open up with the name of the event, date of the event, description, and the different shifts or items needed for that event.



## St. Brendan Elementary

[Log Hours](#)

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### Grandparents Day

Thursday, August 23 2018

Help us make Grandparents day special

8:00am - 8:30am	Setup	0 / 2	<a href="#">SIGN UP</a>
8:00am - 10:00am	Guiding	0 / 4	<a href="#">SIGN UP</a>

3. Click the ‘Sign Up’ button for the shift you want to volunteer for. For example, Setup from 8:00am -8:30am. You can sign-up for more than one shift as long as there is space. If you want to sign up for more hours, you can click on the ‘Sign Up’ button for the Setup shift from 8:00am – 8:30am and click on the ‘Sign Up’ button for Pickup from 10:00am – 10:30am as well.



# ST. BRENDAN ELEMENTARY HOME & SCHOOL



## St. Brendan Elementary

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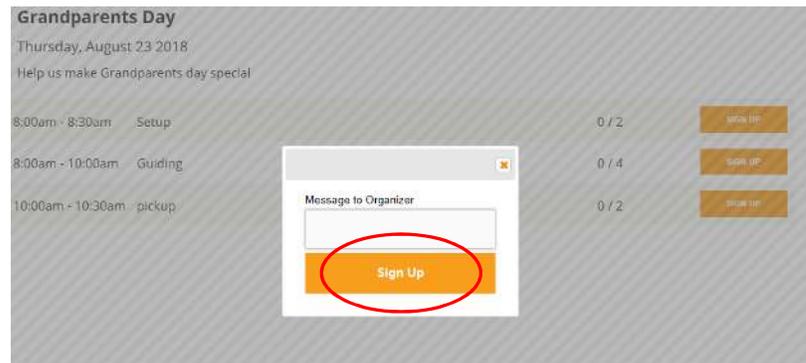
### Grandparents Day

Thursday, August 23 2018

Help us make Grandparents day special

8:00am - 8:30am	Setup	0 / 2	<a href="#">SIGN UP</a>
8:00am - 10:00am	Guiding	0 / 4	<a href="#">SIGN UP</a>
10:00am - 10:30am	pickup	0 / 2	<a href="#">SIGN UP</a>

- When you click on the sign-up button for the spot you want, a pop-up window will appear with a "Message to Organizer" and a Sign Up button. You can leave a message for the organizer if needed, but it is not required. Make sure to click the 'Sign Up' button in order to confirm the shift.



- After clicking Save, you will see the shift you have signed up for as confirmed. An email will also be sent to you confirming your spot. After this, the browser can be closed.



# ST. BRENDAN ELEMENTARY HOME & SCHOOL



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### Grandparents Day

Thursday, August 23 2018

Help us make Grandparents day special

8:00am - 8:30am	Setup	1 / 2	<b>CONFIRMED</b>
8:00am - 10:00am	Guiding	0 / 4	SIGN UP
10:00am - 10:30am	pickup	0 / 2	SIGN UP

6. You will receive a reminder email two days before the event starts.

## HOW TO VIEW YOUR TOTAL VOLUNTEER HOURS COMPLETED:

1. Go to <https://www.trackitforward.com> and click on 'Sign In'.



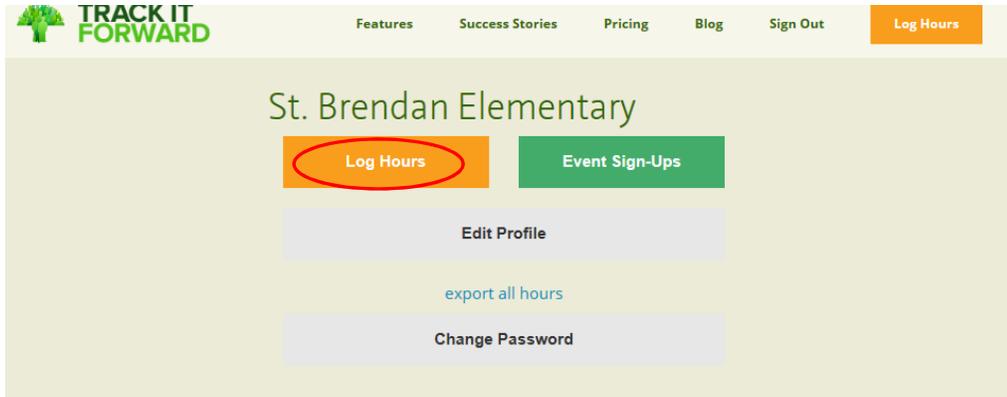
2. Enter the username and password that was provided in the back to school package or from prior year.





# ST. BRENDAN ELEMENTARY HOME & SCHOOL

- Once you sign in click on the 'Log Hours' button.



- This will open the Time Sheet window. On the upper right hand, the completed hours will be displayed. The displayed hours take into account hours done by the other family member. For Example: The mom below has participated in three activities and has a total of six volunteer hours, but the requirements state that ten out of the 20 hours have been completed. This is because the dad has volunteered using his username in other events and has completed four hours, thus bringing the family total to ten hours.

### Log Hours

Hours prefill from an event:  
--Select Hour--

Date Volunteered: Jul 10 2018

Activity:  
--Select Activity--

Notes:

Submit Time

### Timesheet

Requirement: 10/20 hours

Date	Activity	Hours
06/26/18	Father and Daughter dance	2
06/26/18	Father and Daughter dance	2
06/26/18	Father and Daughter dance	2
Total		6
Overall Total		6.00

- The 'Log Hours' area (located on the left side of the timesheet) should only be used for special volunteer opportunities, for example volunteering on Emmaus retreat. The volunteer can enter the hours for these activities here by entering the hours worked and selecting the activity associated with it. These hours will not be accountable until they are reviewed and approved. Proof of participation needs to be provided to a class delegate or home & school representative.



# ST. BRENDAN ELEMENTARY HOME & SCHOOL

Make sure to click on 'Submit Time'. Once the hours are approved they will show up in your time sheet.



## St. Brendan Elementary

Log Hours

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### Log Hours

Hours prefill from an event:

Date Volunteered:

Jul - 7 - 2018 -

Activity:

Volunteer in Emmaus -

Notes:

Volunteer in the Emmaus retreat on July 7. An email has been sent with the letter from the church.

Submit Time

### Timesheet

Requirement: 10/20 hours

Date	Activity	Hours
06/26/18	Father and Daughter dance	2
06/26/18	Father and Daughter dance	2
06/26/18	Father and Daughter dance	2
Total		6
Overall Total		6.00

We hope these instructions are helpful. If you have any questions or need any assistance with anything volunteer hours related, please feel free to reach out to [SBEhours@gmail.com](mailto:SBEhours@gmail.com) and we will be happy to help.



# ST. BRENDAN ELEMENTARY HOME & SCHOOL

Dear Parents,

We are happy to welcome you to the 2019-2020 school year.

Our school depends on our parent volunteers throughout the year. Our Homeroom Delegates are a group of volunteers that are heavily relied upon. If you are interested in becoming a delegate for the 2019-2020 school year, please kindly fill out the attached application and return it to the child's homeroom teacher or turn it into the main office by **Friday, August 23rd**.

As a reminder, all Homeroom Delegates must be in **full compliance** with the Archdiocese of Miami's Safe Environment requirements, which includes current fingerprints, up-to-date Virtus training and bulletins, and a signed Volunteer Pledge form on file.

Below is a brief overview of the responsibilities of a Homeroom Delegate. Please note that there will be two delegates chosen for each class.

**The two delegates per class must:**

- Communicate and coordinate all pertinent activities throughout the year. This will include sending out reminders—via email, phone or notes that go home with the children—about upcoming events, meetings, field trips and the need for donations or volunteers.
- Attend all Homeroom Delegate Meetings (once a month) and share information with parents.
- Be present to volunteer at all the following school-wide events: **Renaissance Festival** on September 21st, **Grandparent's Day** on October 16th, **Harvest Festivities** on October **31st**, **65th Anniversary Gala** on November 23rd, and the **End of the Year Celebration** on May 27th.
- Participate in other school activities with guidance from the Administration and SBE Home & School.
- Organize classroom activities and enrichment opportunities upon teacher's request. This may include planning, shopping for and being present at the classroom event(s).
- Act as a resource by answering questions for parents new to the school or class.
- Promote the work of Home & School within the school and community.

Additional details are included in the attached Homeroom Delegate Application form.

Thank you for your attention and continued support of our school.

With Gratitude,

SBE Home & School