Travel Tracker
by app-garden

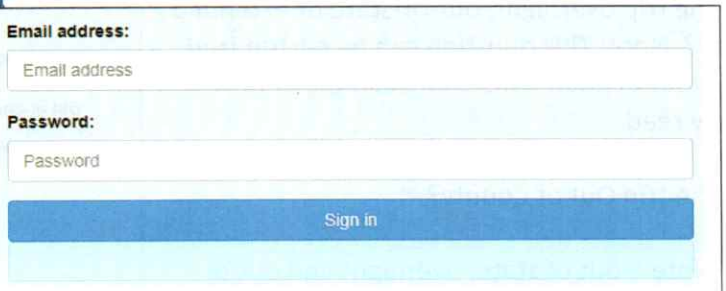
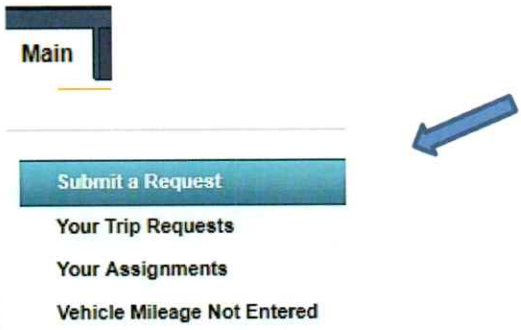
Quick Reference for Athletic Coaches

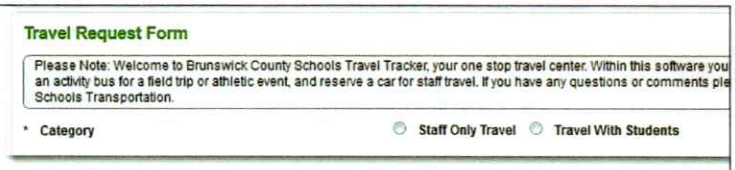
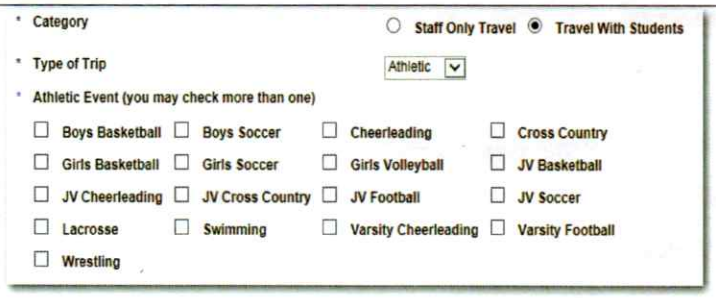
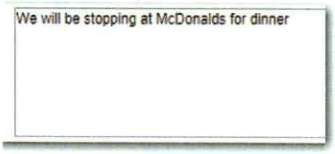
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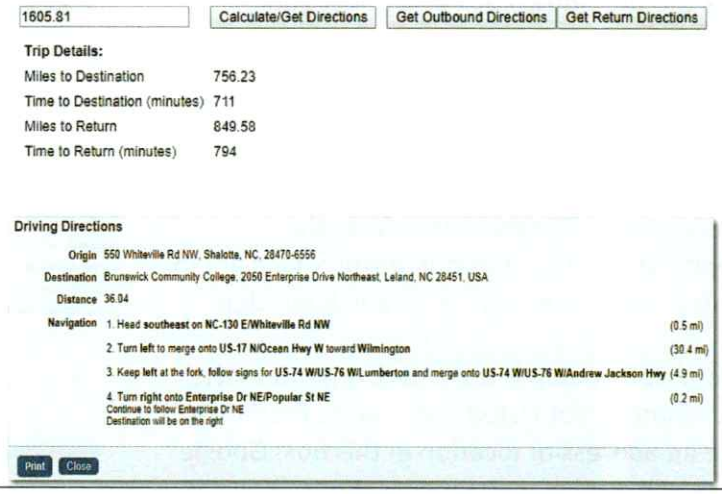
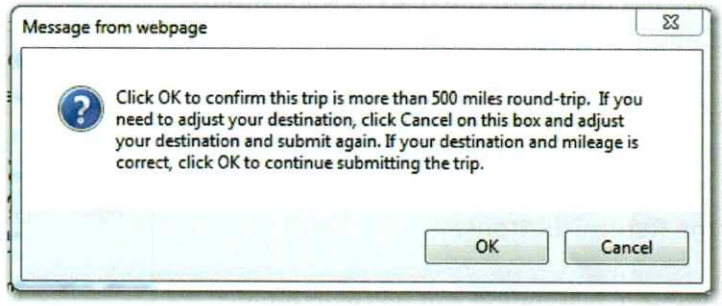
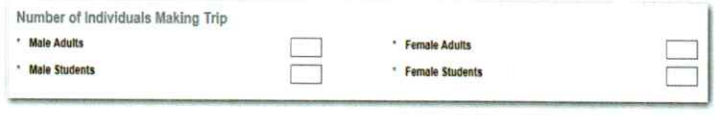
Arranging school athletic trips requires a substantial commitment of time from coaches. By automating the process of routing, tracking and reporting, the Travel Tracker can significantly reduce the amount of paperwork, the number of phone calls, and the volume of email.

Submitting a request for an athletic trip

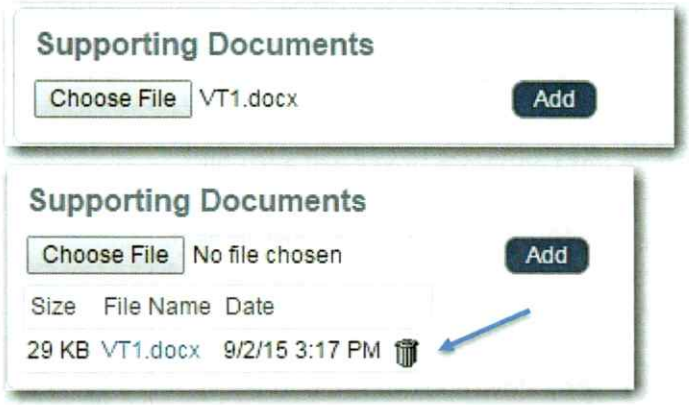
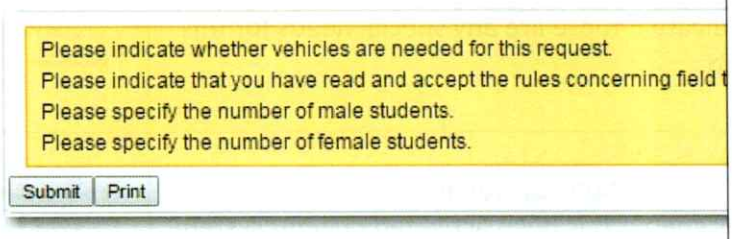
Login using your link for Travel Tracker. Your email address is your user name. Use the password that you created when you registered.	
To submit a request, click on the Main tab. Click on "Submit a request"	

Your district may post pertinent information at the top of the request form.	
Select Travel with students. Click on the drop down box and choose the trip type of Athletic. Note – Any field designated with an * is a required field. Check the athletic event(s) that you are scheduling the trip for.	
Click on calendar and select trip leave date. Click on clock and select trip leave time. The Trip return date will auto-fill with the same date as the trip leave date. If the trip will be an overnight trip, click on the calendar and select the correct return date. Click on clock and select trip return time.	
Is the trip overnight, out-of-state or extended day? Note: This question can be customized by your district. This is an example of how it may read. Is the trip Out of County? **Note – out of state, overnight and out of county trips may require additional levels of approval. Depending on how your system is configured, there may be a certain number of lead days required for an overnight/out of state trip.	
In the comments box, you can note details such as multiple stops. If you are making multiple stops that will affect the round trip mileage, adjust the mileage in the Approximate Number of Miles Round Trip box.	

Click the drop down box and select your school or department. **This is very important as this determines the field trip approver for routing.	
Select your main destination from the dropdown menu. Common destinations are in a table created by your Transportation Dept. If your destination is not listed, enter it in the "Destination Not Listed" Box. Note that if you type an address or location in this box, Google Maps will display matching locations. You can either click on one of the matching locations, or continue to type in the address. Stops on the way there and stops on the return trip can be added to the trip by clicking on the "Add Stop on the Way" and "Add Stop on the Return" buttons. A common destination can be selected by clicking on the search icon. From the Select a common destination window, select the destination and then select OK. If the location is not a common destination, the address can be typed in. Multiple stops on the way and on the return can be added. Stops can be re-ordered using the yellow up and down arrows. Stops can be removed using the X. Click on the Calculate/Get Directions button to fill in the mileage. If the mileage does not calculate, enter the approximate mileage in the box. This is a required field.	

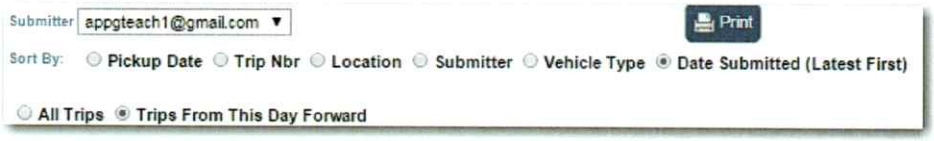
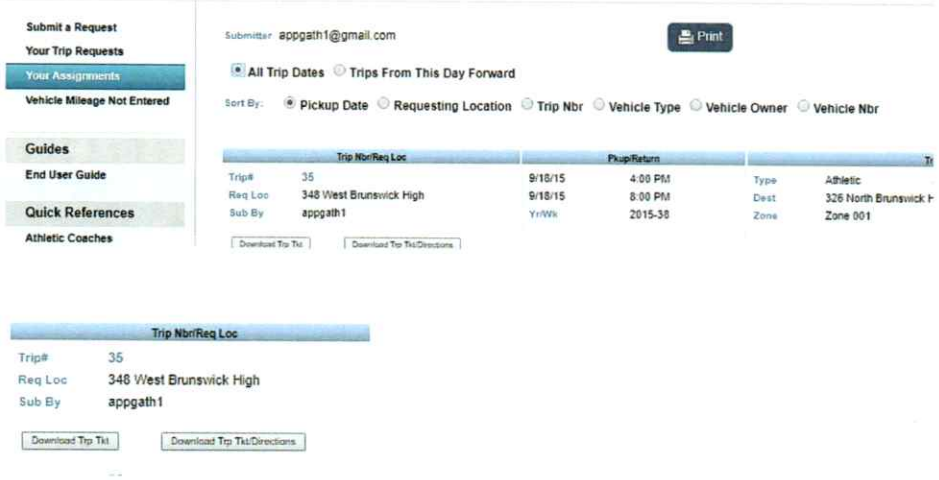
Directions can be printed for both the Outbound and Inbound trip by clicking on the directions icons.	
If the destination that you have entered, calculates a mileage that is more than 500 miles, you will get a message when you submit your trip. If the destination and the mileage are correct, click on OK. If the destination and mileage are not correct, click on Cancel and adjust your destination.	
Your district has the option to require a funding source for athletic events. If this option is on your screen, select the drop down box and choose an option. This selection will automatically fill in the budget code and the funding approver.	
Complete the number of male/female students and adults attending the trip.	
"Will you be using external transportation?" refers to transportation other than a school owned vehicle such as parent vehicles or chartered transportation. The default for this question is No.	

Indicate if you need to reserve vehicles.	
The pickup date and time boxes will auto fill based on your initial selections. If you are picking up the bus earlier or will be dropping it off later than the times listed, please adjust these times. Click on the drop down box to select the type(s) of vehicles needed– yellow bus, activity bus, charter bus, car, etc. Note - If you put your mouse over the "i" you will get additional information about this field. If you need additional types of vehicles or have other vehicle comments, please include these in the comment box below.	
Enter the number of vehicles needed. If your district has specific vehicle guidelines, they will be listed here.	
Indicate if a lift is needed. Indicate if there are any special needs for this trip.	
If the question "Do you need a driver assigned?" has been activated on your system, you will be required to answer Yes or No. You will also have a comment box where you can note any vehicle driver information. The vehicle owner for your location will be listed.	

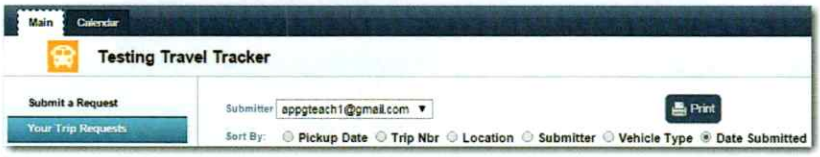
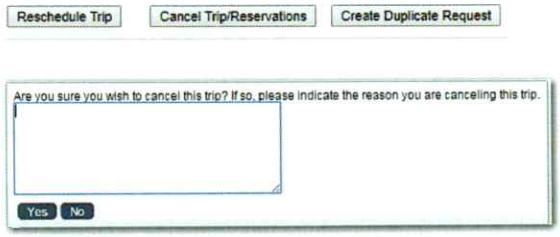
If you have any supporting documents that you would like to attach to the trip request, click on Choose File to find the file on your computer that you would like to attach. Click on Add to attach it. If you no longer want the file attached to the trip request, click on the ash can to remove it.	
If you would like a hard copy of your request, click on the Print button.	
Click on Submit to save your trip request. The Save Trip button can be used to create a duplicate trip request based on this current trip. This which will be discussed later in this document. NOTE: An incomplete trip request cannot be saved.	
If there are any items on the form that have not been filled in correctly, you will see messages above the Submit button. Scroll up through the form to find the errors and correct. Click on Submit. If all the incorrect items have not been fixed, the trip will not be saved.	

Follow your request through the approval process

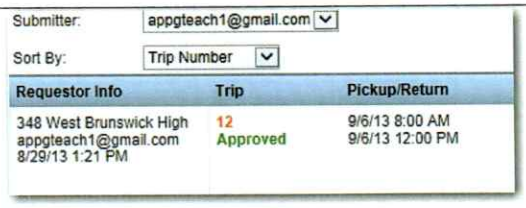
Go to the "Main" tab	

Select "Your Trip Requests"	
Check the status of your trip request by viewing the second column. You will be able to see at any point who the request is waiting on for approval. If the trip has been approved the status will show "Approved". If a vehicle has been assigned, you will see it in the vehicle assignment column.	
You have several options for sorting your requests and you have a print button to print out a list of your trip requests. Tip: To see the last request(s) that you have entered, sort on Date Submitted.	
To see all of your vehicle assignments, click on Your Assignments on the Main Menu. The dropdown menu gives you several options for sorting your reservations. If there is more than one vehicle assigned to a trip, you will see all vehicles listed. If your district has elected to use the Trip Ticket, you can download and print a Trip Ticket from here.	

How to Cancel a trip

Go to the Main menu and select Your Trip Requests. Use the sort options to find the trip that you want to cancel.	
Find your trip and select that trip by clicking anywhere on the line.	
Scroll to the bottom of the screen and select "Cancel Trip and Reservations". Fill in your reason for canceling the trip and then click on Yes.	
You will receive a cancellation message and all approvers will also be notified of this cancellation. If a vehicle has been assigned, the vehicle will be canceled and the vehicle owner will be notified.	

How to Reschedule a Trip

Go to the Main menu and select Your Trip Requests. Use the sort options to find the trip that you want to reschedule.	
Find your trip and select that trip by clicking anywhere on the line.	

Scroll to the bottom of the screen and select "Reschedule Trip"	
You will enter the new leave date and time along with the new return date and time. Click on OK.	
If the trip has already been approved, the trip will not need to go back through the approval process but anybody who originally approved the trip will get an email informing them of the change. If a vehicle had been assigned, it will be deleted and the vehicle owner will need to assign a new vehicle.	

How to Create a Duplicate Trip Request

If you have several trips to schedule that contain the same information but occur on different dates and times, you can use the "Create Duplicate Request" option. This is very helpful for athletic coaches who are scheduling sporting events and allows you to quickly duplicate trips and make minor changes such as the date and destination on each on.

If you know that you will want to create several trips that contain the same information but occur on different dates when you create the first request, click on Save Current Trip rather than Submit to save and then duplicate again. The trip request will be saved but will not close so that it is fast and easy to duplicate the trip. After you click on Save Trip, scroll down to the bottom of the trip request and click on Create Duplicate Request.	 

A new trip number will be created with everything the same as the trip that you duplicated except that the date and time needs to be filled in. After you make the changes, click on Save Trip and then you can click on Create Duplicate Request again.	
If the trip request has already been submitted, go to the Main menu and select Your Trip Requests. Use the sort options to find the trip that you want to duplicate.	
Find your trip and select that trip by clicking anywhere on the line.	
Scroll to the bottom of the screen and select "Create Duplicate Request"	
The trip will be assigned a new trip number. Enter the new leave date and time along with the new return date and time and make changes to any of the other information on the form. Click on Submit to create the new trip request.	

How to Create Recurring Identical Trips

Recurring trips must be trips that are identical – including the same destination and times.

After you fill in the Trip Leave and Trip Return date and time, click on Recurring Identical Trips. A calendar will pop open	
To select multiple dates, use the Ctrl key as you click on the dates. You can use the month scroll indicator at the top of the calendar to go to additional months and continue to Ctrl-click to select. As you select the dates, they will highlight on the calendar. If you need to unselect a date that is already highlighted, click on the Ctrl key and click on the date. Click on the Accept button. All the dates that you have selected will be listed. You can modify the dates listed by clicking on the Recurring Identical Trips button again. Ctrl-click to select or de-select dates. Click Accept. If you put your mouse over the "i" next to the Recurring Identical Trips button, you will be able to read the instructions to create a recurring trip.	

For more detailed information on the calendar, see the Travel Tracker End Users Guide

If you are also a person designated to approve trips, see the Travel Tracker Approver's Guide.

If you are the person responsible for assigning vehicles and buses, see the Travel Tracker Vehicle Owner Guide.