

The background of the slide is a scenic landscape. On the left, a bright sunset or sunrise is visible over a valley, with the sun low on the horizon and rays of light. A winding asphalt road curves through the landscape. To the right of the road, there are rows of vineyards with yellowing leaves, suggesting autumn. In the distance, rolling hills and a few trees are visible under a clear sky. The overall atmosphere is peaceful and scenic.

Trip Planner Guide

The Basics

**TRUE
ADVENTURE**

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

**TRUE
ADVENTURE**

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

SearchReset

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

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](#)

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

**TRUE
ADVENTURE**

[Calendar](#) [Terms](#) [Year Groups](#) [Activity Types](#) [Activities](#) [School Details](#)

Calendar

Activity Type *:

All

 Year *:

All

	2025											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Terms	Spring Term 2025 -		Spring Term 20		Summer Term 2025		Summer Term 2025 - 2		Autumn Term 2025 - 1st		Autumn Term 2025 -	
Public Holidays												













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](#)

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	 



Year Groups

[Add Year Group](#)

Year Group	Actions
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	 

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 Type

Activity	Actions
Art	 
Culture	 
PD	 
Sport	 
Subject	 

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.

TRUE ADVENTURE

Calendar Terms Year Groups Activity Types Activities School Details

Name *
Ashley Church of England Primary School ✓

Staff sign up code
SN450C ✓
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

TRUE ADVENTURE

Calendar Terms Year Groups Activity Types Activities School Details

Name *
Ashley Church of England Primary School ✓

Staff sign up code
SN45OC ✓

Give access 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

The background of the slide is a scenic landscape. On the left, a bright sunset or sunrise is visible over a valley, with the sun low on the horizon and its light reflecting off the clouds. A winding asphalt road curves through the middle of the image. To the right of the road, there are rows of vineyards with yellowing leaves, suggesting autumn. In the distance, rolling hills and a few scattered trees are visible under a clear sky. The overall atmosphere is peaceful and scenic.

Trip Planner Guide

Setting up as a member of staff
and adding an activity

**TRUE
ADVENTURE**

Sign In

Enter your email address

Enter your password

Sign in

[Forgot password?](#)

[Register a new account](#)



Setting up a member of staff

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

Setting up a member of staff

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

**TRUE
ADVENTURE**

Select your school

SearchReset

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

Registration at 1st Place Children and Parents' Centre

[Already have an account? Sign in here](#)

Title *

Please select...

Firstname *

Your first name

Lastname *

Your last name

Email *

Your email address

Staff code *

You can get the code for your school from your EVC

Your Role *

Teacher

1st Place Children and Parents' Centre already has a registered Educational Visit Coordinator. If you are the Educational Visit Coordinator, please [contact us](#) to correct this.

Password

Choose a password

Password confirmation

Confirm your password

Register

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.

TRUE ADVENTURE

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

New Activity

Name *:

Main activity type:

Secondary Activity Types

☐ Art
☐ Culture
☐ PD
☐ Sport
☐ Subject

Staff member responsible:

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 *:

Expected Start Date *:

Add an approximate date if you're unsure

Expected Finish Date *:

Add an approximate date if you're unsure

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

Description:

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

The background of the slide is a scenic landscape. On the left, a bright sunset or sunrise is visible over a valley, with the sun low on the horizon and rays of light. A winding asphalt road curves through the landscape. To the right of the road, there are rows of vineyards with yellowing leaves, suggesting autumn. In the distance, there are rolling hills and a few small buildings. The sky is a clear, pale blue. A large, semi-transparent red rectangle is overlaid in the center of the image, containing the title text.

Trip Planner Guide

Seeing the calendar

**TRUE
ADVENTURE**

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.

Calendar																
Activity Type *																
Year *																
All																
All																
April 2025																
May 2025																
29 30 1 2 5 6 7 8 9 12 13 14 15 16 19 20																
Terms																
Subject																
Culture																
Music																
Personal Development																
Summer Term 2025 - 1st half																
French Exchange																
WW1 Battlefield Tour																
Iceland Geography																
Florence Art trip																
New York																
GSA com																

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.

Calendar

Terms Year Groups Activity Types

Calendar

Activity Type:*

Subject

April 2025 May 2025

28 30 1 5 7 9 12 14 16 19 21 23 26

Terms Summer Term 2025 - 1st half

Subject Poland Business Studies Florence Art trip

Culture Florence Art trip

Florence Art trip

May 15, 2025 - May 19, 2025

Cost: £1,600.00

Status: Approved

Includes a visit to David and a walking tour of the city

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

**TRUE
ADVENTURE**