

## How to sign up for Track It Forward

Go to <https://www.trackitforward.com/site/pastorate-of-prince-of-peace-st-francis-de-sales>

Click 'Don't have an account yet? Click here to register' under the big orange 'Sign In' button

Fill in all information

\*Important note: if there are multiple students registering, you must have unique email addresses for each student\*

Record username and password at the bottom of this sheet so you don't forget them!

## How to log hours in Track It Forward

Go to <https://www.trackitforward.com/site/pastorate-of-prince-of-peace-st-francis-de-sales>

Fill in username and password previously set up (and located at the bottom of this sheet)

Click orange 'Sign In' button

Fill in all information located on the left of the screen

Click orange 'Submit Time' button

## Questions about Track It Forward?

Contact Ms. Maddie via email [sfdspopyouthministry@gmail.com](mailto:sfdspopyouthministry@gmail.com) or text her Google Voice 410-417-8639

## My Track It Forward Login Information

Username (email): \_\_\_\_\_

Password: \_\_\_\_\_