



FAMILY SERVICE HOURS

MADE EASY WITH



**TRACK IT
FORWARD**

Every TCCS family
receives an email
invite to sign up



TRACK IT FORWARD

how to get started

1



SET YOUR TIF PASSWORD

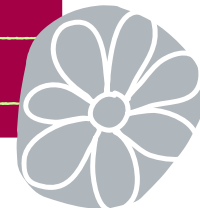
Once you receive your email invite from TIF, click the link to log in to set your password.



2

SEARCH FOR SERVICE OPPORTUNITIES

From the Dashboard, click on **EVENTS** to search for volunteer opportunities across campus.



3



SIGN UP!

Signing Up is as simple as clicking "Sign Up" on the desired time slot. That's it! You're scheduled!



4

CHECK IN

When you arrive on campus, please check in at the front desk (or with the coordinator if it's after hours). You'll be marked as "arrived" and given your name tag.



5



SERVE

Fullfill your Family Service Hours obligations, meet other parents, have fun and then split! No need to check out!



6



SIT BACK & RELAX

Family Service Hours are automatically assigned to your TIF profile. No additional steps are necessary.



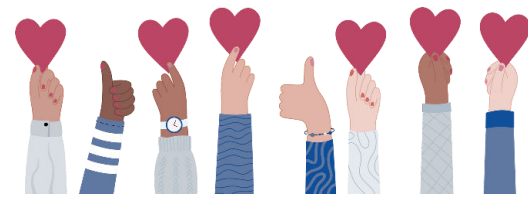


Great Tips For Using TRACK IT FORWARD

1

Use the EVENTS link to sign up for Family Service Hour opportunities

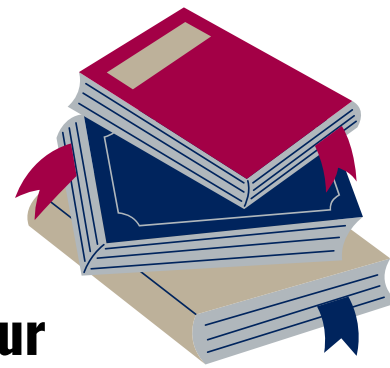
It is our goal to have all service opportunities (classroom help, athletics, events, general help, etc) listed under the EVENTS link. The LOG HOURS link should only be used when you're directed to by a TCCS staff member (for example, you came to an event as a guest but ended up staying to help clean up).



2

Check Your Hours

From the Dashboard, click "Log Hours" and your timesheet will show on the right side of the page, listing the hours you've volunteered for, and how close your family is to your goal of 30 hours



3

Run A Report to View Hour Data

From the Dashboard, click "Export All Hours" to see your hours via chart. You have the option to change the desired timeframe as well.



4



Update Email Subscriptions

To change the type of emails you receive from TIF, click on Edit Profile from the Dashboard. Then click on the Notifications tab to see the options available. Check (or uncheck) boxes to update preferences

5

There's an App for That!

Download the TIF App from the App Store or the Google Play Store by searching "Track it Forward". You will need to use the same username/password as the desktop program, so be sure to set that up before downloading the app



6

Need Help?



This program is designed to make the Family Service Hours process easy and worry-free. We want to make sure everyone is comfortable with the program! If you have any questions, feel free to browse the help section of the TIF website, OR contact Jen Rehberg (jen.rehberg@tccs.org)



[How it Works](#)

[Who it's For](#)

[Pricing](#)

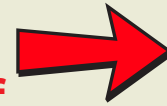
[Help](#)

[About Us](#)

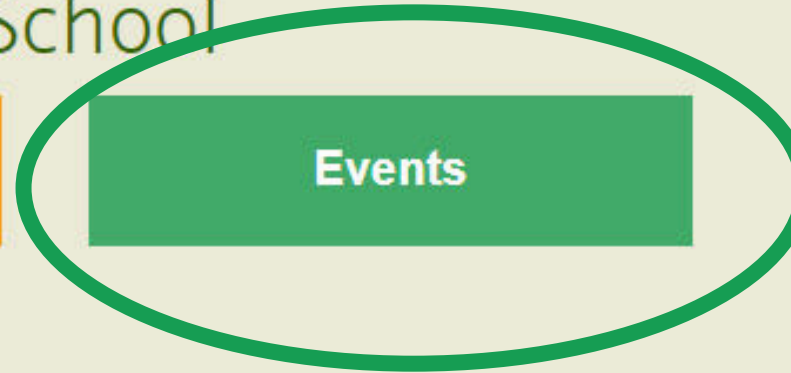
[My Account](#)

Tri City Christian School

Please do not add hours here unless instructed to do so by TCCS staff



~~Log Hours~~



Events



Click here for available volunteer opportunities; hours are automatically logged - no need to enter them.

Edit Profile

[export all hours](#)

Change Password & Email

Logged in as john.eagle@tccs.com

[Sign Out](#)

