Activity Scheduler – Trip Request Integration
Quick Start Guide

With the Athletic Scheduler (AS) integrated to Trip Request (TR), scheduling of transportation service for the AS events, both School Only and Conference/Non-Conference, is considerably easier now.

In the Main Menu of the Athletic Scheduler, click on the '**Edit'** button for Transportation module to launch the Transportation Add/Edit page.

There are two activity types in the Transportation module: School Only and Conference/Non-Conference. The AS-TR integration processes for both types are the same.

The Transportation Request Key shows a color codification according to the status of the request.

a. Send (black bus) – the request still needs to be sent. Before you can send a request, you first need to populate the following fields: **Leaves**, **Returns**, and **Passengers**. The **Dismissal field is optional.**

b. Pending (gray bus) – the request has been received but is still being processed.

c. Approved (green bus) – the request has been approved in the TR program, and a Transportation Company has already assigned the correspondent Buses and Drivers.

d. Rejected (red bus) – the request has been rejected in the TR program. This status shows when a request is canceled either from the Dispatch Log or in Driver Assignment.

e. Canceled (yellow bus) – the request has been canceled in the AS program. The transportation request needs to have an **Approved** or **Pending** status for it to be canceled on the AS side.

Sending a Transportation Request

Select the filters information and click on the **View** button. Once the activities are loaded, you need to populate the following required fields to submit the **Transportation Request**:

- Leaves
- Dismissal (optional)
- Returns
- Passengers

You can also add notes by clicking on the **Trip Notes** link, and hide the information from the public by selecting **Don't show bus times to Public**.

Once the required information is complete, click on the **Send** bus icon (black bus). You will see a confirmation message saying **Transportation request successfully sent**.

The status of the request will change to **Pending** and the bus icon will turn gray. Hover your mouse over to see the date and submitter.

Viewing Detailed Trip Request Information

When you click on the status bus icons (except the one for Send), you are going to see the detailed Trip Request Information.

You can also Print and Email the Trip Request Information. And, on this page, you can cancel the trip by clicking on the **Cancel Trip** link.

Modifications to Bus Times

If you change any information (leave time, dismissal time, return time, checking off or unchecking 'Don't show to Public', and/or adding/editing notes) of a Transportation Request with 'Pending', 'Approved', or 'Rejected' status, the system will automatically update the information in Activity Scheduler and the Trip Request program.

Upon making the change, the Trip Request Admin will be notified with the updated information. Also, the AS Trip Requester will receive an email notification from the TR program informing about transportation time modification.

Fields with edited information will show in Green text in the **Dispatch & Driver Assignment** section of the Trip Request program. See the example below.

Editing and/or Rescheduling of an AS C/NC Event

If a Transportation Request has been sent already and a User rescheduled or changed any of the following information: Date, Start Time, End Time, Home/Host, Opponent, and Location of an AS Conference/Non-Conference event, the Bus times will be updated accordingly in AS, but in TR, the system will automatically create a new Trip Request including the changes done to the original request.

www.greenacademytrainingleague.org says

A transportation request for this event has been sent on 04-08-20 by Lucy Moya and it was updated accordingly.

OK

Cancelling or Deleting of AS C/NC Event
Once an AS Conference/Non-Conference Event (with Transportation Request already sent), is canceled or deleted, its Transportation Request is automatically canceled as well.

Note: the AS Event Creator (Trip Requester), the Athletic Director, and the TR Master Admin (set up in General Settings) will receive notifications on the rescheduled/canceled Transportation Requests.
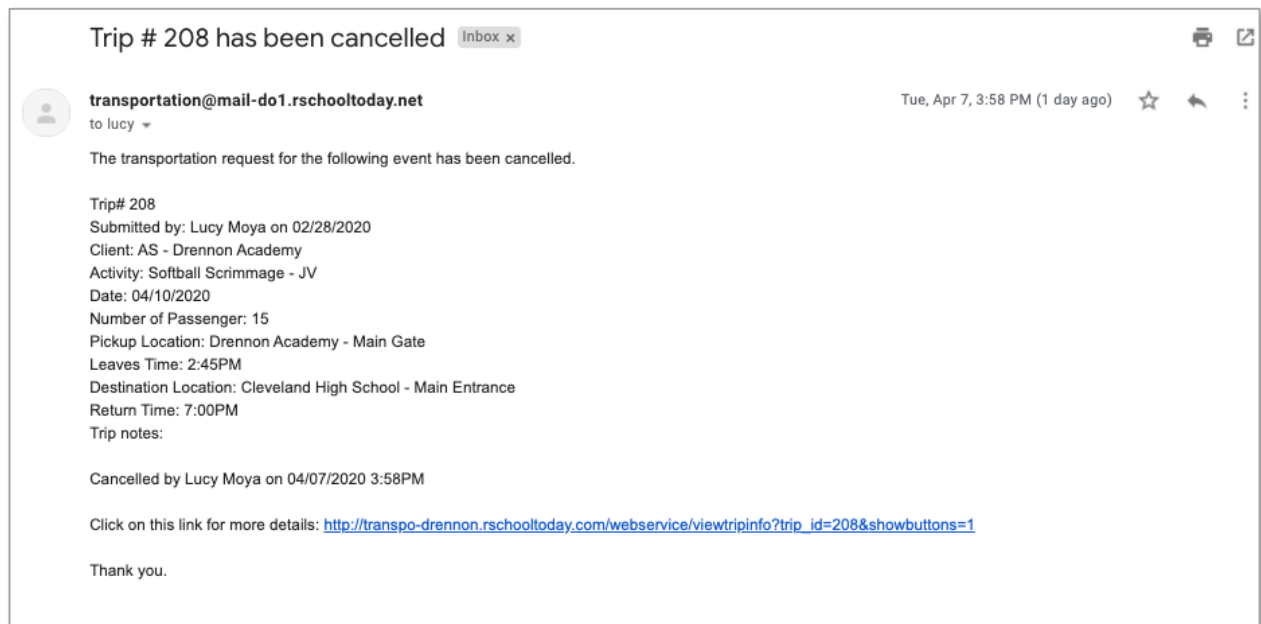
Editing Type, Level or Gender of an AS C/NC Event
When the Type, Level and/or Gender of an AS Conference/Non-Conference Event is updated, the Transportation Request is automatically updated as well.

Cancelling a Transportation Request
Any AS Administrator with access to the Transportation section can cancel a Transportation Request from AS. Only requests with **Pending** or **Approved** status can be canceled.
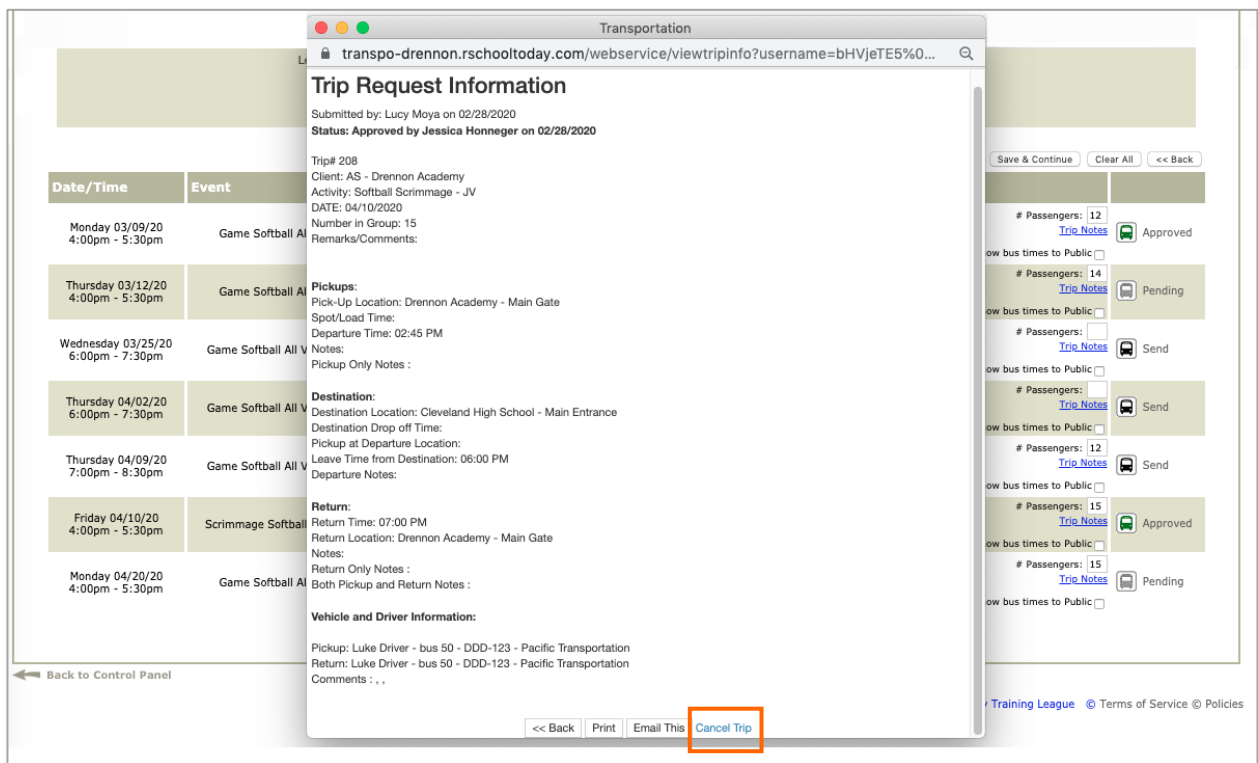
1. Click on the status bus icon to view the transportation request status and detailed information.
2. Once on the Trip Request Information page, click on the **Cancel Trip** at the bottom.
3. A prompt will appear asking if you want to cancel this trip.
4. Click **OK** (or **Cancel** if you don't want to proceed).
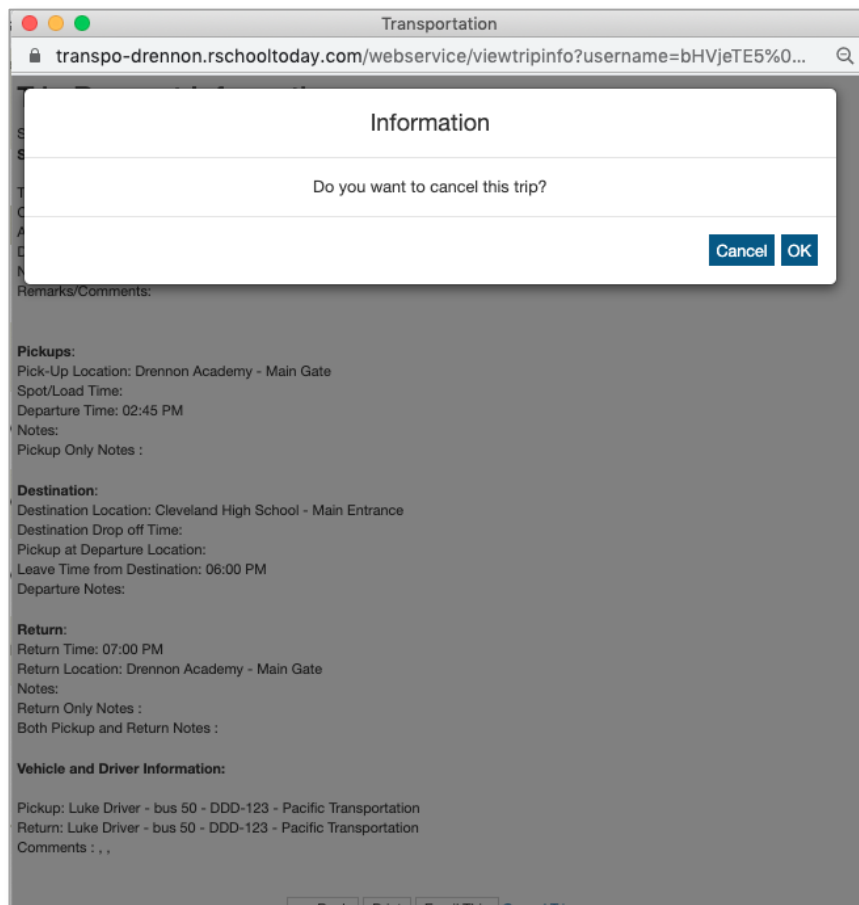
Once a Transportation Request is canceled, its status will change to **Canceled**, showing the yellow bus icon.

Approving a Transportation Request in TR
Once the Transportation Request is sent from AS and has a **Pending** status, it automatically goes to the **Dispatch & Driver Assignment** in TR.

Note: In the AS-TR integration, Athletic Scheduler is the **Client Name** created in TR. All requests from AS will be under the **Athletic Scheduler** client name in TR. The Requester's Name will be taken from the login information of the person who submitted the request.

Follow the steps described below to approve a Trip Request:
1. Select the Activity from the Pending box, and then click View Selected.

2. Select the Transportation Company in the Trans Co. section.
3. Save the Trip Request.

Note: The Driver & Vehicle details are hidden by default. The fields are also disabled when the Trip has no Transportation Company assigned.

When the company accepts the trip, the Status changes and the **Driver and Vehicle** can be selected. When done, click **Save**.

If you want to send a notification to the Requester, you can check off the **Notify Requesters of these Updates**.

Rejecting (Cancelling) Transportation Request in TR

On TR side, Transportation Request can be cancelled either in Dispatch & Driver Assignment section. Simply check off the 'Cancel this Trip' box at the bottom right of the page, then click on the 'Save' button.

Note: The fields of a canceled Transportation Request are shown in Red, and in AS, the Transportation Request will have a **Rejected** status and it will show the red bus icon.

Reports

In the AS you can generate a report of the Events scheduled with Transportation Information. To do so, go to Transportation> Reports> Trips Report and select the information you want to see in the Report.

You are here: Control Panel > Transportation

Transportation: Reports

Add/Edit | **Reports**

Trip Reports

Activity Type: Conference/Non-Conference ⇕

Activity
- Boxing
- Cheer Squad
- Cheerleading
- Crew
- Cross Country
- Field Hockey
- Figure Skating
- Football
- Golf
- Gymnastics
- Hockey
- Ice Hockey
- Lacrosse
- Rugby
- Soccer
- Softball
- Swimming
- Taekwondo
- Tennis
- **Track & Field**

Bus Company: All ⇕

Gender: All ⇕

Conference-Non-Conference Activities:
- ● All Activities
- ○ Away
- ○ Home+Away

Level
- All
- 10th
- 8th
- 9th
- JV
- Varsity

Choose a Time Period:
- ○ Date Range: 4 / 8 / 2020 – 05 / 08 / 2020
- ● This School Year (through June 30)
- ○ Next School Year
- ☐ Put extra space between events

[Show] [<< Back]

Reports: Trips Report

[Close] [E-mail This] [Export] [Print]

Date Range: 02/01/20 - 04/07/20 - **Client:** AS - Drennon Academy

Generated: 4:18 pm 04/07/20

Date	Trip # / Status	Client Name	Activity	Transpo co.
02/11/20 Tue	172 Canceled	AS - Drennon Academy	Baseball Game - Varsity	Pacific Transportation
02/13/20 Thu	168 Canceled	AS - Drennon Academy	Adapted Soccer - Practice	Pacific Transportation
02/14/20 Fri	166 Canceled	AS - Drennon Academy	Baseball Boys Varsity Practice	Pacific Transportation
02/20/20 Thu	174 Canceled	AS - Drennon Academy	Basketball Game - Boys JV	
02/20/20 Thu	176 Canceled	AS - Drennon Academy	Basketball Meet - Boys Varsity	Drennon Transportation Company
02/21/20 Fri	178 Canceled	AS - Drennon Academy	Basketball Game - Boys JV	Pacific Transportation
02/28/20 Fri	206 Approved	AS - Drennon Academy	Basketball Game - Girls Varsity	Pacific Transportation
03/09/20 Mon	210 Approved	AS - Drennon Academy	Softball Game - JV	Pacific Transportation
03/12/20 Thu	214 Approved	AS - Drennon Academy	Softball Game - JV	
03/13/20 Fri	146 Canceled	AS - Drennon Academy	Baseball Game - Varsity	
03/20/20 Fri	132 Approved	AS - Drennon Academy	Track & Field Competition - Boys JV	Drennon Transportation Company
03/20/20 Fri	140 Approved	AS - Drennon Academy	Track & Field Competition - JV	Pacific Transportation
03/24/20 Tue	148 Canceled	AS - Drennon Academy	Baseball Meet - Varsity	
03/31/20 Tue	142 Approved	AS - Drennon Academy	Track & Field Competition - JV	Drennon Transportation Company
03/31/20 Tue	200 Canceled	AS - Drennon Academy	Track & Field Competition - JV	Pacific Transportation

Total Trips: 15