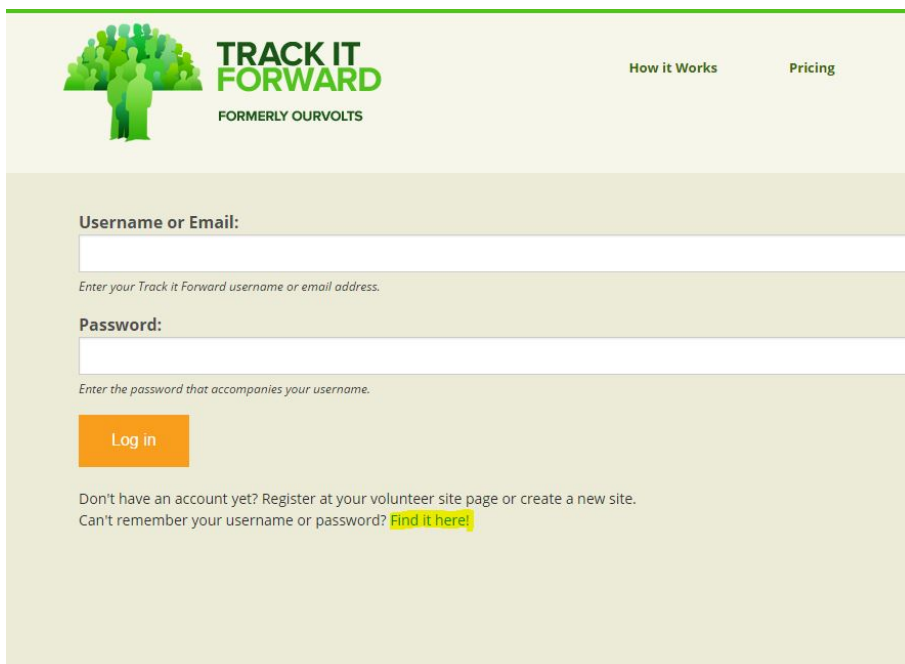


# Track It Forward Instructions

*for Signing Up for Volunteer Opportunities and Recording Volunteer Hours*



In any browser, go to [www.trackitforward.com](http://www.trackitforward.com) and select “Sign In” at the top right of the page. Then, sign in using the username and password you have previously created. Parents who are new to CDT will receive an invitation to create an account in Track It Forward from the email [do-not-respond@trackitforward.com](mailto:do-not-respond@trackitforward.com) a day or two following the New Parent Meeting. If you do not receive an invitation, check your spam and then email [tannerdance@utah.edu](mailto:tannerdance@utah.edu) to have the office re-send it. If you are not new to CDT but have never logged into Track It Forward before, email [tannerdance@utah.edu](mailto:tannerdance@utah.edu) to ask the office to send you an invitation.



If you can't remember your name or password, click on the highlighted link on the login page. It will ask for your email and send you a link to reset your password.



## Tanner Dance

Log Hours

Edit Profile

Change Password

all hours logged  
export all hours logged

The first page you encounter after logging in allows you to edit your profile, change your password, and view your total hours logged for the year. If you'd like to get back to this page after logging hours, you may select "Account" at the top right of the page.

Select "Log Hours" to record hours or view volunteer opportunities.



## Tanner Dance

### Log Hours

Hours:

Date Volunteered:

Activity:

Food and Supplies:

Notes:

Submit Time

### Timesheet

<< Jan 01 2016 - Dec 31 2016 >>

Requirement: 0/20 hours

Once you log hours, they'll appear here!

### About

Tanner Dance creates worthwhile human beings...one dancer at a time.

To log hours, select number of hours, the date you volunteered those hours, the volunteer activity you completed, any food and supplies you contributed (if applicable), and any other notes you'd like to share with Tanner Dance. The 20 hour CDT volunteer requirement renews September 1 of each year, so the hours you have previously entered will go back to 0 on that day.

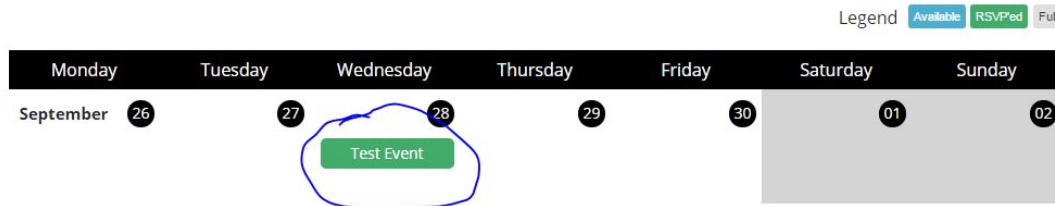
You may ignore the “Charts” tab and select the “Event Sign-Ups” tab to view upcoming volunteer opportunities. Upcoming opportunities are also sent out in the CDT eNEWS with a link to specific Event Sign-Ups.



## Tanner Dance

[Log Hours](#)   [Charts](#)   [Event Sign-ups](#)   [Account](#)

### Upcoming Events



### Past Events

Saturday, June 25, 2016  
[Arts Festival Carpool Drivers](#)

Tuesday, June 21, 2016  
[Sandy Monitors](#)

Look on the calendar to find any upcoming events, and then click the link.



## Tanner Dance

[Log Hours](#)   [Charts](#)   [Event Sign-ups](#)   [Account](#)

### Test Event

Wednesday, September 28 2016

This is a test event to allow families to practice using the system. No volunteer hours are offered for signing-up for this event.

6:00am - 7:00am	+ Test Event	0 / 1	SIGN UP
7:00am - 8:00am	+ Test Event	+ 1 / 40	CONFIRMED
8:00am - 9:00am	+ Test Event	0	SIGN UP

Click on the “+” signs to learn more about each opportunity. The highlighted numbers show how many volunteers have already signed up for the event over how many total volunteers are needed. If it shows only one number, it means that an unlimited number of volunteers can sign-up for the event. Sign up using the orange “Sign Up” buttons. If you signed up for one slot and would like to sign up for a second (if it, for example, involves donating food or supplies), click on the green “Confirmed” button and it will allow you to sign up again. Once you sign-up, Track It Forward will send you confirmation emails immediately after signing up, two days before the event is scheduled to take place, and after the event has finished to remind you to record those hours.

To log out of your account, select the “Account” link at the top right of the page and then select “Sign Out”.

Feel free to reach out with questions!

[tannerdance@utah.edu](mailto:tannerdance@utah.edu) or 801-581-7374