SIYC VIP Hours Application – User Instructions v.7

You report your VIP hours worked using a mobile app or web browser. Many find the mobile app more convenient. It keeps a record of your entries and shows you progress towards your annual requirement just like the web version.

Being cloud-based, the mobile app will work wherever you have a data connection.

Note: You are expected to fulfill your hourly requirement to the committee(s) you are assigned to although the web site or mobile app will let you select another committee to report.

Getting Started

You log-in through a web browser or the mobile app. Most folks tend to use the mobile app only for its ease of use. To download the app for Android or Apple devices, click the link below, or search 'Track It Forward' from your app portal - the application icon looks like a tree.

Android: https://play.google.com/store/apps/details?id=com.ourvolts.track&hl=en

Apple: https://itunes.apple.com/us/app/volunteer-time-tracking/id821890515?mt=8

To access the website from a browser - http://www.trackitforward.com/site/siyc

Logging-in

Your account has been set up using the email address on file as your user name and a default password based on your member number (see below).

Note: Your default password is the same as used for the member area on our web site – 4 letters, lowercase (siyc) followed by your 4-digit member number (including zeros).

*So – **siyc0###** where ### is your member number. The password is case-sensitive.*

Entering Hours

On the mobile app, the first screen you see is the hours entry form. Simply enter in your hours, the date you performed the work, committee name and any notes that will help the committee chair know what you did. Click SUBMIT. Done!

From the website, click the orange button ' **Log Hours'**.

Use the drop downs on the left to enter your **Hours**, the **Date** you did the work and the **Committee** you worked for.

Use the **Notes** field to enter any information about the work you performed to inform the committee head.

When finished click the orange **Submit Time** button - That's it!

Once you've entered hours the timesheet section to the right will show your progress towards the requirement.

What Happens Next?

Once you submit hours, you'll receive an email confirmation to the e-mail address you're registered with. Your hours also appear in the **Timesheet** section of your **Log Hours** page on

the website. New hours are flagged as 'Pending' until they are reviewed and approved by the committee. Once approved, they post to your account and will be added to the total shown on your progress bar.

On the mobile app, click the menu in the upper right and choose **Timesheet** to see the hours you've entered this season.

Monitoring Progress

The number of hours required for the season is based on your membership classification as defined in our bylaws. Your progress towards this requirement is represented by the progress bar graphic in the **Timesheet** section on the website.

On the mobile app, click the menu in the upper right and choose **Milestones** to see your progress.

Very easy to monitor progress and see when you're getting close.

Note: Progress shown for family memberships indicates the total contribution of both members associated with the account.

Correcting/Deleting an Entry

Your hours entries appear in the Timesheet section. If your hours have not been approved yet, they will show as 'Pending'. While pending you can still make changes. Click on the entry and you'll see the word 'edit' in blue. Click that text and make any changes followed by SAVE. You can also delete the entry completely by clicking DELETE at the bottom.

Switching Users

For family memberships where two people will enter hours on the same computer it's necessary to sign out of the application and back in as the other user in order to credit the correct person.

To do that - from your Log Hours page click the 'Account' text in the upper right. Then click the 'Sign-out' text and sign-in with your second account email and password.

We hope you find this application useful. If everyone does their part it should help us run the club more efficiently while simplifying the reporting process for all.

If you need assistance, contact Lois Schneider – Lois100@aol.com