Trip Planner Guide
The Basics

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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

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.

Setting up your school

- Enter your details

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

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Registration at 3R6 Chorleywood and Loudwater Family Centre

Already have an account? Sign in here

Title *

Please select...

Firstname *

Your first name

Lastname *

Your last name

Email *

Your email address

Password

Choose a password

Password confirmation

Confirm your password

Register

The first page you will see is
the calendar

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

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Calendar | **Terms** | Year Groups | Activity Types | Activities | School Details

Term Dates

Add Term Date

Start of Year?	Term	Start	Finish	Actions
-	Spring Term 2025 - 1st half	05 Jan 2025	15 Feb 2025	✏️ 🗑️
-	Spring Term 2025 - 2nd half	21 Feb 2025	27 Mar 2025	✏️ 🗑️
-	Summer Term 2025 - 1st half	13 Apr 2025	24 May 2025	✏️ 🗑️
-	Summer Term 2025 - 2nd half	30 May 2025	20 Jul 2025	✏️ 🗑️
-	Autumn Term 2025 - 1st half	01 Sep 2025	26 Oct 2025	✏️ 🗑️
-	Autumn Term 2025 - 2nd half	01 Nov 2025	19 Dec 2025	✏️ 🗑️

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.

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.

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Calendar　Terms　Year Groups　Activity Types　Activities　School Details

Name *

Ashley Church of England Primary School ✓

Staff sign up code

SN45OC ✓

Give this to other staff members to allow them to create an account

Parent viewing code

TUCLFZ ✓

Parents can view at https://school-events.true-adventure.co.uk/TUCLFZ

Address line 1

Ashley Road ✓

Address line 2

Address line 3

Town

Walton-on-Thames ✓

County

Surrey ✓

Postcode

KT12 1HX ✓

Edit these details

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

Trip Planner Guide
Setting up as a member of staff and adding an activity

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Setting up a member of staff

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

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Sign In

Enter your email address

Enter your password

Sign in

Forgot password?

Register a new account

Setting up a member of staff

- You can use the search box to find your school.
- When you find your school, click select.

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.

New Activity

Name *

Main activity type

Secondary Activity Types
☐ Art
☐ Culture
☐ PD
☐ Sport
☐ Subject

Staff member responsible

Tom Trueman ✓

Expected Cost *

Enter the cost of the activity. If it is free, enter 0.

☐ Cost Confirmed
Tick this box if the cost has been confirmed with the provider.

Status *

Planned ✓

Expected Start Date *

30   May   2025

Add an approximate date if you're unsure

Expected Finish Date *

30   May   2025

Add an approximate date if you're unsure

☐ Dates Confirmed
Tick this box if the dates have been confirmed with the provider.

Description

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Year Groups
☐ Reception
☐ Year 1
☐ Year 2
☐ Year 3
☐ Year 4
☐ Year 5
☐ Year 6
☐ Year 7
☐ Year 8
☐ Year 9
☐ Year 10
☐ Year 11
☐ Year 12
☐ Year 13

Save

Trip Planner Guide
Seeing the calendar

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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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