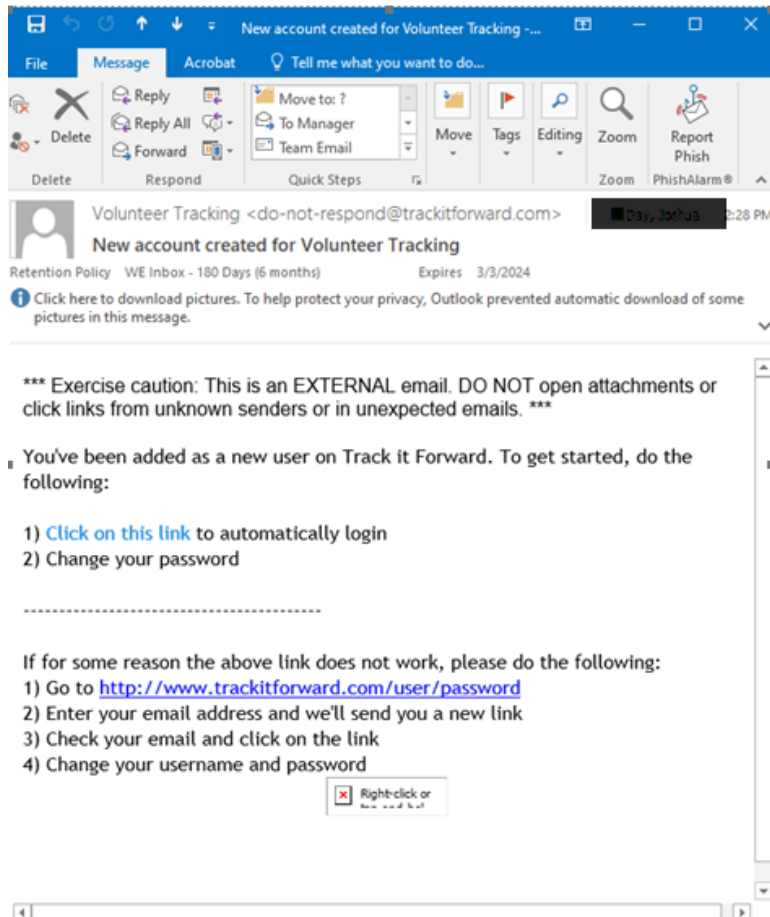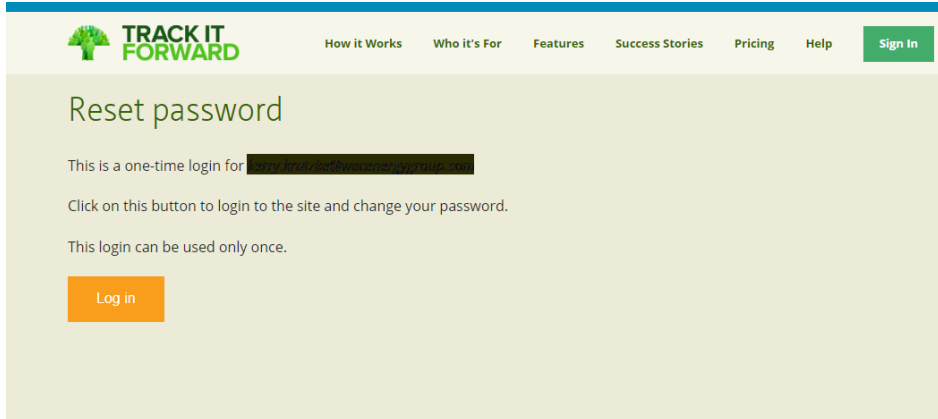**Volunteer Tracking Instructions for Invite**

**Invite:**

1. An invite will be sent to the primary account's email. The email will be from: do-not-respond@trackitforward.com. Follow the direction that is attached in the email. You will need to change your password.



2. Click the "click on this link." It will bring you to the Reset password page. Click "Log in."

3. Password page:
   Change your password.
   Confirm your password.
   Click "Save"

Once you click "save" it will take you to where you can log your hours.