

## To use the Online web Share Point Tracker:

Start: On the main HEAT web page(www.hillboroheat.org) there are the buttons along the top HOME, MEMBERS, VISITORS, OUR COACHES, etc., click on the MEMBERS button and log in there If you do not have a user name or password to get into the MEMBERS section, Karen Schmitt (schmitt04@comcast.net) gives those out as you join the team, so she and Lori Ringquist ([lori.ringquist@gmail.com](mailto:lori.ringquist@gmail.com)) will have record of that.

Once you get into the members section click on the **MEMBER TOOLS** button and it will ask if it is your first time using the tool, check the box and it will help you sign in. Please make sure you enter an address of **WORKING** email. The system will use this address to send you updates of tallies. It will be also useful if you forget your password. You will choose your own password so you will know it each time you enter the site. Also if by chance you forget or it doesn't work click on the **FORGOT YOUR PASSWORD** button and it will give you a temporary password (it will be mailed to you in few minutes so check your email box). Once you log in you will be you will find yourself on a page with a bunch of buttons. One of the them is "Update SharePoint Hours" if you select that option you will be directed to a page with a form that you should use to record your yours. The form does not require explanation.

Once the hours are entered you will click the "Submit your hours" button. The system will complete the rest. You can use "View all your Entries" button to be directed to a summery page where you can see all the hours you have recored to this date. On the summary page you can also delete any hours that you might have entered in error by checking the "delete" check box and clicking the "Delete Selected Events". **NOTE:** be careful once deleted you will not be able to undo your actions.

The tool will send monthly statements with the summary of your hours to the date using the email address you provided as your login.