

# Setting up your school

- Click on register account
  - Initial registration should only be done by the school EVC or someone in charge of trip administration in the school



### Sign In

Enter your email address

Enter your password

#### Sign in

Forgot password?

Register a new account



### Setting up your school

- You can use the search box to find your school.
- When you find your school, click select.
- If your school does not appear in the search, please contact us.

TRUE ADVENTURE					
Select your school					
Search Reset					
School	Address	Town	County		
(Acle) Marshes Children's Centre	Bridewell Lane	Acle	Norfolk	Select	
1a Children's Centre	1A Rosebery Avenue	London	Not applicable	Select	
1st Place Children and Parents' Centre	Burgess Park	London	Not applicable	Select	
3 Dimensions	Chardleigh House	Chard	Somerset	Select	
3R1 Abbots Langley Family Centre	School Mead	Abbots Langley	Hertfordshire	Select	
3R2 Croxley Green Family Centre	Dulwich Way	Rickmansworth	Hertfordshire	Select	



# Setting up your school

- Enter your details
- There are no password rules, we of course suggest you make your password as secure as possible.

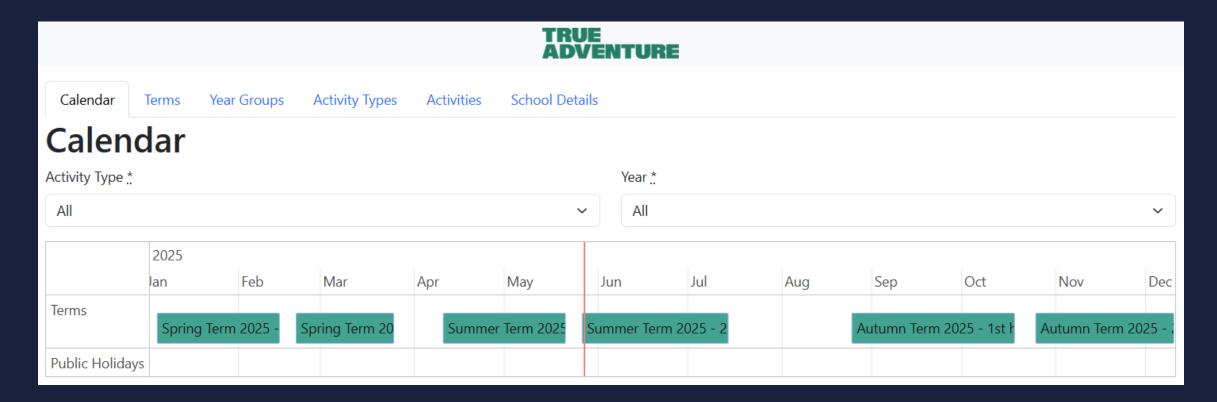


# Registration at 3R6 Chorleywood and Loudwater Family Centre

Already have an account? Sign in here

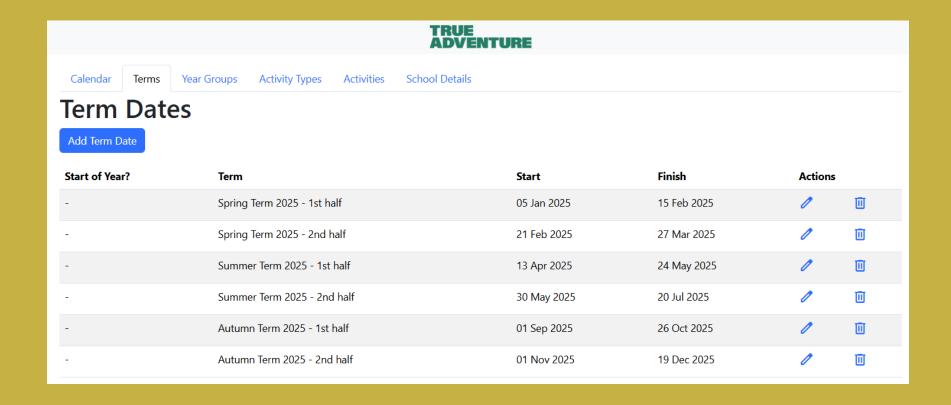
Please select	~	
irstname <u>*</u>		Lastname .*
Your first name		Your last name
mail <u>*</u>		
Your email address		
ssword		Password confirmation
Choose a password		Confirm your password

## The first page you will see is the calendar





## You can edit and add terms over as long a period as you like





#### TRUE ADVENTURE

Calendar Terms Year Groups Activity Types Activities School Details

#### **Year Groups**

Add Year Group

Year Group	Actions	
Reception		<u> </u>
Year 1		<del>U</del>
Year 2		<del>U</del>
Year 3		<del>U</del>
Year 4		<del>U</del>
Year 5		<del>U</del>
Year 6		<del>U</del>
Year 7		<del>U</del>
Year 8		<del>U</del>
Year 9		<del>U</del>
Year 10		<del>U</del>
Year 11		<u> </u>
Year 12		Ш
Year 13		iii

Delete the year groups you don't have in your school. You can also change the name of the year groups, or add more if you'd like.



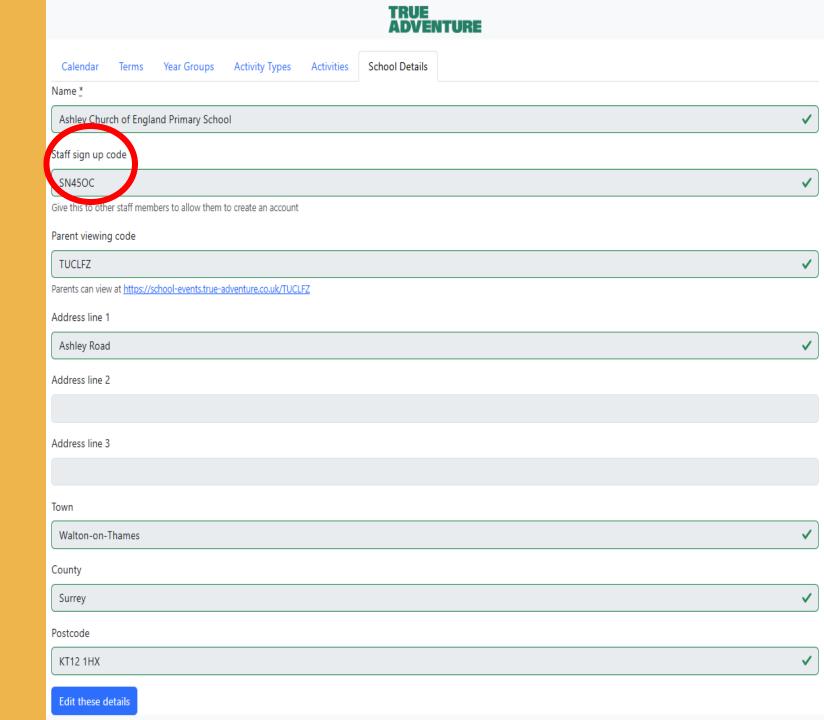
## You can create as many different Activity or Trip types as you like.

TRUE ADVENTURE						
Calendar	Terms \	Year Groups	Activity Types	Activities	School Details	
Activity Type						
Add Activity	Туре					
Activity					Actions	
Art						<b>Ⅲ</b>
Culture						Ū
PD						Ū
Sport						Ū
Subject						Ū



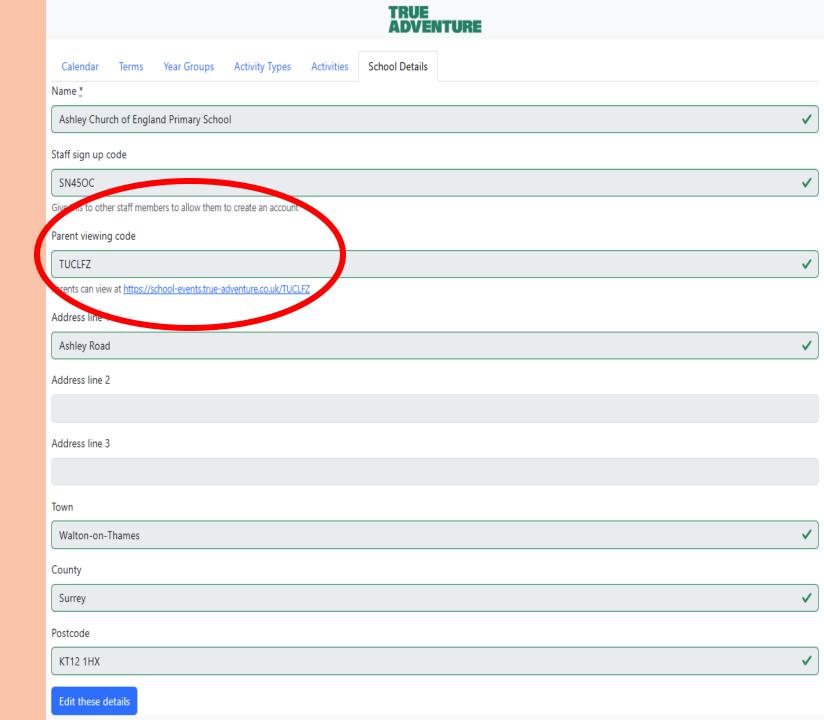
## Each school has a unique Staff sign up code

- The staff code should be provided to all staff who run trips so they can add trips to the planner. They will only be able to set activities as planned.
  - You can approve a member of SLT or an Administrator to be able to approve trips on your behalf.



## Each school has a unique Parent Viewing Code

- When you are ready to share your plans with parents, you can share this link.
- Parents will be able to filter
  trips by year group and
  activity type to find out what
  is available for their child.
- Parents can find out more information about the trip on the calendar page





# Setting up a member of staff

- Click on register a new account
  - Make sure you have the StaffSign up Code



### Sign In

Enter your email address

Enter your password

#### Sign in

Forgot password?

Register a new account



#### Setting up a member of staff

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TRUE ADVENTURE					
Select your school					
Search Reset					
School	Address	Town	County		
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3 Dimensions	Chardleigh House	Chard	Somerset	Select	
3R1 Abbots Langley Family Centre	School Mead	Abbots Langley	Hertfordshire	Select	
3R2 Croxley Green Family Centre	Dulwich Way	Rickmansworth	Hertfordshire	Select	





### Registration at 1st Place Children and Parents' Centre

Already have an account? Sign in here

Please select			
Firstname *	Lastname <u>*</u>		
Your first name	Your last name		
Email <u>*</u>			
Your email address			
Staff code <u>*</u>	Your Role		
	Teacher 🗸 🗸		
You can get the code for your school from your EVC	1st Place Children and Parents' Centre alread has a registered Educational Visit Coordinato If you are the Educational Visit Coordinator, please contact us to correct this.		
Password	Password confirmation		
Choose a password	Confirm your password		

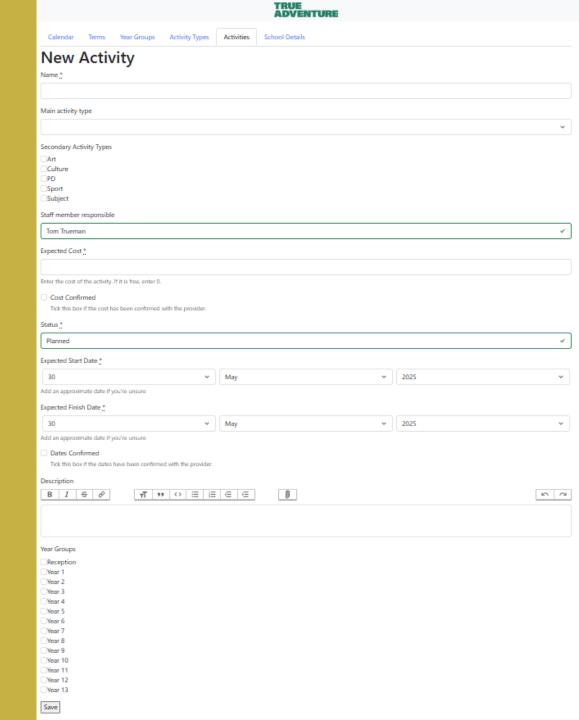
# Setting up a member of staff

- Enter your details and your schools unique Staff code
- There is an option to select SLT, Administrator or Teacher. Only the EVC can vary permissions.
- There are no password rules, we of course suggest you make your password as secure as possible.



# Setting up an activity

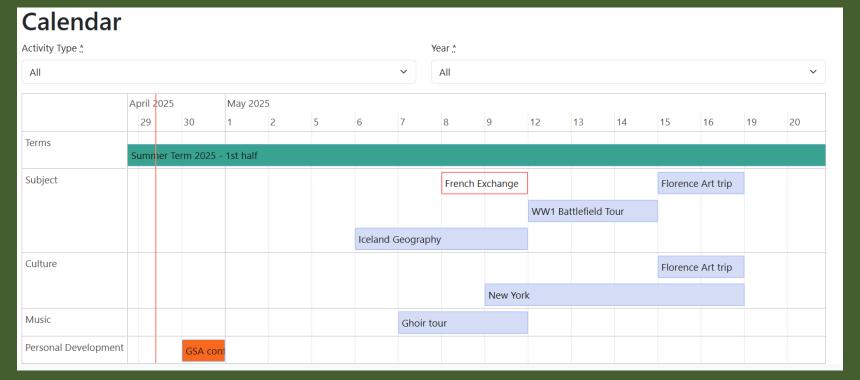
- Enter all of the details for your proposed trip.
  You can include a main purpose of the trip and any secondary trip type if needed.
- When an activity is added the EVC will be notified and can approve or comment on the proposal.
- The system will send emails to notify the member of staff or the EVC about any changes to the trip.





#### The Calendar View

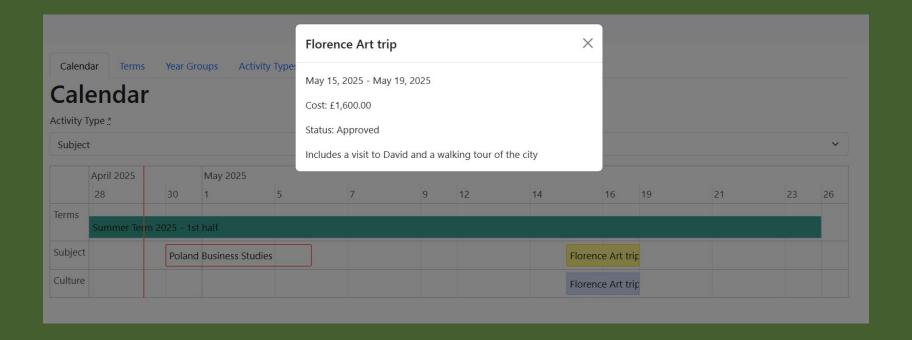
- Planned trips appear with a red box, approved trips in blue and current trips in orange. We are working on a way to colour code by trip type instead.
- Parents can only see approved and current trips.
- The system allows to filter by trip type and year group.
- A parent selecting their child's current year can look ahead and see future trips when they move years.





#### The Calendar View

- From the calendar, parents can click on a trip and read more about its details.
- We are adding the ability to click on links for more information, or for parents to register their interest through the site.
- The idea is to allow parents to view trips and costs to budget for their children's future trips.





Please give us feedback to improve the system trip.planner@true-adventure.co.uk

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