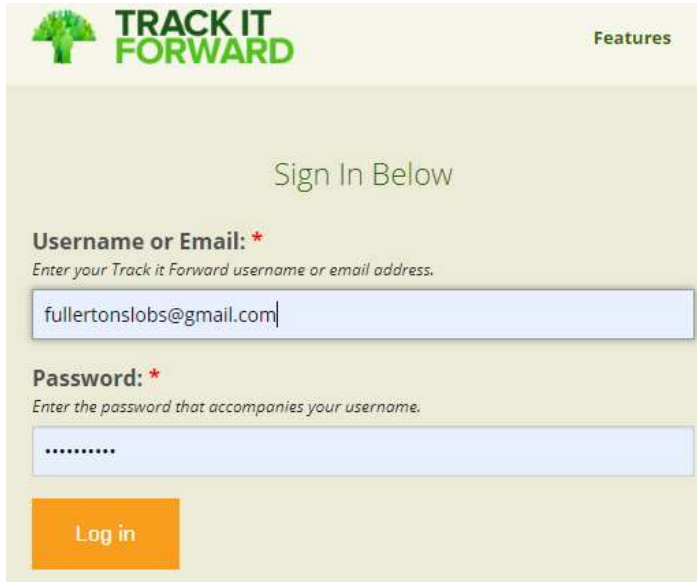


VOLUNTEER COORDINATOR INSTRUCTIONS – VIEWING & USING EVENT SIGNUPS DETAILS

Once the VP Communications has posted an event to the Track it Forward (TIF) calendar, Volunteer Coordinators (VC's) can use the TIF website to make edits, view signups, message attendees, and print rosters. VC's must be logged into the TIF site in order to view their event details and functions.

****If you log into TIF and still cannot see your event details, then please contact the VP Communications to have your permissions checked and/or updated to the "Reporter" role.**

1. From the Track It Forward Login Page:
<http://www.trackitforward.com/user/login>
enter your email or user ID & password



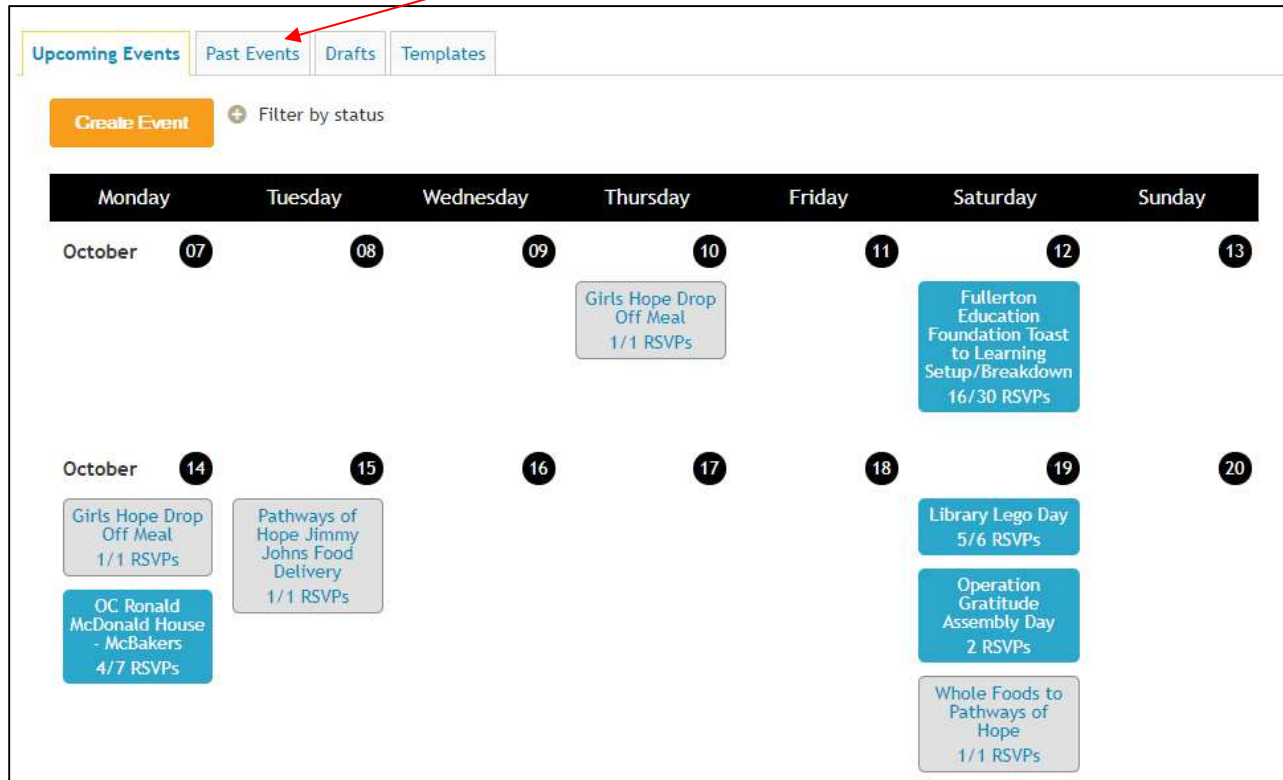
The screenshot shows the Track It Forward login page. At the top left is the logo with a tree icon and the text "TRACK IT FORWARD". To the right is a "Features" link. The main heading is "Sign In Below". There are two input fields: "Username or Email:" with a red asterisk and a subtext "Enter your Track it Forward username or email address." containing the email "fullertonslobs@gmail.com"; and "Password:" with a red asterisk and a subtext "Enter the password that accompanies your username." containing a masked password ".....". Below the fields is an orange "Log in" button.

2. From the main dashboard, click **Events**



The screenshot shows the main dashboard for the Fullerton Service League of Boys. The title "Fullerton Service League of Boys" is at the top. Below it are several buttons: an orange "Log Hours" button, a green "Events" button, a light blue "Organizer Dashboard" button, a light grey "Edit Profile" button, a light blue "export all hours" link, and a light grey "Change Password & Email" button.

- You will be taken to the master calendar of events. You can scroll through the calendar to see all upcoming events, or click the tab to access Past Events.



- Click on an event to access the description and signup details.

OC Pumpkin Run Packet Assembly

Thursday, October 24 2019

Help assemble packets for the OC Pumpkin Run racers at the OC United Fullerton headquarters.

Location: 436 W Commonwealth Ave., Fullerton, 92832

On-site Contact: Jay Williams, 714-875-4069
SLOBs Volunteer Coordinator: Lanette Lidyoff, 714-732-2063

Dress Code: Blue or White SLOBs t-shirt

Minimum Hours Earned: Expect to work full 3 hour shift. If shift ends early, minimum of 2 hours earned / round to the nearest 1/2 hour

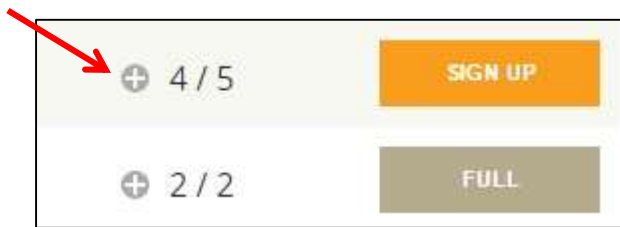
Log Hours Under: OC United

3:30pm - 6:30pm Adult/Youth Volunteer + 5 / 10 [SIGN UP](#)

- When you are viewing the details of an upcoming or past event, you will see a button next to the list of shifts that will either read "SIGN UP" or "FULL"



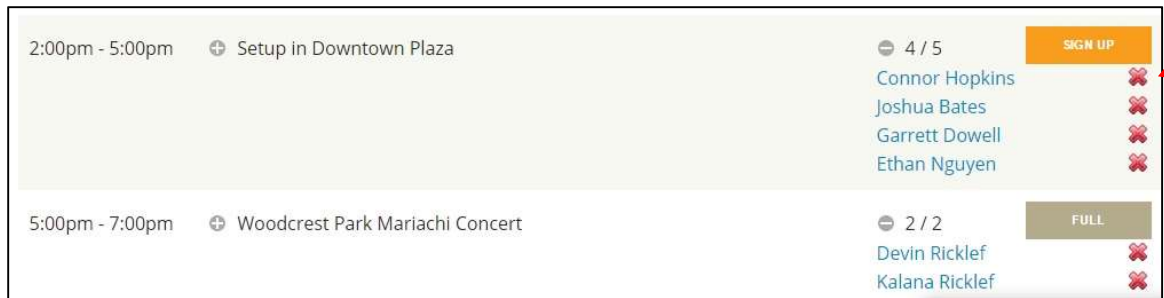
6. If someone has already signed up or if the event is “full,” there will be a + button that allows you to expand the view and see the signups:



7. Click on the + button to view the list of signups:



8. This is also where you may also use the X buttons to remove attendees:



9. Finally, you can use the menu at the bottom of the event screen to take actions, such as editing, emailing attendees, printing rosters, etc.

Manage	Volunteers	Print
Edit	Invite	Roster
Duplicate	Email Attendees	Sign-In Sheet
Bulk Duplicate	Verify Hours	Export