

## Accessing the Track It Forward Program:

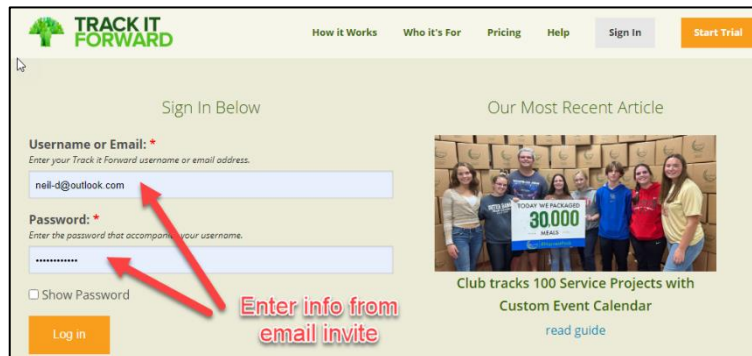
Enter <https://trackitforward.com> in your url.

### Log into the site

- You will see the screen to the right.
- Click on the “Sign In” button to move to the next screen.

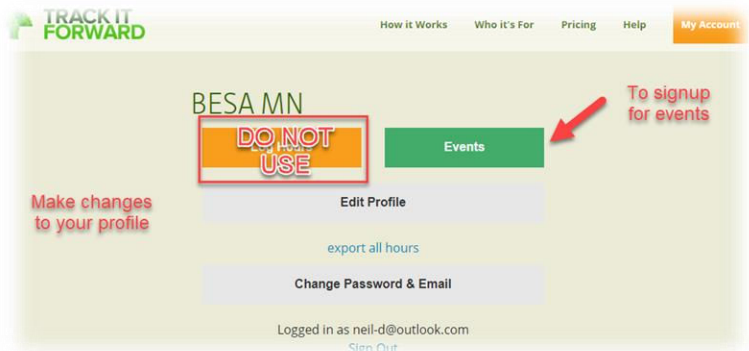


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- Enter your email address.
- Enter your password. The default password is your email address.



### Signing up for events

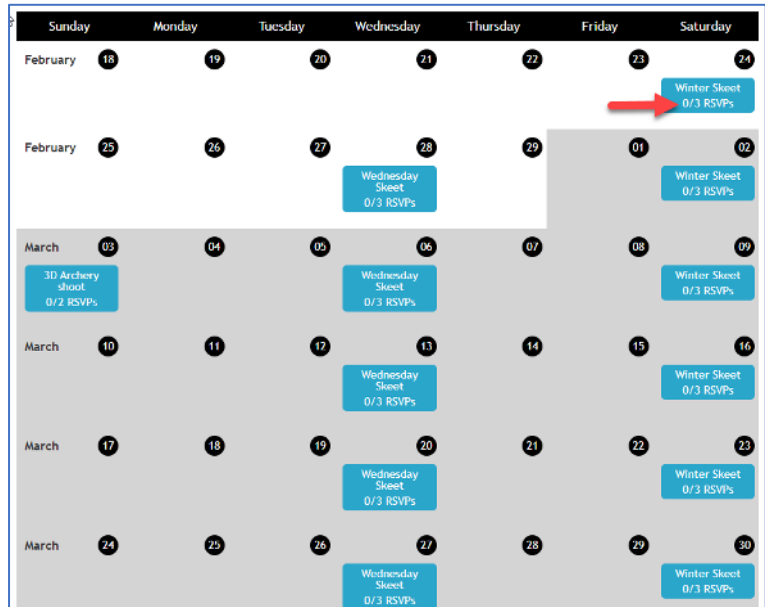
- Click on the “Events” button
- Do not use the “Log Hours” button. (Information entered using this button will be deleted.)



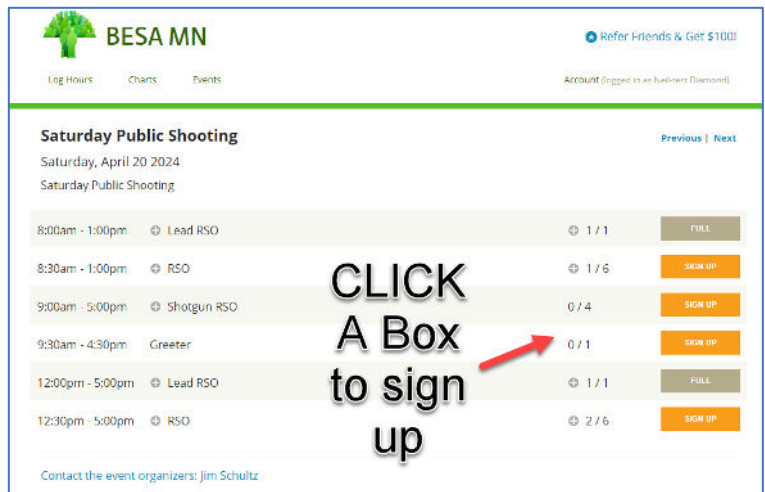
Track It Forward Documentation  
Scroll to the event to access signup.

Note each event indicates how many open slots are available. The key is Open/total slots.

Click on the event you want sign up for.

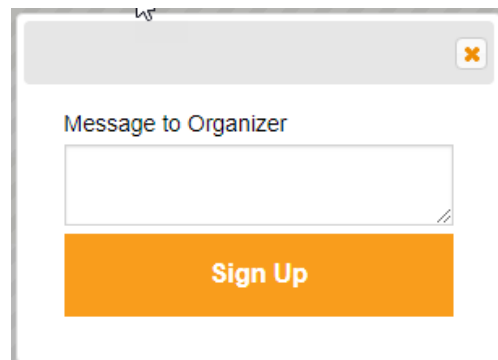


Events may have multiple slot types available.  
They will be listed as the example to the right indicates.  
Click on the position you desire.



You will get this screen  
Click on the "Sign Up" Button

Enter message is optional

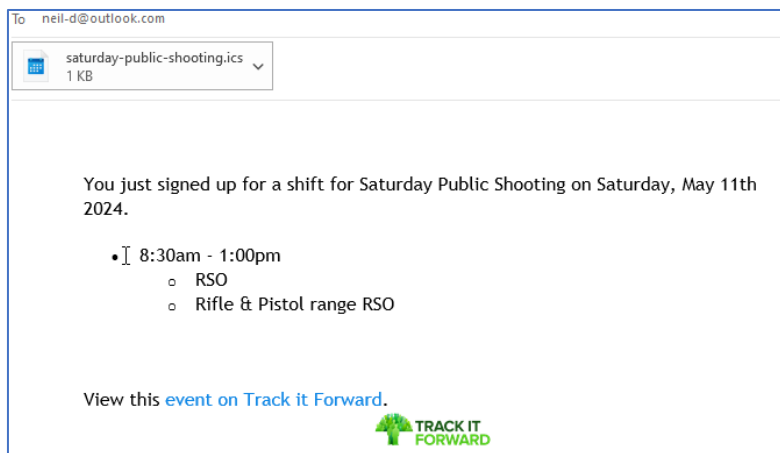


You will get the next screen.  
Confirming your sign up slot.

Saturday Public Shooting				<a href="#">Previous</a>   <a href="#">Next</a>
Saturday, May 11 2024				
Saturday Public Shooting				
8:00am - 1:00pm	Lead RSO	1 / 1	FULL	
8:30am - 1:00pm	RSO	1 / 6	CONFIRMED	
9:00am - 5:00pm	Shotgun RSO	0 / 4	SIGN UP	
9:30am - 4:30pm	Greeter	0 / 1	SIGN UP	
12:00pm - 5:00pm	Lead RSO	0 / 1	SIGN UP	
12:30pm - 5:00pm	RSO	0 / 6	SIGN UP	

You will also get an email looking like this.

Note there is an attachment for adding this to your calendar. Download to use.



You will receive a reminder 2 Days before your assigned time slot  
The orientation will start promptly at the time listed. Please arrive at least 15 minutes before this time.

End of registering for time slot

## Track It Forward Documentation

### CHECKING your Worked Hours

From most screens you can click on the Log Hours Button

On the right you will see X/8 Hours. The X will represent the number of work hours that have been validated.

The validation does not happen automatically. This process is triggered by the work leader submitting the pink work slip to (Jim's) team.

You should get a White and Yellow work slip when you complete your work time from the project leader. You will need the white slip at the end of the year if there is a discrepancy in logged hours.

The screenshot shows the BESA MN interface. At the top left is the BESA MN logo with a tree icon. Below it are navigation links: Log Hours, Charts, and Events. A red arrow points to the Log Hours link with the text "CLICK on 'Log Hours to bring up this screen'". On the top right, there is a "Refer Friends & Get \$100!" link and an "Account (logged in as Neil-test)" link. The main content area is split into two sections: "Log Hours" and "Timesheet". The "Log Hours" section contains a form with fields for "Hours:" (a dropdown menu), "Date Volunteered:" (a date picker set to Feb 20, 2024), "Activity:" (a dropdown menu), and "Notes:". A large red "DO NOT USE" watermark is overlaid on this form. At the bottom of the form is a yellow "Submit Time" button. The "Timesheet" section shows a date range "Jan 01 2024 - Dec 31 2024" and a "Requirement: 0/8 Hours" with a red arrow pointing to it and the text "Once you log hours, they'll appear here!".

## Changing your Profile Information

From most screens click on the "account" button.

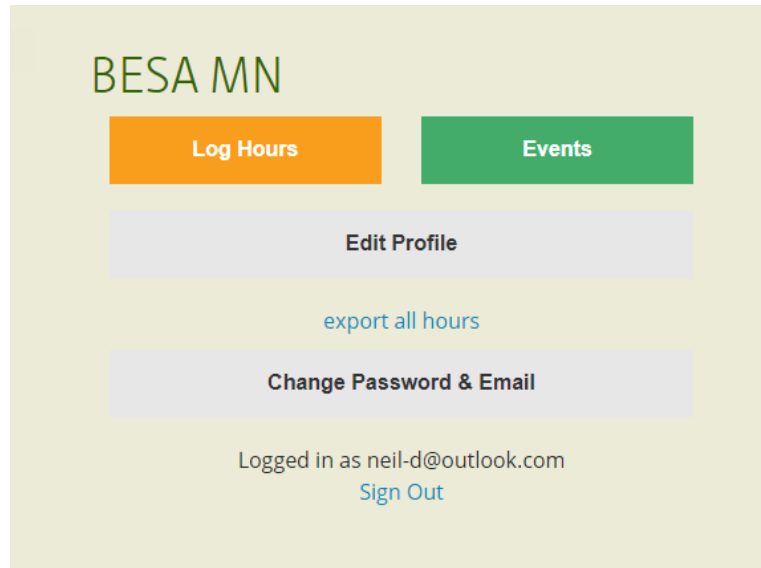
The screenshot shows the top header of the BESA MN interface. It includes the BESA MN logo with a tree icon, navigation links for Log Hours, Charts, and Events, and a "Refer Friends & Get \$100!" link. A red arrow points to the "Account (logged in as Neil-test Diamond)" link with the text "Click on account to get to main screen".

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That will bring up the Main Screen.  
From this screen you can choose the type of changes you want to make.

### Edit Profile

- Possible Changes to your contact information
  - Change Password
  - Customize your user name
  - Change your email address.
  - You will need to inform Membership of any changes to email address or phone number.



Profile Notifications Remove from Site

**First Name: \***  
Neil-test

**Last Name: \***  
Diamond

**Phone Number:**  
6127604006

**Volunteer Type:**  
- Sel **DO NOT CHANGE**

**Badge Number:**

Account information

**Username: \***  
Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.  
Neil-Test create login user name

**E-mail address: \***  
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.  
neil.d@outlook.com

**Password:**  
To change the current user password, enter the new password in this field.

**Confirm password:**

Show Password

**You need to advise Membership Administrator if you change your email. The Member profile**

### Sign out Procedure

Click on the "My Account" button.



Then click on Sign Out

## CHANGE Your Password, when forgotten

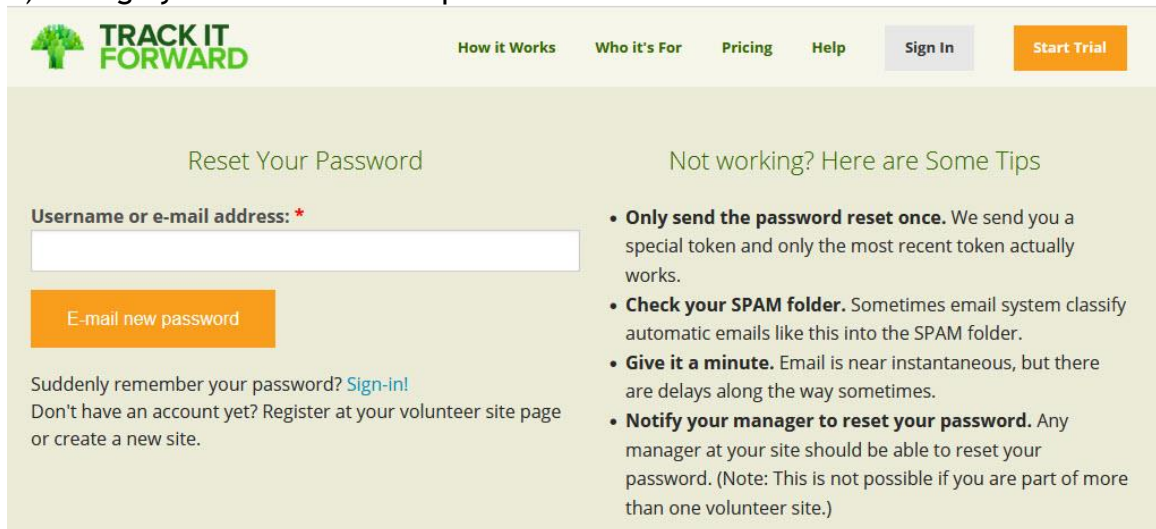
You can Reset your password if you forget yours by clicking on the link below.

- 1) [Click on this link](#) to automatically login
- 2) Change your password

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If for some reason the above link does not work, please do the following:

- 1) Go to <http://www.trackitforward.com/user/password>
- 2) Enter your email address and we'll send you a new link
- 3) Check your email and click on the link
- 4) Change your username and password



The screenshot shows the 'Reset Your Password' page on the Track It Forward website. The page has a light green background and a navigation bar at the top with links for 'How it Works', 'Who it's For', 'Pricing', 'Help', 'Sign In', and 'Start Trial'. The main content area is divided into two columns. The left column is titled 'Reset Your Password' and contains a form with a text input field labeled 'Username or e-mail address: \*' and an orange button labeled 'E-mail new password'. Below the form, there are links for 'Sign-in!' and a registration link. The right column is titled 'Not working? Here are Some Tips' and contains a list of three tips: 'Only send the password reset once', 'Check your SPAM folder', and 'Give it a minute'. A fourth tip, 'Notify your manager to reset your password', is also present.

