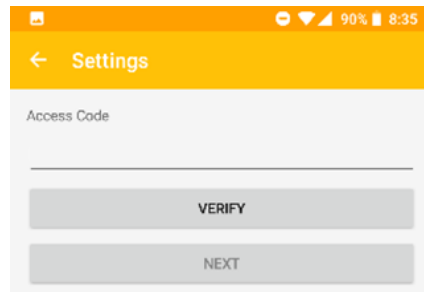


BUSPLANNER DELAYS

Getting Started

1. When you install and open the app for the first time, the Settings page will open:



ACCESS CODE
IS WESTS

2. Enter the **Access Code** provided by your transportation department.
3. Click **Verify**. If your access code is valid, a welcome message will appear.
4. Click **Next**.

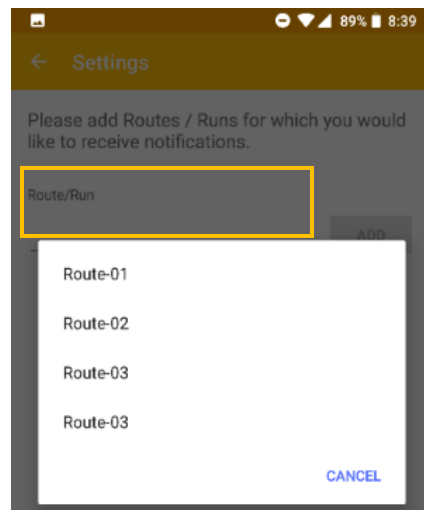
Adding Route Notifications

First, add the school that your child attends:

1. On the Settings page, click **For My Child's Transportation**.
2. Choose a **School** from the dropdown.
3. Click **Add**. The school will appear in blue in the list below.
4. Click **Next**.

Next, choose your child's route:

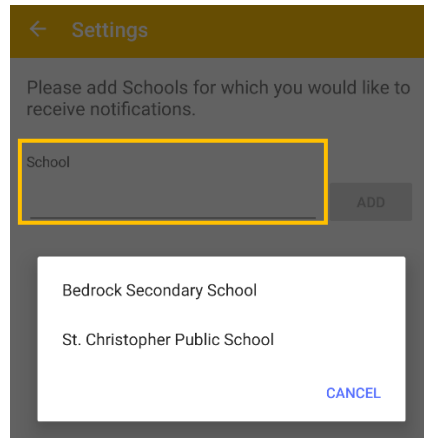
1. Choose a **Route/Run** from the drop-down:



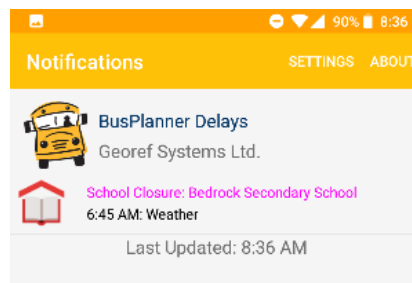
2. Click **Add**. The route will appear in blue in the list below.
3. Click **Done**. Any route delays or cancellations will be listed on the main page.
4. If there are no delays or cancellations, the routes will not appear.

Adding a School Closure Notification

1. Click **Settings**. Enter your access code. (See **Getting Started** above.)
2. On the Settings page, click **For My School(s)** to open the school settings:



3. Choose a **School** from the dropdown.
4. Click **Add**. The school will appear in blue in the list below.
5. Click **Next**. Any school closures will be listed on the main page:



6. If there are no school closures, it will not appear.

Changing Your Subscriptions

1. Click **Settings**.
2. Repeat the steps of adding your **Access Code** & choosing a route or school, as above.
Note: If you previously added a school or route, it will already appear by default.
3. To remove a school or route, click and hold the item in the list. Click **Remove** at the top of the screen.