



TRACK IT FORWARD

HOW TO LOG IN YOUR SERVICE HOURS FOR CONFIRMATION

1. Download the **TRACK IT FORWARD App** for free on your smartphone OR visit the website at <https://www.trackitforward.com/> and click on the Sign In tab at the top right hand side of the page.
2. To log in, enter your Email & assigned Password. (*Your password consists of the following: first initial of first name followed by last name. All letters should be lowercase.*)

Example: Zack Zuvich

Email: zzuvich@hfglendale.org

Password: zzuvich

3. When you've logged into your account, click Log Hours and fill out the form completely with the required information.
4. In the notes section, briefly describe how you helped out the church or organization.
5. Click submit.
6. We will review and approve your submitted hours after verifying with the Contact Person.
7. All teens must log in their own hours.

All teens in Year 1 and Year 2 Confirmation candidates must complete a total of (15) Christian Service Hours. All hours must be completed by April 22, 2018.

If you have trouble logging in or inputting your hours, please send us an email to let us know so we can assist you with logging in.

Zack Zuvich / James Jonson

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