TRACK IT FORWARD (TIF)

West Shore's system for tracking
Parent Volunteer Hours (PVH) & Events

THINGS TO KNOW

HOW MANY PARENT VOLUNTEER HOURS (PVH) DO I NEED A YEAR? 20

WHAT COUNTS AS PVH?

SCAN THE QR CODE BELOW TO TAKE YOU TO THE PTA WEBSITE FOR FURTHER INFORMATION

THE HOURS YOU PARTICIPATE IN MUST DIRECTLY AFFECT WS & OUR PARTNER SCHOOLS

VOLUNTEERING FOR CLUB SPORTS DOES NOT COUNT AS PVH

ALL PVH OPPORTUNITIES WILL BE COMMUNICATED THROUGH FOCUS EMAIL AND/OR TEXT MESSAGING AND WILL BE CLEARLY COMMUNICATED IF THE OPPORTUNITY IS FOR PARENTS OR STUDENTS.

PARENT VOLUNTEER OPPORTUNITY

STUDENT COMMUNITY SERVICE OPPORTUNITY

WELCOME TO TIF

New families will receive an email invitation asking to activate your Track it Forward Account. Please check your trash/spam folders as well if you do not see the invite in your inbox.

Once you have activated your account you can visit TrackitForward.com or you can download the Track it Forward app to your mobile device.

If you did not receive an invitation, please let Mrs. Morin know at Morin.Kimberly@brevardschools.org.

West Shore has set up your account using the primary contact listed in FOCUS. Should you need a separate account, please contact Mrs. Morin. We will review these requests on a case-by-case basis.

HOW DO I KNOW WHEN THERE ARE PARENT VOLUNTEER OPPORTUNITIES?

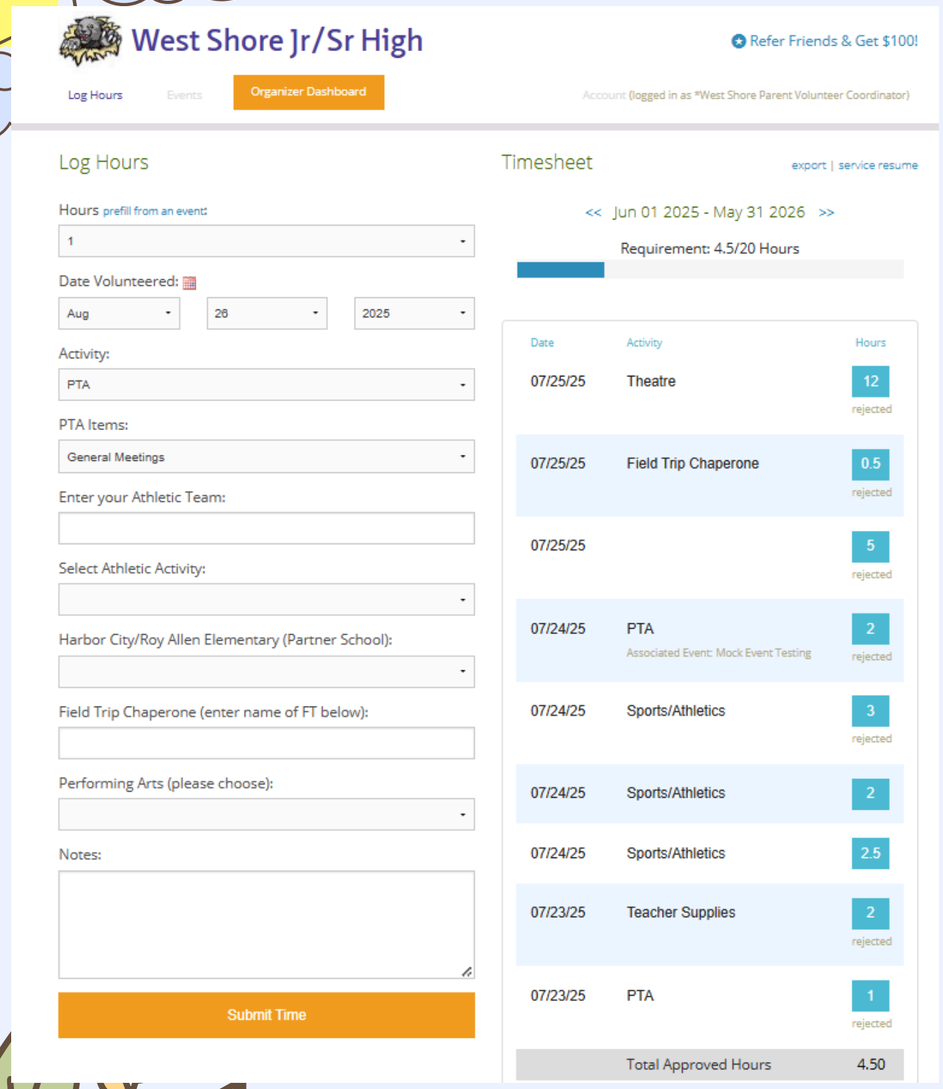
You will receive a message (email/text) through FOCUS.

Option 1:
Go to the West Shore Website click
Volunteer Opportunities.

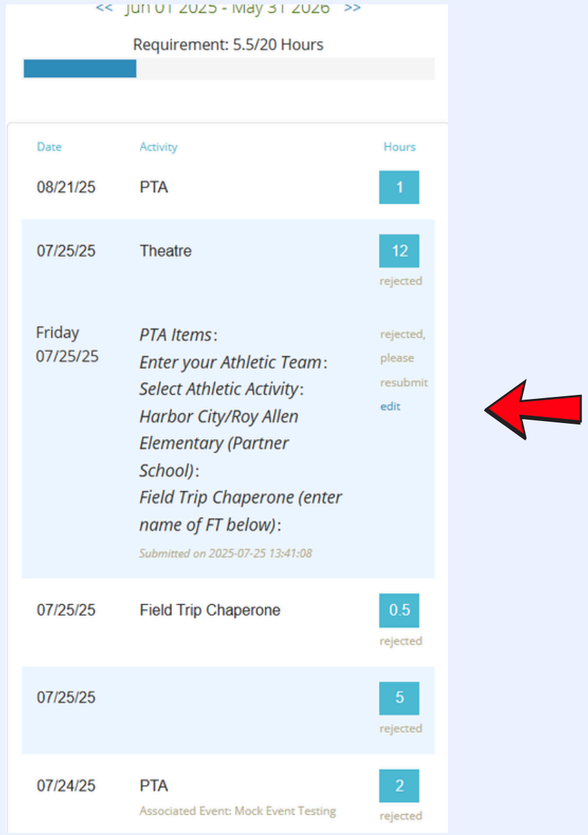
Option 2:
Go to your TIF account/app and view the Events Section.

Your TIF account MUST be activated before you can sign up for an event.

LOGGING HOURS WEB BASED

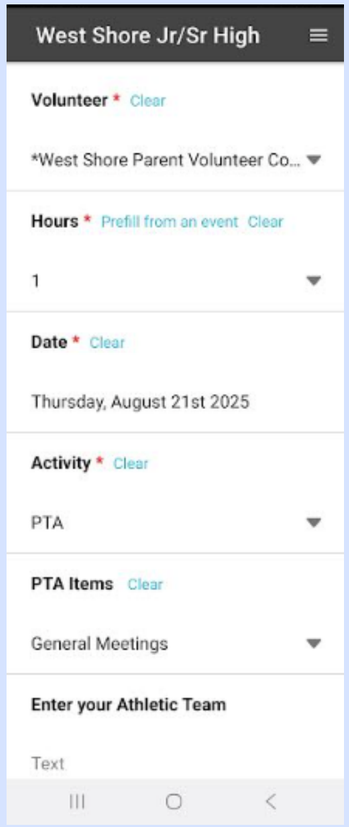


- Log your hours
- Edit your entries
- View your Time Sheet

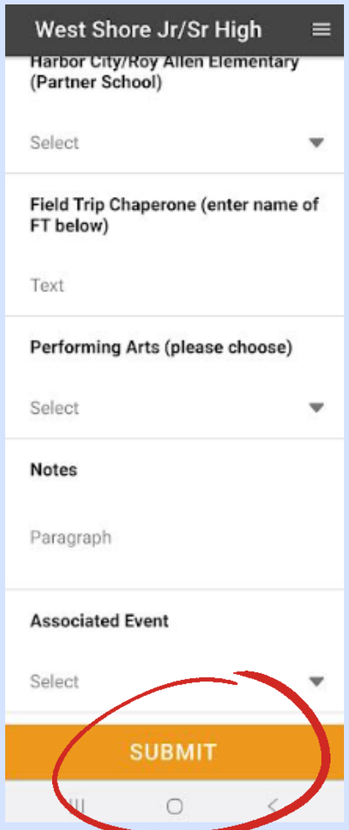


LOGGING HOURS WITH THE APP

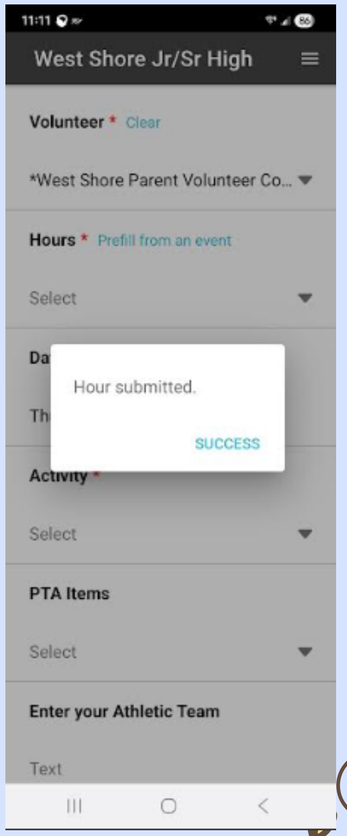
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2



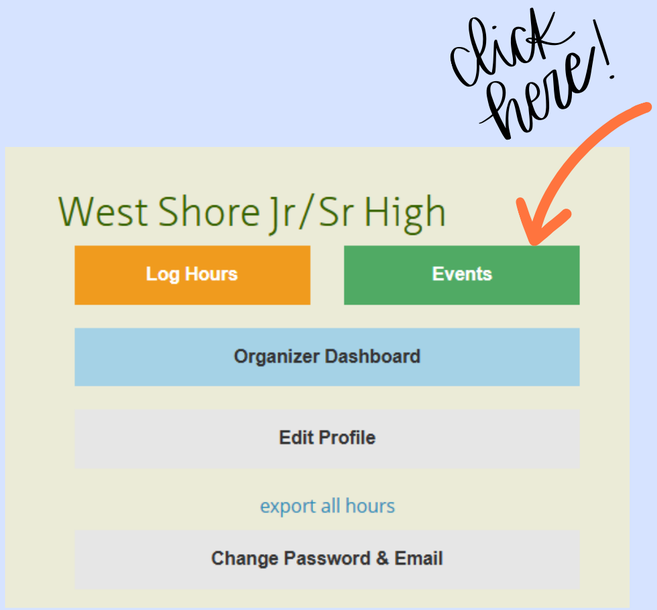
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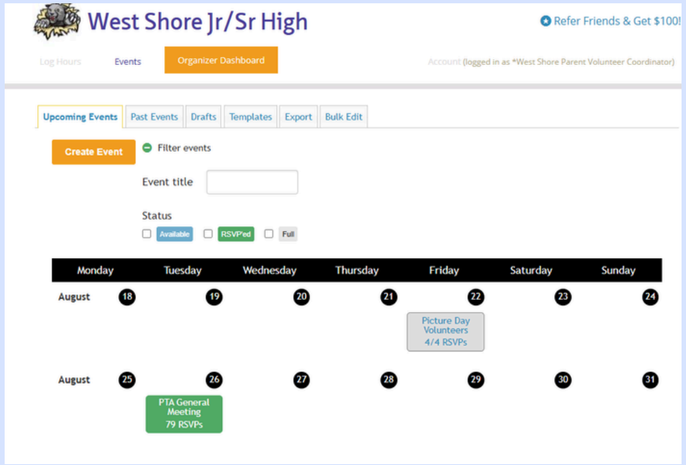


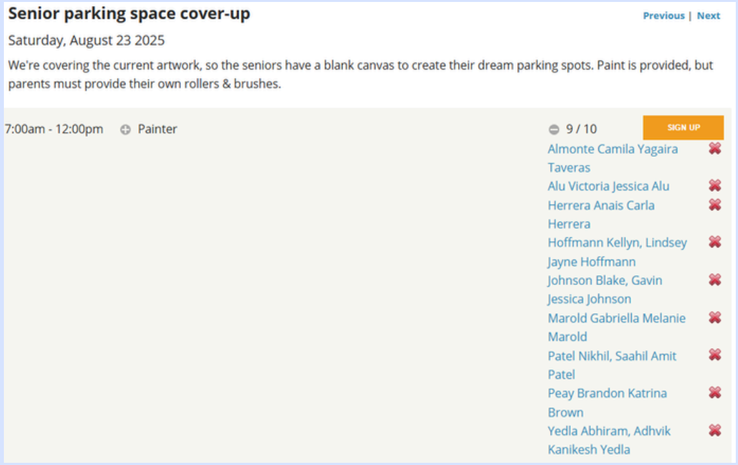
HOW DO I CHECK EVENT SHIFT AVAILABILITY... AND SIGN UP?

View upcoming activities and register for an open spot.

WEB VERSION



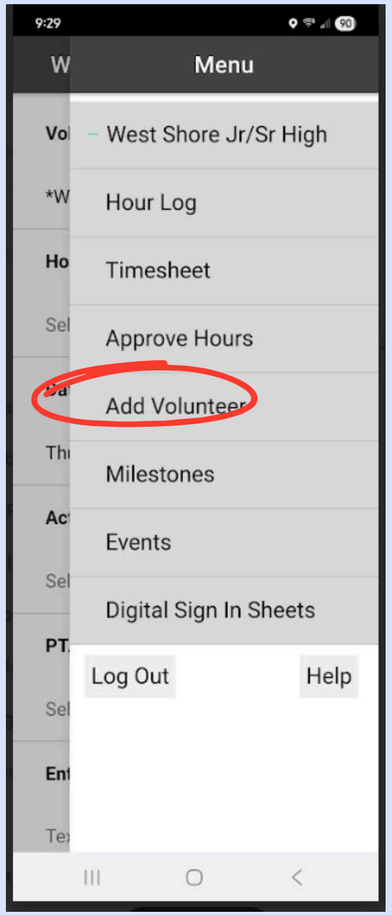


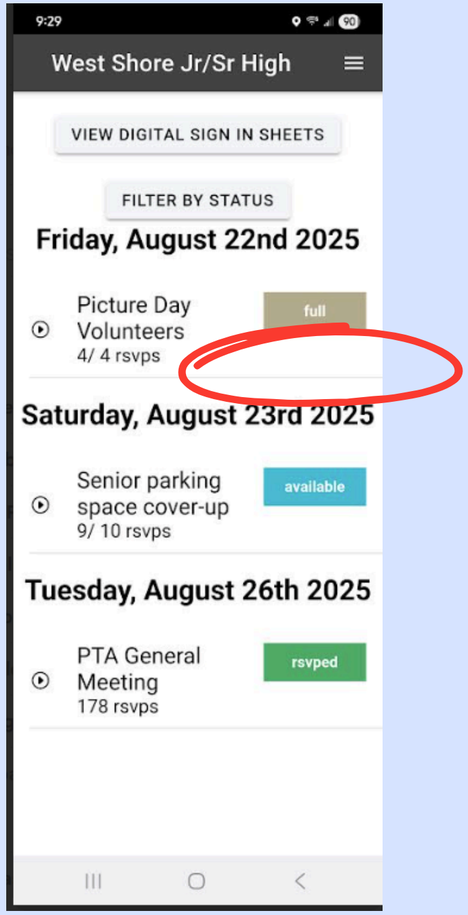


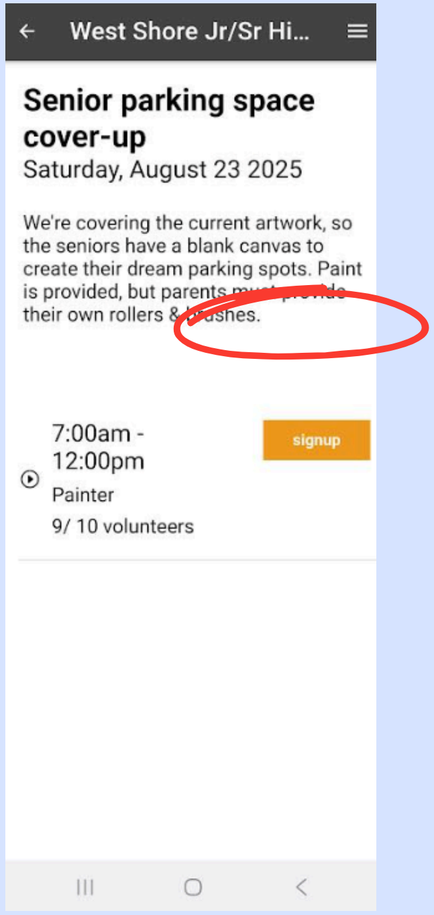
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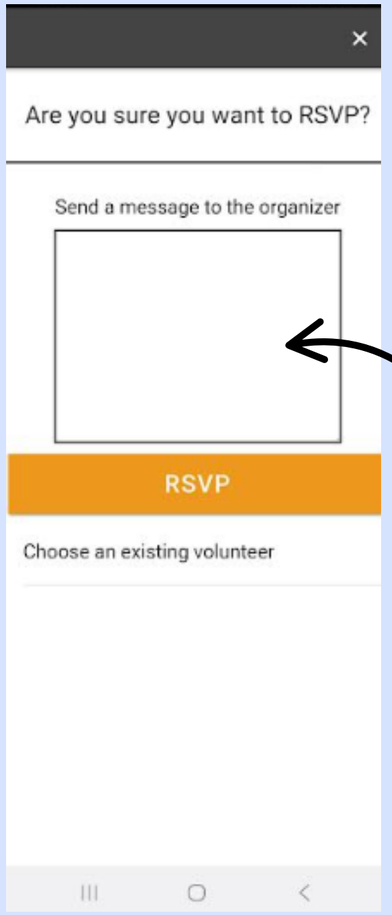
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APP VERSION

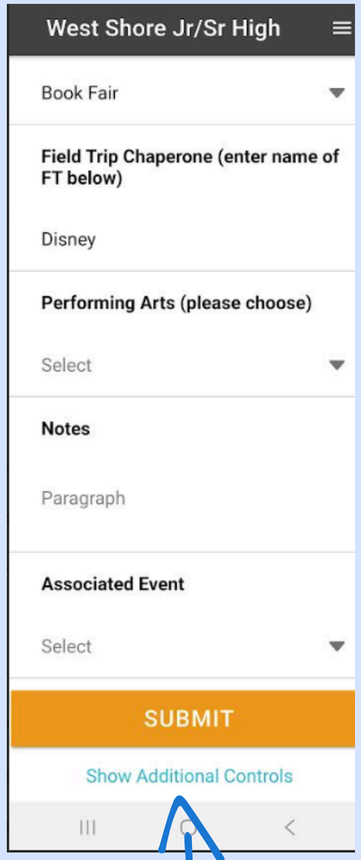


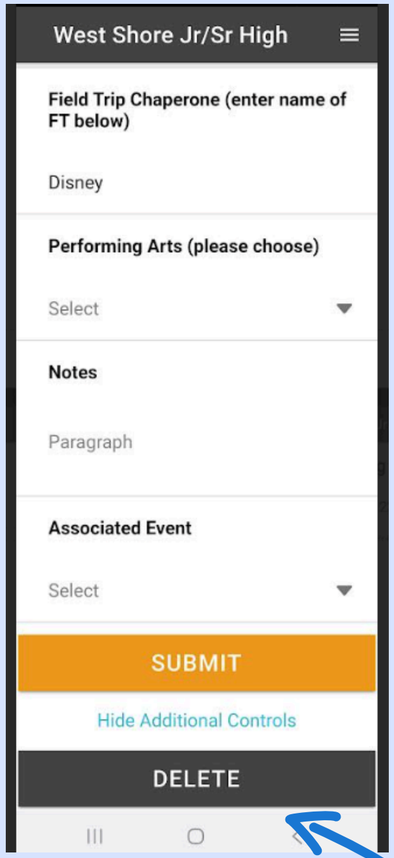






EDIT & DELETE ENTRIES









THINGS TO REMEMBER

- Track it Forward allows parents to digitally enter their hours and sign up for events.
- All hours are verified before they are approved.
- Please be sure to sign up & show up. When volunteers are a “No Show” it can alter the success of the event.
- If you are unable to attend the event you signed up for, please cancel your RSVP so other families can sign up for the event.
- Sign-In at events (especially our partner schools). Harbor City & Roy Allen send us those sign-in sheets to verify your hours.
- Label ALL your donations to receive credit for them. Example: Student Name/Event Name.



Any ???

Visit trackitforward.com and click “help” to view how-to guides and videos.

If you still have questions please contact Mrs. Morin.
Morin.Kimberly@Brevardschools.org