

How to Log Your Volunteer Hours for CWC Mar Vista

Volunteering is a key part of the CWC Mar Vista culture and community. So many families give countless hours to help our school thrive. We want to know about your good works!

FROM CWCMV WEBSITE

Log your hours by going to the **Family Resources** menu dropdown and clicking on Log Volunteer Hours or go straight to <http://www.cwcmarvista.org/loghours>



LOG VOLUNTEER HOURS

Here you can log into your account and manage your hours on a regular basis. Contact Claire at admin@cwcmarvista.org if you are having trouble logging in or creating an account.

You can sign up at <http://www.trackitforward.com/site/cwc-mar-vista> or via the form below - just click Sign Up. Once you create your login, you can then start logging your hours.

MOBILE CAPABILITY

Once you have your account set up and confirmed, you can add the volunteer app to your iPhone or Android device (search for Track it forward or OurVolts) and log your hours on the go! **You must first have your account set up via a desktop or laptop computer.** You won't be able to set it up via your phone.

Login to track your volunteer hours.

Email or Username: *

Password: *

Need an account? [Sign up](#)

[Forgot Password?](#)



2 Enter your email/Username and password and click Sign In.

If you don't have an account yet, click Sign Up

If you are unsure – click Forgot Password? And enter your email.

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Log Your Hours

Hours:

Date Volunteered
 Aug 2016

Activity:

Notes:

Submit Time



[Logged Hours](#) | [Manage Account](#) | [Edit Profile](#)

[Logout](#)

Enter the number of hours volunteered, the date volunteered and the type of activity.

The activities are associated with Committees. Enter the specific task or work in the Notes field.

Click Submit Time.

All done!

TRACK IT FORWARD WEBSITE

Or you can go directly to the **Track it Forward** website
<http://www.trackitforward.com/site/cwc-mar-vista>

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CWC Mar Vista

[Log Hours](#)

[Charts](#)

[Event Sign-ups](#)

Log in with your email or username and password.

If you don't have one, click Sign Up.

If you are unsure – click Forgot Password? And enter your email.

Sign In to Log Hours

Email or Username:

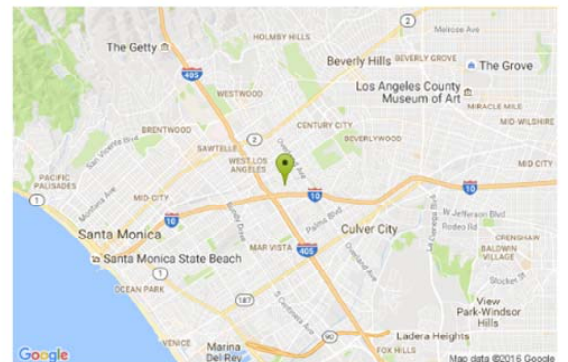
Password:

Sign in

[Need an account? Sign up](#)

[Forgot Password?](#)

About



11561 Gateway Blvd., Los Angeles, CA 90064

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CWC Mar Vista

Log Hours

Charts

Registration successful. You are now logged in.

Log Hours

Hours:

Date Volunteered:

Activity:

Notes:

Submit Time

Enter your hours, the date, the activity category and any notes you want to add.

Click Submit Time.

All done!

KIOSK AT SCHOOL

When you are at school – you can log your hours at the kiosk computer by the front desk and you don't even have to log in!

There you simply select your name from a dropdown list enter your hours and click Submit!

LOG VOLUNTEER HOURS

Log Your Hours for CWC Mar Vista

Volunteer:

Hours:

Date Volunteered

Activity:

Notes:

Submit Time



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Select your name from the dropdown list, enter your hours, enter the date, select your activity and add any additional notes.

Click Submit Time!



Logging Your Volunteer Hours - There is an App for That!

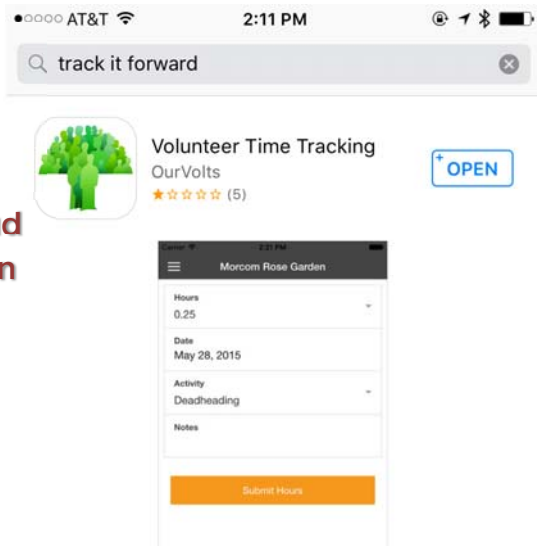
Once you have created your account, you can download the TrackItForward app from the App Store or from Google Play. Search for "Track it Forward"

You must have an account to be able to use the app. Please create one on a desktop or regular browser before attempting to use the app.

Once you have logged in, you can add your hours in a matter of seconds!

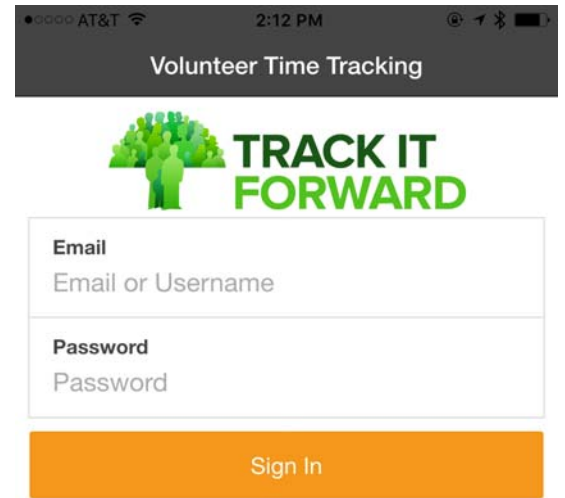
1

Download and open app



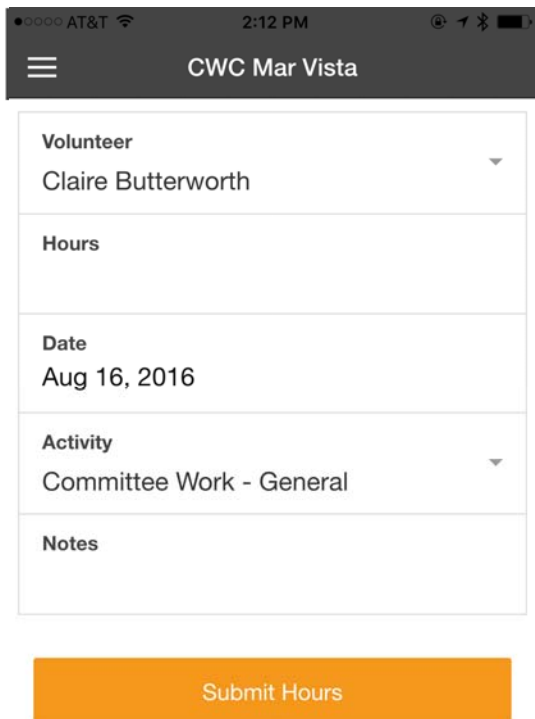
2

Enter email or username and Password



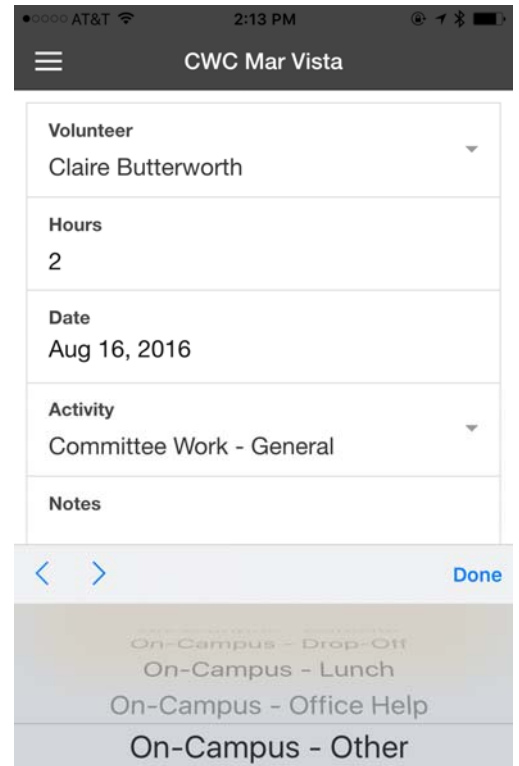
3

You'll see your name, date and a default activity



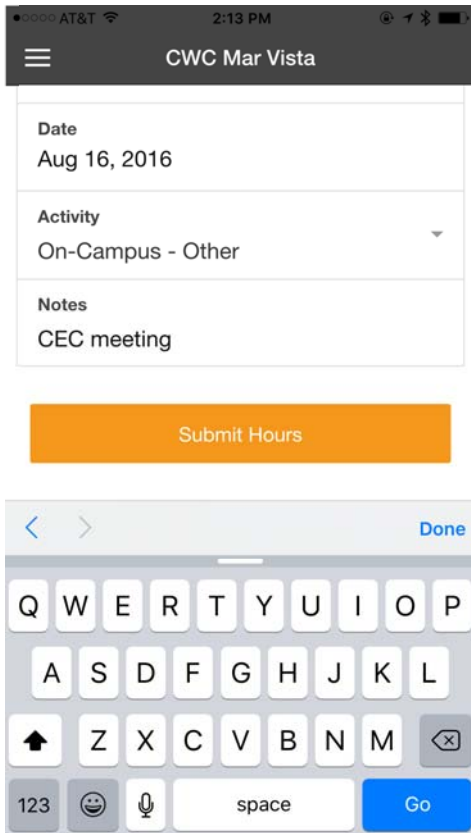
4

Enter your hours, change the date if necessary and choose the activity. Add notes.



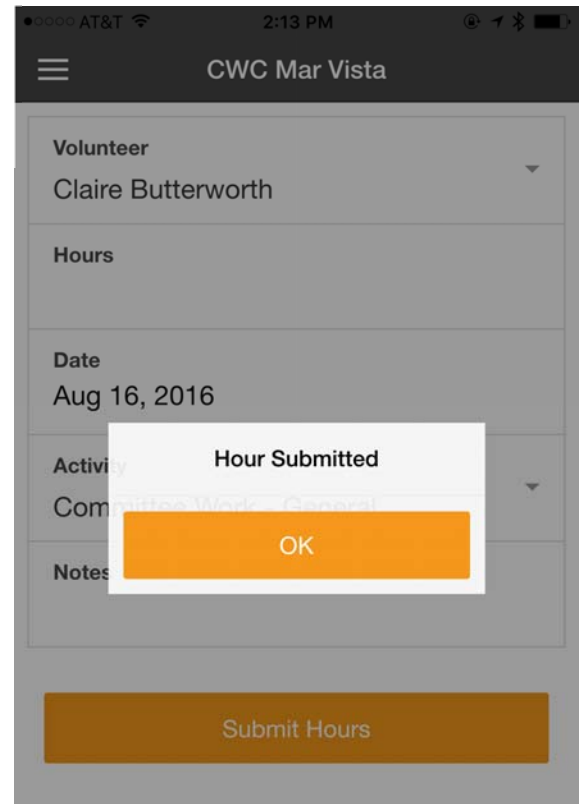
5

Click
Submit
Hours



6

You are
done!



Contact admin@cwcmarvista.org if you have any questions or issues with the app or logging your hours!