



HOW TO LOG FAMILY SERVICE HOURS

With Track it Forward

Visit: <https://www.trackitforward.com/site/st-malachy-catholic-church-and-school>
scan the QR Code or download the Track It Forward App in the app store.

➔ To Create an Account:

- To create an account, you must first visit the website listed above.
- Select "Click here to register"
- Fill out the Questions as they pertain to you
- Parents may create (and/or manage) accounts for their students but students are not required to have their own account. PLEASE NOTE: Middle School and Confirmation Hours DO NOT count towards Family Service Hours and must be logged separately. If a parent and middle school student volunteer together two entries must be made.

➔ To Log Hours:

- Log in to Your account (Create one if it is your first time logging in)
- Select how many hours you volunteered and assign which requirements they go to (Family Service, Middle School, or Confirmation)
- Leave a brief description of the work done and the name of the volunteer(s)
 - NOTE: Middle School and Confirmation Hours DO NOT count towards family Service Hours and must be logged separately. If a parent and middle school student volunteer together two entries must be made.
- Click Submit - hours will then be sent to a supervisor for approval

➔ To Check How Many Hours You Have Logged:

- On the website, click "log hours." The right side will show how many *approved* hours you have logged so far and how close you are to your requirements.
- On the app, click "Milestones" to see how many *approved* hours you have logged and how close to your requirements

➔ To Find Volunteer Opportunities:

- Once logged in to the website or app, click "Events."
- RSVP to the event and time slot you would like to volunteer for
- After volunteering, you will need to log back in to submit your hours

