

INS-W001

TripPlanner is CMCSS's online special trip software that will eliminate much of the paperwork involved in requesting buses for trips. This online process will make the requesting of buses for trips much more efficient and effective.

The website can be reached by typing <u>https://trips.cmcss.net</u> in your internet browser.

Every coach in your school will be using the same login information so all the trips can be in one area. Please ask your athletic director or school administrator for your username and password. If you are not a coach, then you will login using your **My Login** user name and password, the same ones you use to access email and PowerSchool.



Once logged in will you be at a home screen that includes a calendar in the middle and a menu on the left.



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Trip Planner View All Trips KEY: Su tted trict Approved - Vehicle Type: FILTER BY: Program Links -Add Trip May 2013 Next >> << Last We List View HS Field Trip @ Parthenon Nashville Logout aseball @ Fathe Ryan High S Track @ Rossview High IS Field Trip Ashville Zoo IS Track @ Rossview High 3 S Softball @ Dickson Co High Scho THS Field Trip @ Great Escape Theate IS Track @ Rossview High HS Softball @ Dickson Co High Scho HS Track @ Rossview High HS Band @ Nashville Jazz Workshop CHS Softball @ Dickson Co High Schoo HS Band @ Nashville Jazz Workshop IS Track @ Rossview High IS Track @ Rossview High IS Band @ Barkers Mill Eler 45 Band @ TPAC HS JROTC @ Wendell H. Ford Regio 'aining IS JROTC @ Wendell H. Ford Regio

This home screen shows you (1) any trips for your school currently submitted, (2) the status of the trips submitted, (3) and the navigation menu on the left.

Tripp Planner tamara.deep@cmccs.net KEY: Submitted ~ Site/School Approved ~ Transportation Approved ~ Offered ~ Assigned ~ Completed ~ Rejected ~ Closed / Cancelled Tiple Filter BY: Program: Vehicle Type:							
Add Trip	<< Last May 2013						
Calendar View	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
List View Logout	28	29 CHS Baseball @ Father Ryan High School	30 CHS Softball @ Sycamore High School	1 CHS Track @ Rossview High	2 CHS Field Trip @ Nashville Zoo	3 CHS Field Trip @ Parthenon Nashville	4
		CHS Track @ Rossview High					
		CHS Band @ Nashville Jazz Workshop	7	0		10	
	5	CHS Track @ Rossview High	CHS Softball @ Dickson Co High School	o CHS Track @ Rossview High	CHS Softball @ Dickson Co High School	CHS Field Trip @ Great Escape Theater	
		CHS Band @ Nashville Jazz Workshop		CHS Softball @ Dickson Co High School			
		CHS Band @ Nashville Jazz Workshop					
	12	13	14	15	16	17	18
		CHS Track @ Rossview High		CHS Track @ Rossview High		CHS Band @ Barkers Mill Elementary	
	19	20	21	22	23	CHS Band @ IPAC	25
	-						
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
		CHS JROTC @ Wendell H. Ford Regional Training		CHS JROTC @ Wendell H. Ford Regional Training			

In order to create a new trip you must click on Add Trip in the navigation menu.

This will bring you to a new page where you will enter your trip information.



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Trip	Plann	er		
Links	All fie Program:	Status: New Trip		
Add Trip	Trip Leader: Brett	Burchwell		
List View	Trip Leader Cell Phone: (931	920-7948 May be used to contact trip leader		
Manage District	Trip Leader Email: brett	Trip Leader Email: brett.burchwell@cmcss.net Billing Location: Clarksville High Do Not Invoice		
Driver Queue	Billing Location: Cla			
Find Trip by #:	Comments:			
Go!				
rogour				
	Student Count: 95	Chaperone Count: 8		
	Vehicle Info Vehicle Type: Bus	Total Vehicles Needed: 3	×	
	ist the number of buses you need	I for each type.		
	Regular Buses: 0	Undercarriage Buses: 02		
	Wheelchair Buses: 0	Special Needs Buses: 01		
	Trin Route			
	From: Clarksville High	Leaving On:		
	Clansville High	7/4/2013 📰 3 💌 : 30 💌		
		PM 💌		
	To: West Creek High	Returning On:		
		PM -		
	Calculate You must c	ick the Calculate button before adding this trip.		
	Driver Hours: 8.00	Round Trip Distance: 24		
	Add Trip			

- 1. Select your sport/field trip as the **Program**.
- 2. Enter the name of the **Trip Leader**.
- 3. Enter the **Trip Leader's Cell Phone Number**. This number may be used to locate the trip leader **during** the trip.
- 4. Enter the Trip Leader's Email Address.
- 5. Select your school from the drop down box for the **Billing Location**.



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- 6. If your school does not need to be invoiced for this trip, then check the **Do Not Invoice** box.
- 7. The **Comments** section is optional. You can use this area to record special requests. The comments field will also be used for assigning the drivers by transportation. If the trip involves additional stops, give details here. Ex. From Roxy Theater to Valleybrook Park for lunch.
- 8. Enter an *approximate* Student Count and Chaperone Count.
- 9. Enter type of vehicle needed and the number of vehicles needed.
- 10. Once you have completed step 9, a new section will open that allows you to specify the type of buses you need and how many of each.
- 11. Trip Route
 - a. Here is where you put where you are leaving from and your destination. There is a drop down list of locations that you can select from.
 - b. Use the calendar picker to choose a leaving and returning date and time for your trip.
 - c. Click **Calculate**. This will place the correct information in the Driver Hours and Round Trip Distance Boxes. It will also estimate the trip Cost.
 - d. Click Add Trip.

Your trip run has now been added and you can see the success message at the top of the screen.



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Tuin	Denner						
	Planner						
chscoach@cmcss.net							
Links	Trip Added Successfully. Status: Submitted						
Add Trip Calendar View	All fields except 'Comments' are required.						
	Program: Football						
List View	Trip Leader: Brett Burchwell						
Logour	Trip Leader Contact Number: 931-920-7946						
	Trip Leader Email:						
	Billing Location: Clarksville High						
	Comments:						
	Student Count: 96 Chaperone Count: 8						
	Vehicle Info						
	Vehicle Type: Bus Total Vehicles Needed: 3						
	ist the number of buses you need for each type.						
	(rocar or an uppes music equal the number in the box above.) Regular Buses: D Undercarriage Buses: D						
	Wheelchair Birees:						
	Trip Route						
	From: Clarksville High 🕑 Leaving On: 7/4/2013 🗃 3 <table-cell> : 30 💟 PM 💟</table-cell>						
	To: West Creek High 💌 Returning On: 7/4/2013 🗃 11 💌 : 30 💌 PM 💌						
	Calculate You must click the Calculate button before adding this trip.						
	Driver Hours: 8.00 Round Trip Distance: 24						
	Estimated Trip Cost:						
	Add Trip						

Now you can click Calendar View in the Navigation Menu to go back to the calendar screen. If you want to add another trip you can click the Add Trip link and repeat the process.

Once back at the calendar you will see that your trip has been added to the calendar.



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Add Trip	<< Last			May 2013			
Calendar View	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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		CHS Track @ Rossview High					
	5	6 CHS Track @ Recenterr High CHS Band @ Nashville Jazz Workshop CHS Band @ Nashville Jazz Workshop	7 CHS Softball @ Dickson Co High School	8 CHS Track © Rossview High CHS Softball @ Dickson Co High School	9 CHS Softball @ Dickson Co High School	10 CHS Field Trip @ Great Escape Theater	11
	12	13 CHS Track @ Rossview High	14	15 CHS Track @ Rossview High	16	17 CHS Band @ Barkers Mill Elementary CHS Band @ TPAC	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
	2	3 CHS JROTC @ Wendell H. Ford Regional Training	4	5 CHS JROTC @ Wendell H. Ford Regional Training	6	7	8

Your trips will appear different colors depending on where they are in the approval process. When a trip is first added, it will appear on the calendar in black lettering. The trips will appear green when they are officially approved by Transportation.

This is a basic walkthrough of TripPlanner and if you have any questions on the application please email programmers@cmcss.net.