

## 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.






Edit	Buttons
	<b>Calendar</b>
<input type="button" value="Edit"/>	School Only
<input type="button" value="Edit"/>	Non-Conference
<input type="button" value="Edit"/>	Conference
<input type="button" value="Edit"/>	Global Postpone/Cancel for a Day
<input type="button" value="Edit"/>	<b>Gate Receipts</b>
<input type="button" value="Edit"/>	<b>Transportation</b>
<input type="button" value="Edit"/>	<b>Equipment</b>

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.

## Transportation: Add/Edit

Add/Edit
Reports

[Login to Transportation Requests](#)





Transportation request key:






Activity Type:
☒ Conference/Non-Conference
☒ School Only
Show:
☐ Away
☒ Home+Away

Activity: Baseball
Choose Week of: April 20-26, 2020
View

Level:
All
10th
8th
9th
JV
Gender: All

Save & Exit
Save & Continue
Clear All
<< Back

Date/Time	Event	Home/Opponent	Location	Bus Times	Other Info
Monday 04/20/20 12:00pm - 2:00pm	Game Baseball All JV	Drennon Academy	Lakeside Middle School	Leaves: : : AM Dismissal: : : AM Return: : : AM	# Passengers: <input type="text"/> <a href="#">Trip Notes</a>  Send Don't show bus times to Public <input type="checkbox"/>
Monday 04/20/20 3:00pm - 5:00pm	Game Baseball All 10th	Drennon Academy	Lakeside Middle School	Leaves: : : AM Dismissal: : : AM Return: : : AM	# Passengers: <input type="text"/> <a href="#">Trip Notes</a>  Send Don't show bus times to Public <input type="checkbox"/>
Monday 04/20/20 9:00am - 11:00am	Game Baseball All 9th	Drennon Academy	Lakeside Middle School	Leaves: : : AM Dismissal: : : AM Return: : : PM	# Passengers: <input type="text"/> <a href="#">Trip Notes</a>  Send Don't show bus times to Public <input type="checkbox"/>
Monday 04/20/20 7:00am - 9:00am	Game Baseball All 8th	Drennon Academy	Lakeside Middle School	Leaves: : : PM Dismissal: : : PM Return: : : PM	# Passengers: <input type="text"/> <a href="#">Trip Notes</a>  Send Don't show bus times to Public <input type="checkbox"/>

Save & Exit
Save & Continue
Clear All
<< Back

Back to Control Panel

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



- 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.
- Pending (gray bus)** – the request has been received but is still being processed.
- Approved (green bus)** – the request has been approved in the TR program, and a Transportation Company has already assigned the correspondent Buses and Drivers.
- 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.
- 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

Transportation: Add/Edit

**Add/Edit** **Reports**

[Login to Transportation Requests](#)

Transportation request key: Send Pending Approved Rejected Cancelled

Activity Type: ☒ Conference/Non-Conference ☒ School Only Show: ☐ Away ☒ Home+Away

Activity: Baseball Choose Week of: April 20-26, 2020 View

Level: All 10th 8th 9th JV Gender: All

Save & Exit Save & Continue Clear All << Back

Date/Time	Event	Home/Opponent	Location	Bus Times	Other Info	
Monday 04/20/20 12:00pm - 2:00pm	Game Baseball All JV	Drennon Academy	Lakeside Middle School	Leaves: 8 : 00 AM Dismissal: 7 : 30 AM Return: 11 : 00 AM	# Passengers: 25 <a href="#">Trip Notes</a> Don't show bus times to Public <input type="checkbox"/>	Send
Monday 04/20/20 3:00pm - 5:00pm	Game Baseball All 10th	Drennon Academy	Lakeside Middle School	Leaves: : : AM Dismissal: : : AM Return: : : AM	# Passengers: : <a href="#">Trip Notes</a> Don't show bus times to Public <input type="checkbox"/>	Send
Monday 04/20/20 9:00am - 11:00am	Game Baseball All 9th	Drennon Academy	Lakeside Middle School	Leaves: : : AM Dismissal: : : AM Return: : : PM	# Passengers: : <a href="#">Trip Notes</a> Don't show bus times to Public <input type="checkbox"/>	Send
Monday 04/20/20 7:00am - 9:00am	Game Baseball All 8th	Drennon Academy	Lakeside Middle School	Leaves: : : PM Dismissal: : : PM Return: : : PM	# Passengers: : <a href="#">Trip Notes</a> Don't show bus times to Public <input type="checkbox"/>	Send

Save & Exit Save & Continue Clear All << Back

[Back to Control Panel](#)

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.

Transportation

transpo-drennon.rschooldtoday.com/webservice/viewtripinfo?username=bHVjeTE5%0A&first\_name=Lucy&last\_name=Moya&email=lucy%40...

### Trip Request Information

Submitted by: Lucy Moya on 02/05/2020  
**Status: Approved by Jessica Honneger on 02/05/2020**

Trip# 140  
Client: AS - Drennon Academy  
Activity: Track & Field Competition - JV  
Date: 03/20/2020  
Number in Group: 10  
Remarks/Comments:

**Pickups:**  
Pick-Up Location: Drennon Academy - Main Gate  
Spot/Load Time: 02:45 PM  
Departure Time: 03:00 PM  
Notes:  
Pickup Only Notes :

**Destination:**  
Destination Location: Bethlehem High School - Front Door  
Destination Drop off Time:  
Pickup at Departure Location:  
Leave Time from Destination:  
Departure Notes:

**Return:**  
Return Time: 07:00 PM  
Return Location: Drennon Academy - Main Gate  
Notes:  
Return Only Notes :  
Both Pickup and Return Notes :

**Vehicle and Driver Information:**  
Pickup: Luke Driver - bus 50 - DDD-123 - Pacific Transportation  
Return: Luke Driver - bus 50 - DDD-123 - Pacific Transportation

<< Back Print Email This [Cancel Trip](#)

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.

## Transportation: Add/Edit

Add/Edit
Reports

[Login to Transportation Requests](#)

Transportation request key:
Send
Pending
Approved
Rejected
Cancelled

Activity Type:
☒ Conference/Non-Conference
☐ School Only
Show:
☒ Away
☐ Home+Away

Activity:
Softball
Level:
All
10th
8th
9th
JV
Gender:
All

☒ This School Year (through June 30)
☐ Next School Year
View

Save & Exit
Save & Continue
Clear All
<< Back

Date/Time	Event	Home/Opponent	Location	Bus Times	Other Info
Sunday 03/15/20 4:00pm - 5:30pm	Scrimmage Softball All JV	Bluegrass High School	Drennon Academy	Leaves: 2:45 PM Dismissal: : PM Return: 7:00 PM	# Passengers: 15 <a href="#">Trip Notes</a> <input checked="" type="checkbox"/> Don't show bus times to Public Approved
Friday 03/20/20 4:00pm - 5:30pm	Game Softball All JV	Bluegrass High School	Bluegrass High School	Leaves: 2:00 PM Dismissal: : PM Return: 7:00 PM	# Passengers: 15 <a href="#">Trip Notes</a> <input type="checkbox"/> Don't show bus times to Public Pending

Save & Exit
Save & Continue
Clear All
<< Back

Back to Control Panel

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.

TRIP # 140 HAS BEEN CHANGED FROM TRANSPORTATION AREA OF AS
Inbox x

transportation@mail-do1.rschooltoday.net  
to lucy
8:23 PM (0 minutes ago)

Transportation Request has been changed from Transportation area of AS.

**New Trip Details:**  
Trip# 140  
Submitted by: Lucy Moya on 02/05/2020  
Client: AS - Drennon Academy  
Activity: Track & Field Competition - JV  
Account Code:  
Date: 03/20/2020  
Number of Passenger: 10  
Pickup Location: Drennon Academy - Main Gate  
**Leaves Time: 2:45PM**  
Destination Location: Bethlehem High School - Front Door  
Return Time: 7:00PM  
Trip notes:

**Original Trip Details:**  
Trip# 140  
Submitted by: Lucy Moya on 02/05/2020  
Client: AS - Drennon Academy  
Activity: Track & Field Competition - JV  
Account Code:  
Date: 03/20/2020  
Number of Passenger: 10  
Pickup Location: Drennon Academy - Main Gate  
**Leaves Time: 3:00PM**  
Destination Location: Bethlehem High School - Front Door

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

Displaying 1 of 1 Client: AS - Drennon Academy Requester: Lucy Moya [Cost Estimator](#)

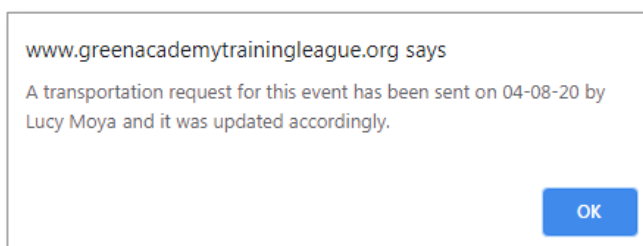
Bolded items Indicate: [Add](#)

TRIP DETAILS	PICK-UP DETAILS	DESTINATION DETAILS	RETURN DETAILS
Day & Date: Wed 04/01/2020	Day & Date: Wed 04/01/2020	Day & Date: Wed 04/01/2020	Day & Date: Wed 04/01/2020
Trip #: 224	Pick-up Location: Drennon Academy Main Gat	Destination Location: Turner High School front doc	Return Location: Drennon Academy Main Gat
Activity: Softball Game - JV	Pick-up Notes: <a href="#">+ Add Notes</a>	Destination Notes: <a href="#">+ Add notes</a>	Return Notes: <a href="#">+ Add Notes</a>
# of Passengers: 15	Spot/Load Time: <input type="text"/>	Drop off Time: 03:00 PM	Return Time: 08:00 PM
Trip Notes: <a href="#">Add</a>	Leave Time: 02:00 PM	Leave From Dest. Time: 07:00 PM	Return Only Notes: <a href="#">Add</a>
# of Vehicle: 1	<input type="checkbox"/> TBA	Notes: <a href="#">Add</a>	Both Pick-up & Return Notes: <a href="#">Add</a>
Special Needs? No	Pickup Only Notes: <a href="#">Add</a>		

TRANSPORTATION COMPANY: -- Please Select --

### 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.



Displaying 1 of 1 Client: AS - Drennon Academy Requester: Lucy Moya [Cost Estimator](#)

Bolded items Indicate: [Add](#)

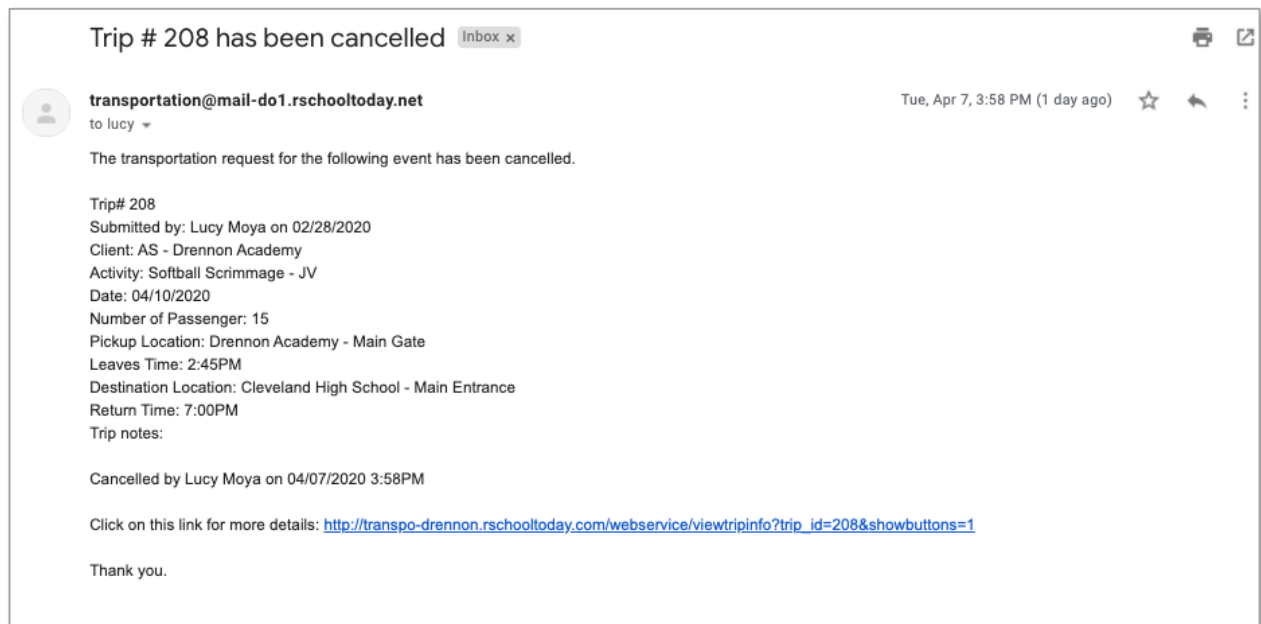
TRIP DETAILS	PICK-UP DETAILS	DESTINATION DETAILS	RETURN DETAILS
<b>Day &amp; Date:</b> Fri 05/08/2020	<b>Day &amp; Date:</b> Fri 05/08/2020	<b>Day &amp; Date:</b> Fri 05/08/2020	<b>Day &amp; Date:</b> Fri 05/08/2020
Trip #: 216	Pick-up Location: Drennon Academy Mair	Destination Location: Green Academy Main E	Return Location: Drennon Academy Mair
Activity: Track & Field Game -	Pick-up Notes: <a href="#">+ Add Notes</a>	Destination Notes: <a href="#">+ Add notes</a>	Return Notes: <a href="#">+ Add Notes</a>
# of Passengers: 10	Spot/Load Time: <input type="text"/>	Drop off Time: <input type="text"/>	Return Time: 07:00 PM
Trip Notes: <a href="#">Add</a>	Leave Time: 02:00 PM	Leave From Dest. Time: <input type="text"/>	Return Only Notes: <a href="#">Add</a>
# of Vehicle: 1	<input type="checkbox"/> TBA	Notes: <a href="#">Add</a>	Both Pick-up & Return Notes: <a href="#">Add</a>
Special Needs? No	Pickup Only Notes: <a href="#">Add</a>		

TRANSPORTATION COMPANY: -- Please Select --

### 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.

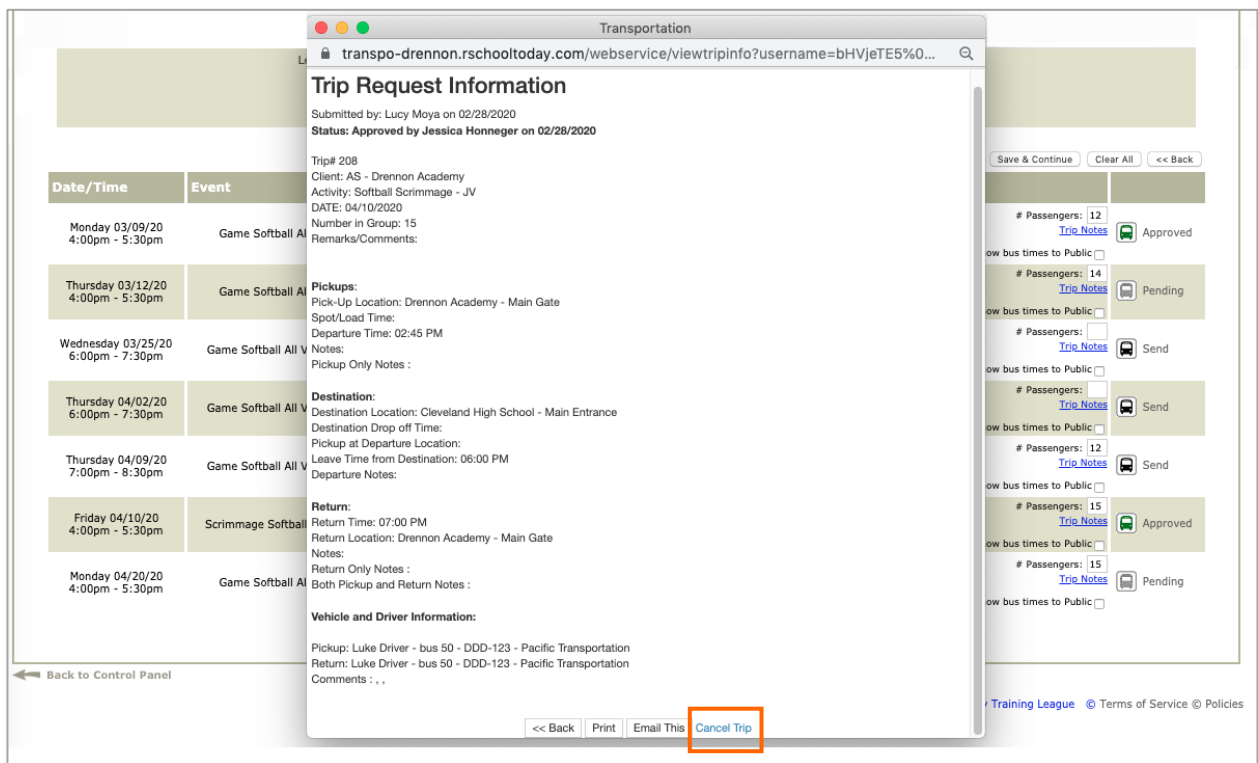


### Editing Type, Level or Gender of an AS C/NC Event

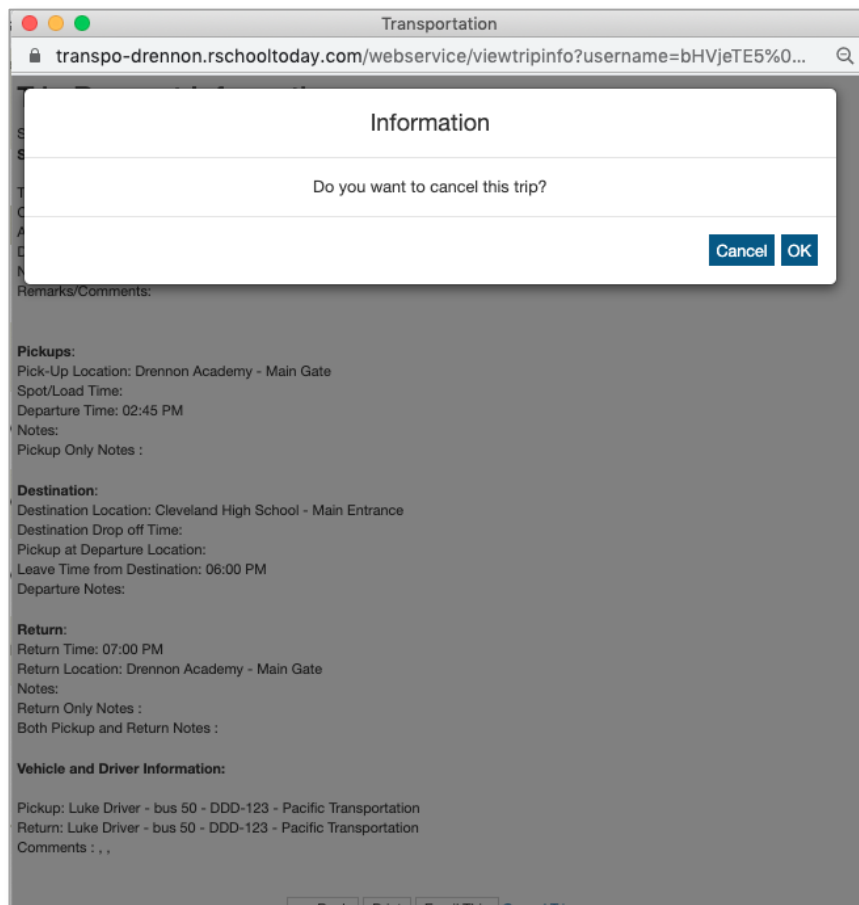
When the Type, Level and/or Gender of an AS Conference/Non-Conference Event is updated, the Transportation Request is automatically updated as well.

### 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.

Transportation

transpo-drennon.rschoolday.com/webservice/viewtripinfo?trip\_id=208&username=...

### Trip Request Information

Submitted by: Lucy Moya on 02/28/2020  
**Status: Cancelled by Lucy Moya on 04/07/2020** ←

Trip# 208  
Client: AS - Drennon Academy  
Activity: Softball Scrimmage - JV  
DATE: 04/10/2020  
Number in Group: 15  
Remarks/Comments:

**Pickups:**  
Pick-Up Location: Drennon Academy - Main Gate  
Spot/Load Time:  
Departure Time: 02:45 PM  
Notes:  
Pickup Only Notes :

**Destination:**  
Destination Location: Cleveland High School - Main Entrance  
Destination Drop off Time:  
Pickup at Departure Location:  
Leave Time from Destination: 06:00 PM  
Departure Notes:

**Return:**  
Return Time: 07:00 PM  
Return Location: Drennon Academy - Main Gate  
Notes:  
Return Only Notes :  
Both Pickup and Return Notes :

**Vehicle and Driver Information:**  
Pickup: Luke Driver - bus 50 - DDD-123 - Pacific Transportation  
Return: Luke Driver - bus 50 - DDD-123 - Pacific Transportation  
Comments : , ,

### 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.

Dispatch & Driver Assignment

View Transportation Calendar View/Edit Full Request History Reset Password

Search Criteria

Pending ☒ Transpo Co. Assignment ☒ Driver Assignment ☐ View by Date

☒ Select All

☒ Trip # 1554 from AS - 03/30/2020 - Baseball Game - Varsity

☐ Trip # 1550 from AS - 04/14/2020 - Basketball Game - Girls Varsity

☐ Trip # 1532 - 02/07/2020 - Band Concert

View Selected

Show:

☒ Last Edited ☐ Pending

☐ By Date: Apr 28, 2020

☐ By Date Range: Apr 27 - May 3, 2020

☒ Select Trip #:

☐ Select Trip # Range: to

Trip Category:


View View View View

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

Bolded items Indicate: Please make sure to review items in bold before proceeding with dispatch. [Change](#)

Displaying 1 of 1      Client: **AS - Green Academy**      Requester: **Jamie Walker**      [Cost Estimator](#)

TRIP DETAILS	PICK-UP DETAILS	DESTINATION DETAILS	RETURN DETAILS
Day & Date: Mon 03/30/2020 Trip #: 1554 Activity: <b>Baseball Game - Vars</b> # of Passengers: 21 Trip Notes: <a href="#">Add</a> # of Vehicle: <b>2</b> <small>-No Vehicle Type Selected-</small> Special Needs? <b>No</b>	Day & Date: Mon 03/30/2020 Pick-up Location: <b>Green Academy Back C</b> Pick-up Notes: <a href="#">+Add Notes</a> Spot/Load Time: <input type="text" value="02:00 PM"/> Leave Time: <input type="text" value="02:10 PM"/> <input type="checkbox"/> TBA Pickup Only Notes: <a href="#">Add</a>	Day & Date: Mon 03/30/2020 Destination Location: <b>Southern Collegiate Ac</b> Destination Notes: <a href="#">+Add notes</a> Drop off Time: <input type="text" value="03:00 PM"/> Leave From Dest. Time: <input type="text" value="06:00 PM"/> Notes: <a href="#">Add</a>	Day & Date: Mon 03/30/2020 Return Location: <b>Green Academy Back C</b> Return Notes: <a href="#">+Add Notes</a> Return Time: <input type="text" value="06:50 PM"/> Return Only Notes: <a href="#">Add</a> Both Pick-up & Return Notes: <a href="#">Add</a>

**TRANSPORTATION COMPANY:** ⌵ Please Select -- 

**DRIVER & VEHICLE** ⌵

**Pick-Up Vehicle#** ⌵      **Pick-Up Driver** ⌵

**Return Vehicle#** ⌵      **Return Driver** ⌵

**Comments** [Add Another Vehicle](#)

☐ Cancel this trip  
☐ Reschedule this Trip  
☐ Notify Requesters of these Updates

[Save](#) [Print](#) [Email This](#)

Red Text indicates **cancelled** Trips

**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**.

**TRANSPORTATION COMPANY:** × Valley Transportation      [History](#)      **STATUS:**  
TRIP ACCEPTED by Valley Transportation - Jason on 04/24/2020

**DRIVER & VEHICLE** ⌵

**Pick-Up Vehicle#** ⌵      **Pick-Up Driver** ⌵

**Return Vehicle#** ⌵      **Return Driver** ⌵

**Comments** [Add Another Vehicle](#)

☐ Cancel this trip  
☐ Reschedule this Trip  
☐ Notify Requesters of these Updates

[Save](#) [Print](#) [Email This](#)

Red Text indicates **cancelled** Trips

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.

The screenshot displays the Transportation Request (TR) interface. At the top, the 'TRANSPORTATION COMPANY:' is set to 'Valley Transportation'. A 'History' link is visible. A status box indicates 'STATUS: TRIP ACCEPTED by Valley Transportation - Jason on 04/24/2020'. Below this, the 'DRIVER & VEHICLE' section contains dropdown menus for 'Pick-Up Vehicle#' (Mini Van - 1214 - VT), 'Pick-Up Driver' (Monroe, Jason - VT), 'Return Vehicle#' (Mini Van - 1214 - VT), and 'Return Driver' (Monroe, Jason - VT). A 'Comments' text area and an 'Add Another Vehicle' button are also present. At the bottom right, there are three checkboxes: 'Cancel this trip' (checked, with an orange arrow pointing to it), 'Reschedule this Trip', and 'Notify Requesters of these Updates'. Below these checkboxes are three buttons: 'Save' (highlighted with a red box), 'Print', and 'Email This'. A red text note at the bottom right states 'Red Text indicates cancelled Trips'.

**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.

Main Menu
Permissions
Site Usage
Policies
Committees
Other Schools
Help

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

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