

In order to familiarize yourself with Track It Forward prior to your training session, please sign in to Track It Forward and read the following Track It Forward Help Library articles:

<https://track-it-forward.groovehq.com/help/creating-an-event-2>

<https://track-it-forward.groovehq.com/help/approving-hours>

scroll down to “**If You Are An Approver/Field Approver**” instructions

<https://track-it-forward.groovehq.com/help/general-overview-of-sign-in-kiosk>

<https://track-it-forward.groovehq.com/help/how-to-use-the-sign-in-kiosk>

<https://track-it-forward.groovehq.com/help/volunteer-faq>

please read all Volunteer FAQ articles

During your training, we will cover creating events, signing volunteers in, approving hours and entering hours. While these are new processes to the SFHS Parent Participation Program, they are very simple and easy to learn.

Please note that once the 2019-2020 school year commences, the only way to accrue Family Service Hours will be through Track It Forward. We will not accept paper sign-in sheets, nor will any SFHS organization be permitted to use Sign-Up Genius for any SFHS event.