Edulog eFT Program for Field Trips / Athletic Trips (Revised 1/30/2024)

https://ewa2.edulogweb.com/ClaytonGA/edulog/eFTremote/

Set the link as an Icon on your Desktop for easy access. Instructions for creating a shortcut provided below.

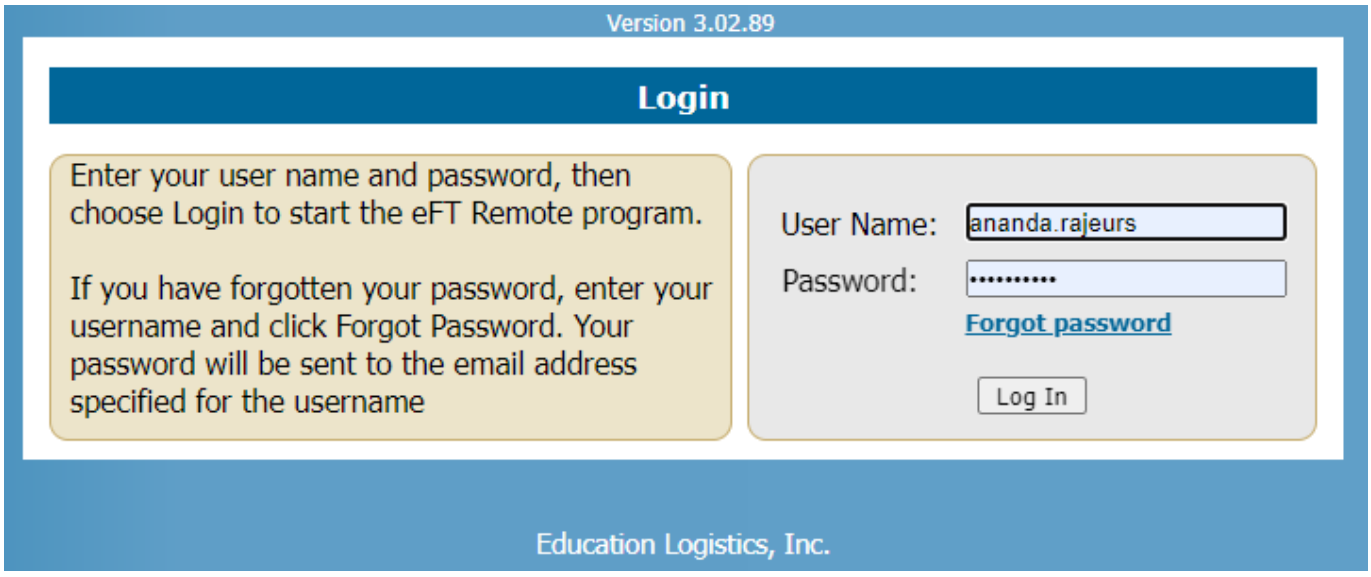
Note: Pop-up Blockers must be turned off & you must have Java Script

• Create a new desktop shortcut with link above to access eTrips
• **Right click** on from computer desktop; **click new -> shortcut**
• **Copy and paste** link in the box
• **Click next**, rename shortcut to eTRIPS; Click Finish

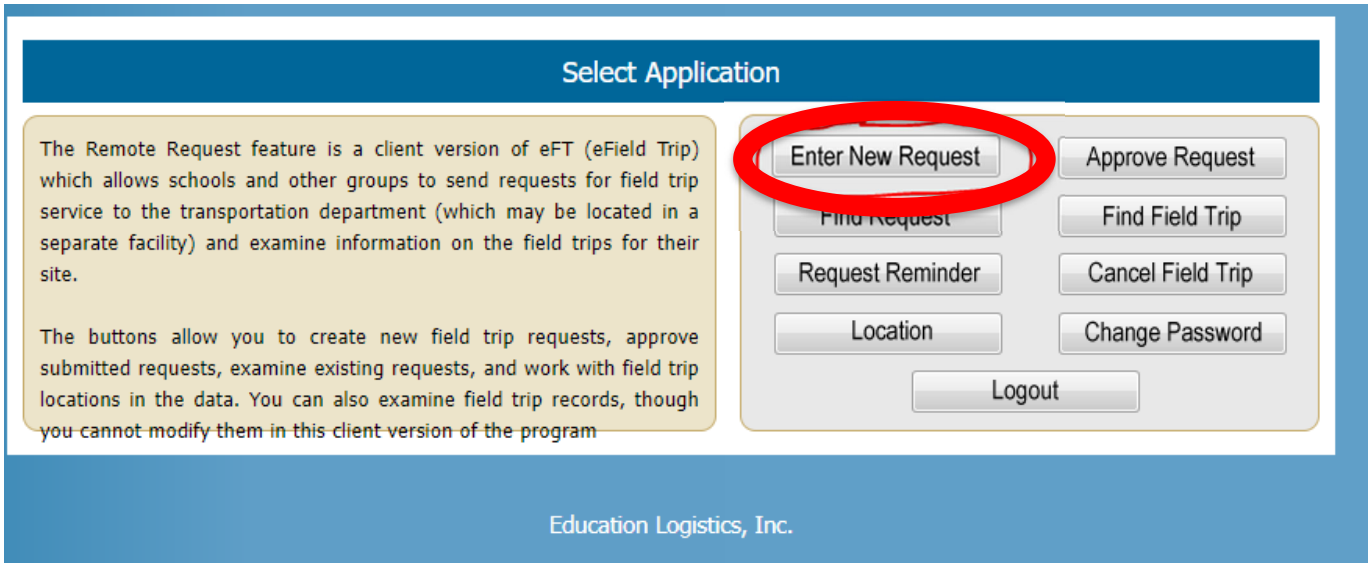
1.0 NAVIGATION

Request a field trip

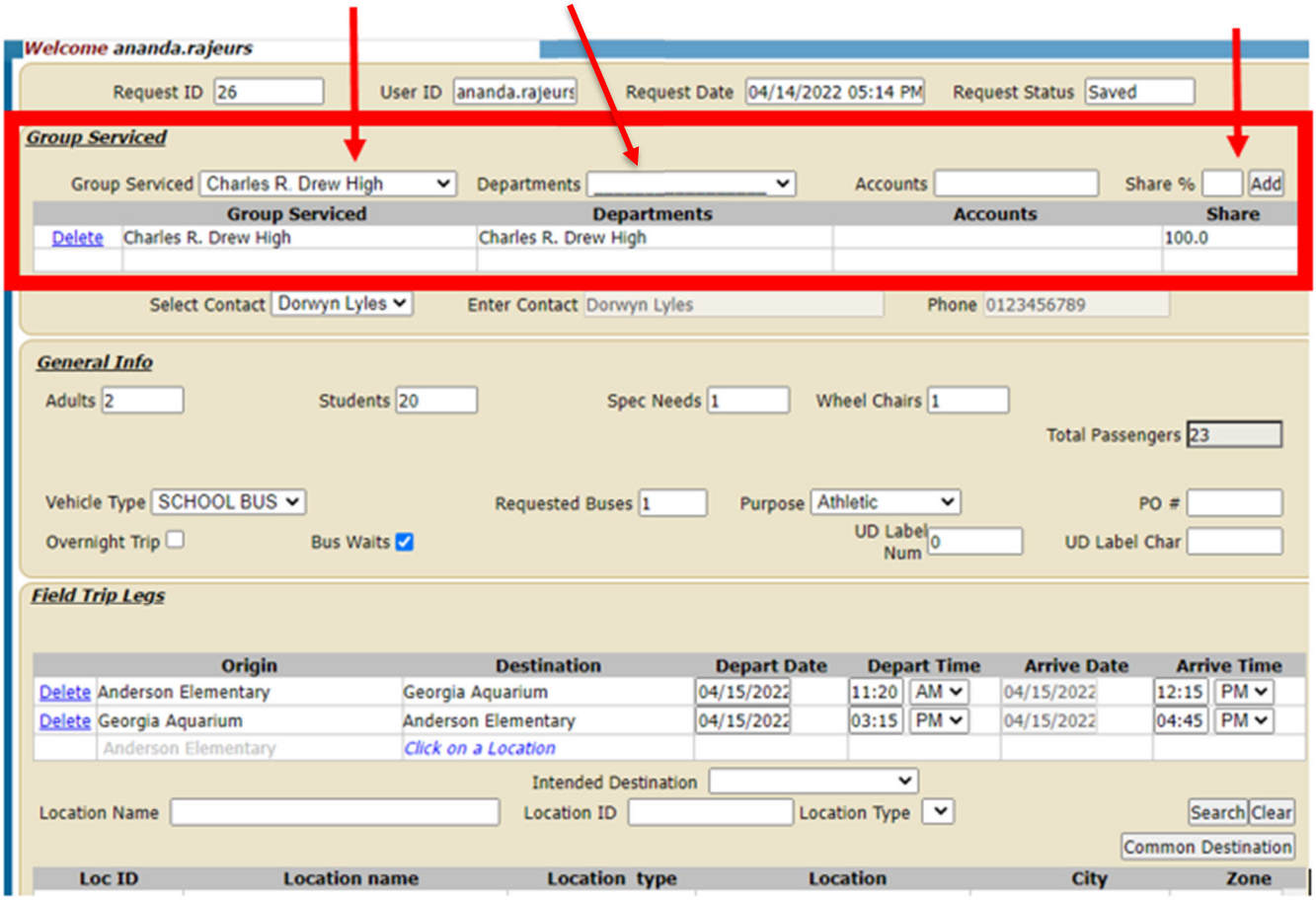
1. Click on the desktop shortcut created or use the direct website address link to open the eFT application. Log in using the correct ID / password.

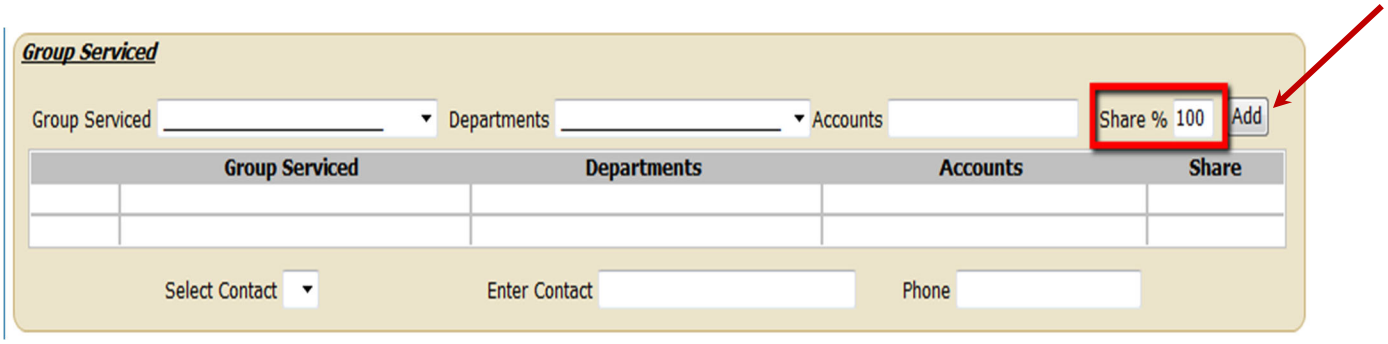


2. Click on the **Enter New Request** button on the launch pad.



3. Choose the **Group Serviced** from the pull down menu. Also, complete the **Share %** field if the trip cost is to be shared with another school/department or if your school will pay 100% of the invoice.



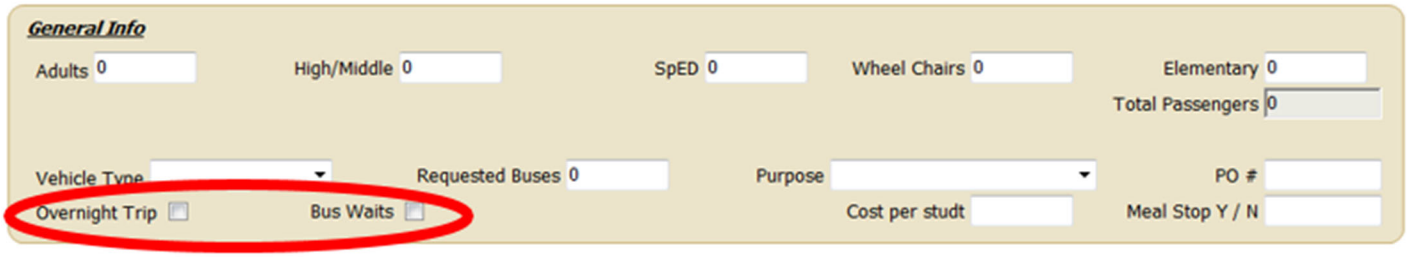


ACTION	EXPLANATION
Step 1. Click on desktop icon “eTRIPS **Step 2.** Click on Enter New Request.	A New request screen will open.
Step 3. Choose the Group serviced from the pull-down menu. Complete the department section. Complete the Share % field for billing purposes.	

4. Enter the General info about who will be on the trip: Adults, Students, Special needs, Wheelchairs etc.

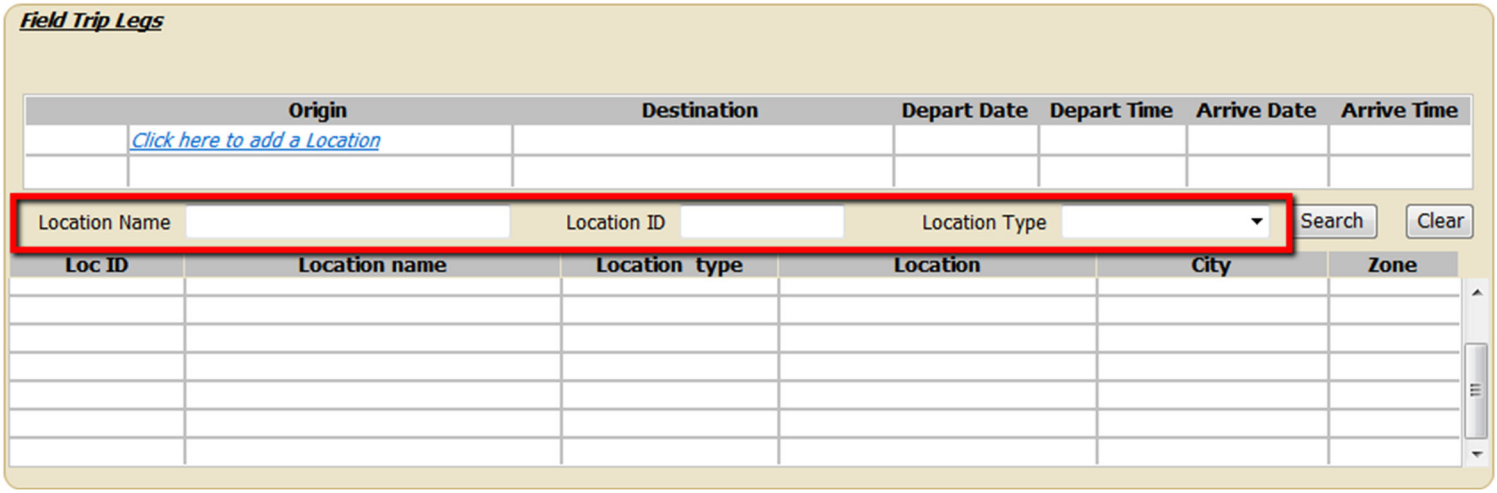
5. Choose the vehicle type, number of buses, the purpose of the trip and a PO number if you have one.

6. **REQUIRED FIELD**: Choose whether or not the trip is **Overnight** or if the bus must wait (**Bus Waits**) for the students during the trip by checking the appropriate boxes.



ACTION	EXPLANATION
Step 4. Enter the General info about who will be on the trip: Adults, Students, Special needs, Wheelchairs etc.	
Step 5. Then choose vehicle type, number of buses, the purpose of the trip and a PO number if you have one.	
Step 6. Choose whether or not the trip is **overnight** or if the **bus must wait** for the students during the trip by checking the appropriate boxes	

7. REQUIRED FIELD Enter the trip legs for the complete trip, departure and return. This must be entered correctly for the scheduling of drop off and pick up for your field trip.



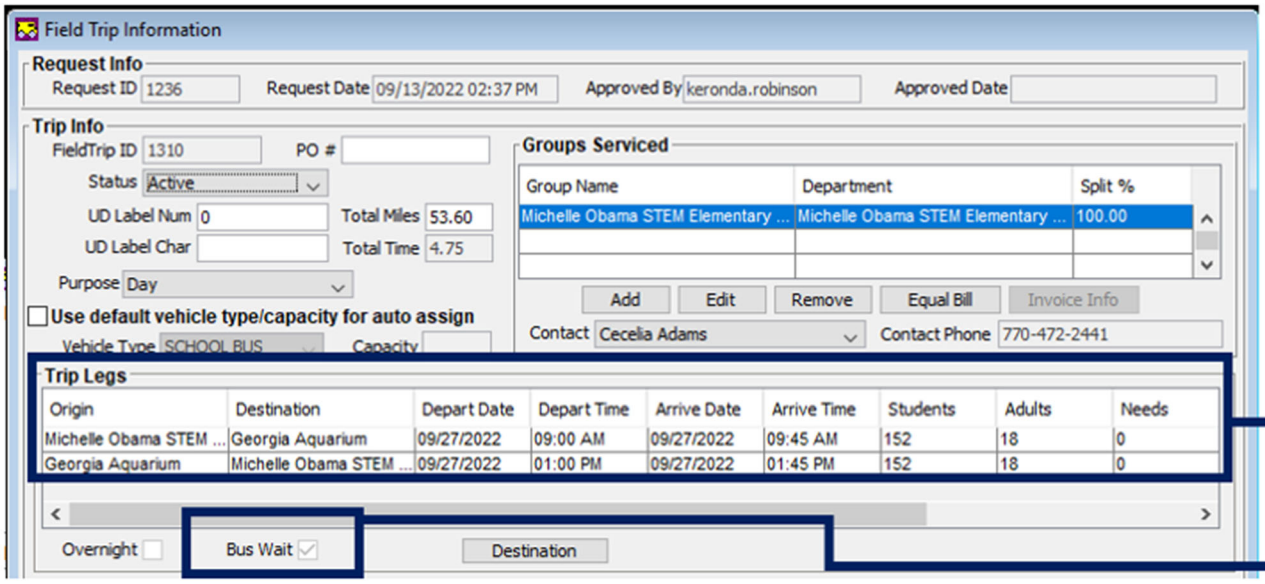
ACTION	EXPLANATION
Step 7. Next you enter the trip legs. Click on a location. Choose from the established locations.	If your location is not on the list you will have to contact Transportation to add it. Place it in save mode and write down the request ID # at the top of the page.
Step 8. Select all the to and from points on the trip and fill out the arrival and departure times and dates.	
Step 9. If you have an Attachment, click Attach and search your drive for the document, spreadsheet etc. you would like to add.	
Step 10. Click **Submit** Request	Once the trip is generated, **please write your request number down** so you can reference it when needed. Once the trip is submitted, it will not allow any changes to be made.

ALWAYS REMEMBER FOR YOUR FIELD TRIP REQUESTS

- The school is responsible for estimating the miles
- The school is responsible for adding and paying deadhead ($30) charge per bus.
- **Please keep a record of all requests and trip ID numbers. Reference these numbers when requesting trip status and invoice information.**

HELPFUL REMINDERS

MANDATORY trip request fields: Trip Legs and Bus Wait



DO NOT FORGET!!!

Your field trip should have 2 legs- one to drop off the students at the destination, the other to bring them back.

DO NOT FORGET!!!

Check the Bus Wait box when requesting a trip to accurately reflect a departure and return for your trip.