

## Getting Started with Track it Forward

1. Go to <https://www.trackitforward.com/site/mapa>
2. Create a username and login (username should be your work email).
3. You're done, all set up.

Once you have registered please let MAPA know so we can make you a coordinator. This will enable you to create sign-up sheets.

### **Here is a step by step of how to create a sign-up sheet**

1. Type trackitforward.com in your search browser.
2. Login by entering your email and password.
3. Click on Green Box that says Event Sign Ups.
4. Click on Orange Box that says Create Event.
5. On Event Title type what you want your event called (example, Ms. Amy Parent Teacher Conference Sign Up).
6. On Event Date, Pick the date you want people to sign up for.
7. Event Description, Type up a short description of event.
8. Shift: choose times and how many volunteers you want.
9. Click on Add More Values (orange box) to add other lines.
10. Leave all settings, then hit Orange Save box on bottom and people can start signing up.
11. If you want more than 1 day for the same event, you will have to create a new one for each day, but at the bottom it will say duplicate and it is all ready to go and easy to make any changes you need to.