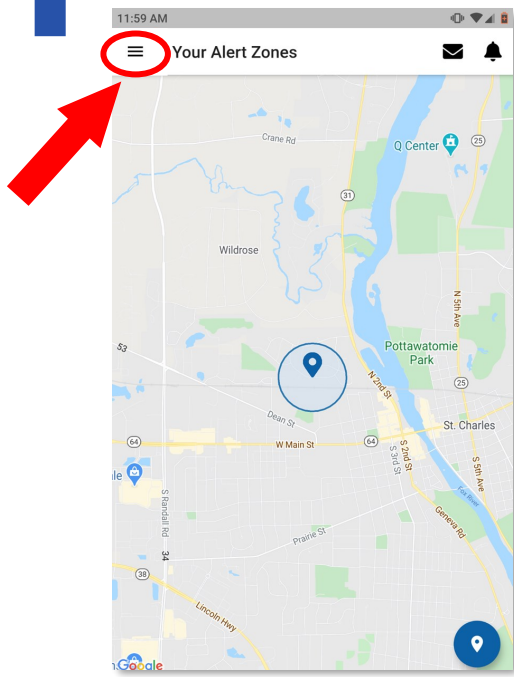# WHERE'S MY KID?
USER GUIDE
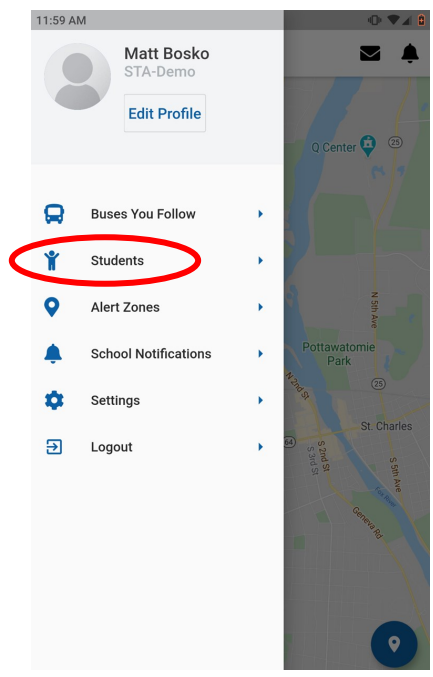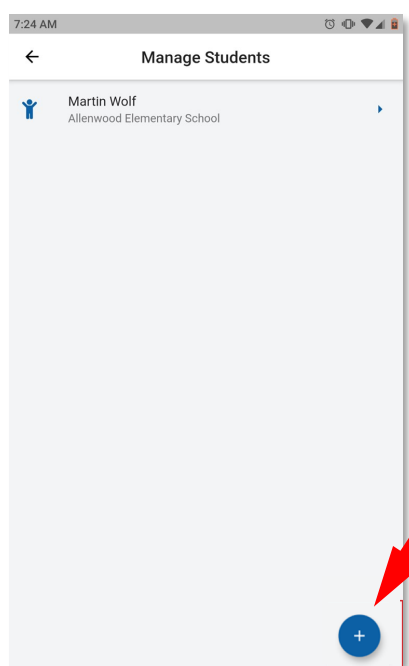### android

ADDING A STUDENT

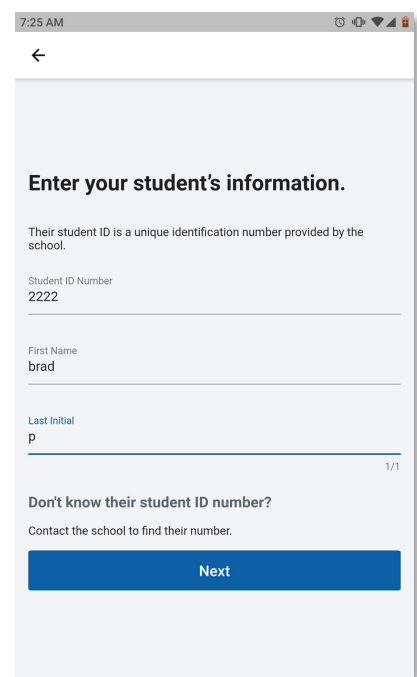**1** Tap on the main menu icon in the top left corner of the screen.

2 Tap on "Students."

3 If you have already added a student, tap on their name. If you are adding a student for the first time, tap on the **+**

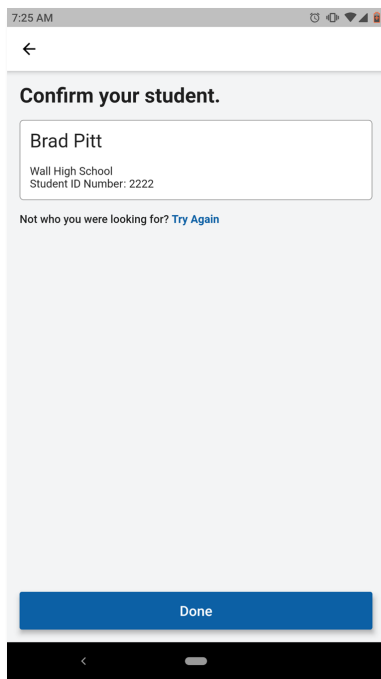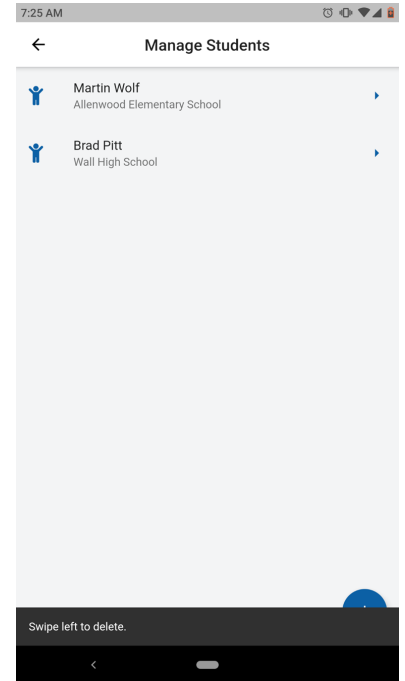**4** Type in all of the student's information and tap "Next."
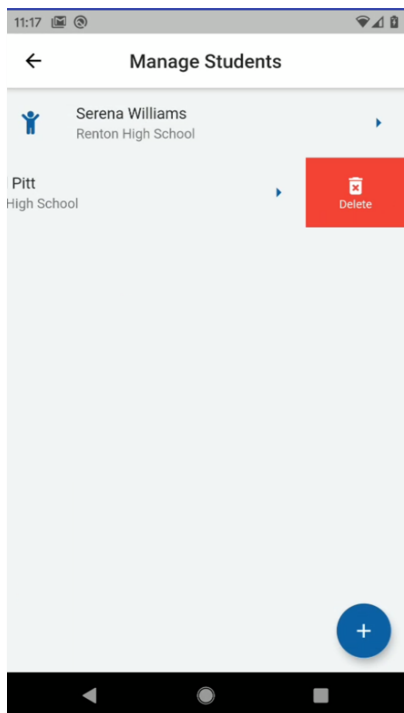
ADDING A STUDENT

5 A confirmation screen will appear. If any information is incorrect, you can tap "Try Again." If it is the correct student, tap "Done" and the student will be added to your account.
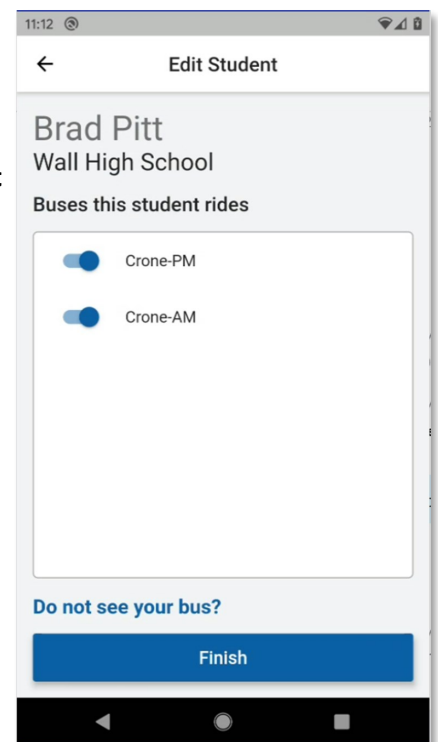
6 An updated list will now show the new student that has been added. You have successfully added the student to your account.

7 You can also delete a student at any time by swiping left on the student name and tapping the delete option.

8 **IMPORTANT**
To get notifications for a newly added student, you must assign to the student the buses that he/she rides. Tap on the student to whom you want to assign buses. Use the slider to select/deselect the correct buses to the student, and tap on "Finish.") Your changes will be saved.
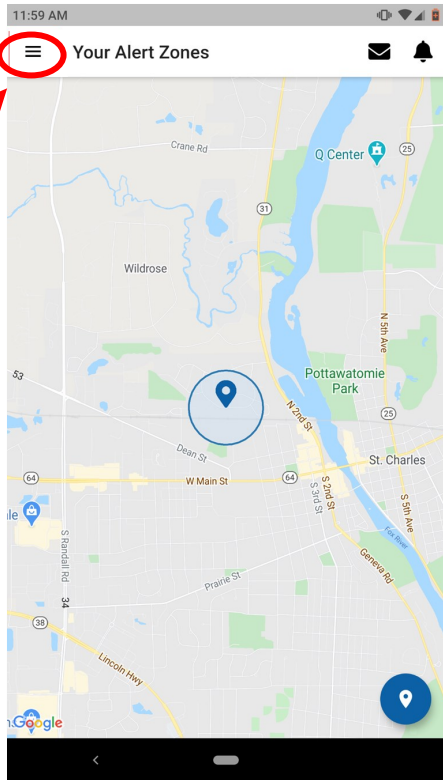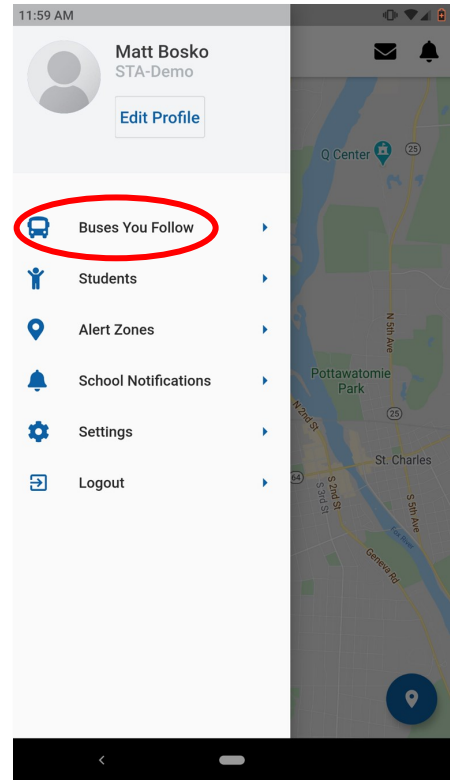
ADDING/REMOVING BUSES

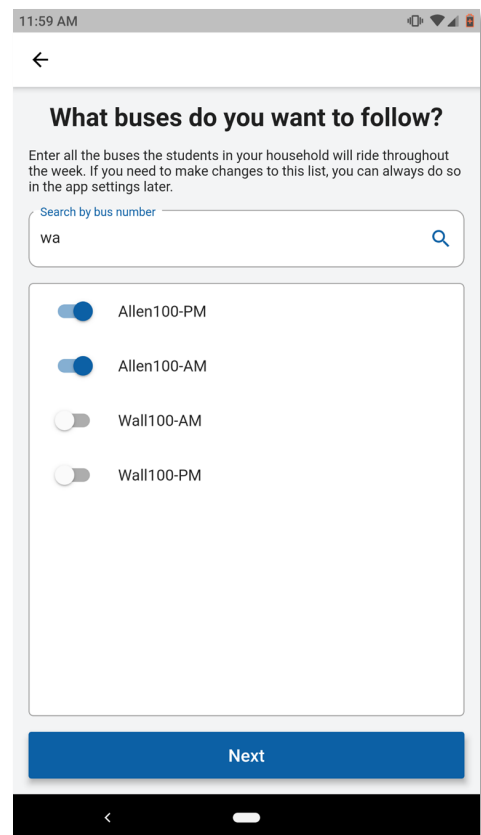**1** To add or remove buses, tap the main menu icon in the upper left.

2 Tap "Buses You Follow."

3 Select any additional buses by entering a few characters in the search box and swiping the toggle button right for the ones you want to follow. You may also stop following any of the buses you currently follow by toggling the sliders to the left to turn off. When you click "Next," you will be prompted to confirm your changes. Your changes will be saved and you will be returned to the Home screen showing the map and your alert zones.

IMPORTANT
Anytime you add or remove buses you follow, go to the "Students" menu option from the main menu and make sure you match your students to their correct buses.
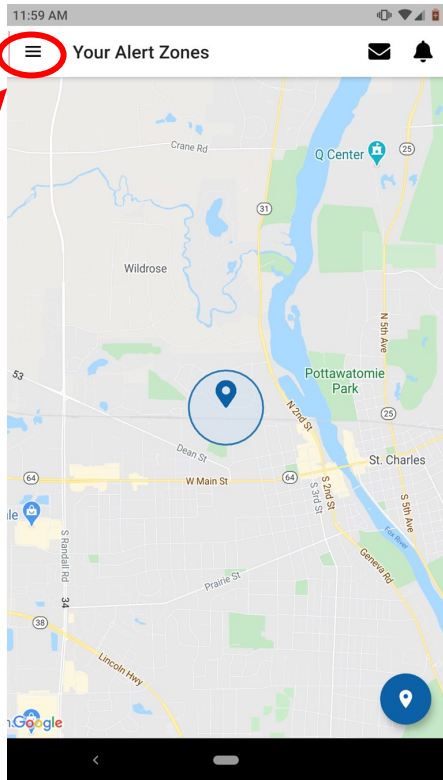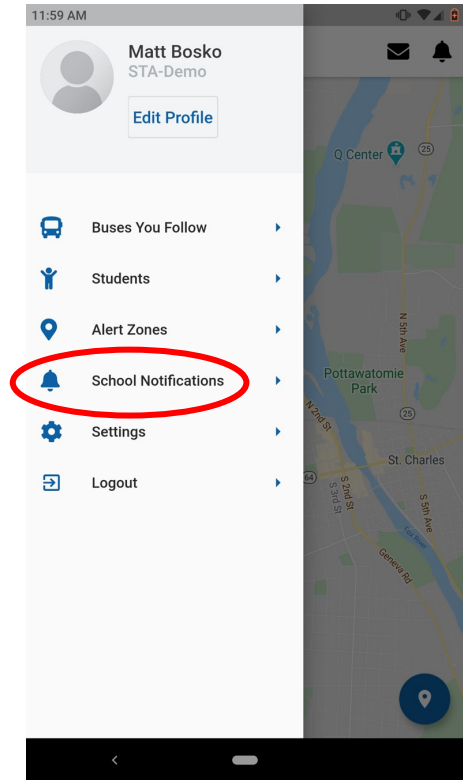
WHERE'S MY KID?

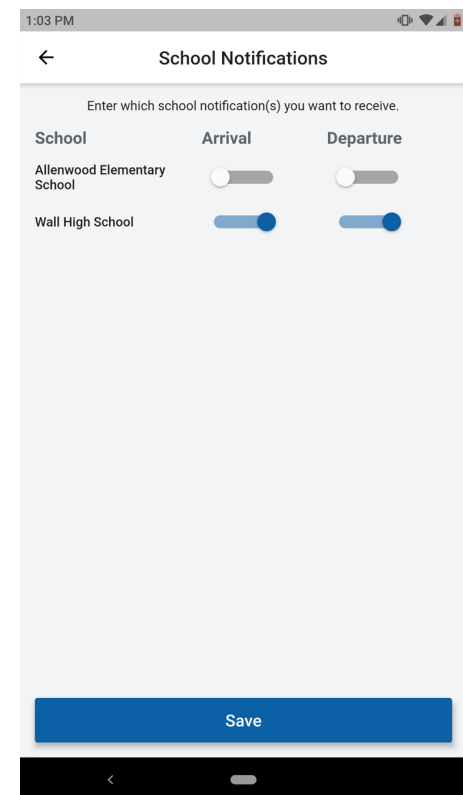# SETTING SCHOOL NOTIFICATIONS

1 To add or remove buses, tap the main menu icon in the upper left.

2 Tap "School Notifications."

3 The 'School Notifications' screen is displayed, listing the schools attended by the students you follow. You can select the schools for which you'd like to be notified when the bus arrives or departs from that school by sliding the relevant slider to the right. Click "Save" to save changes.
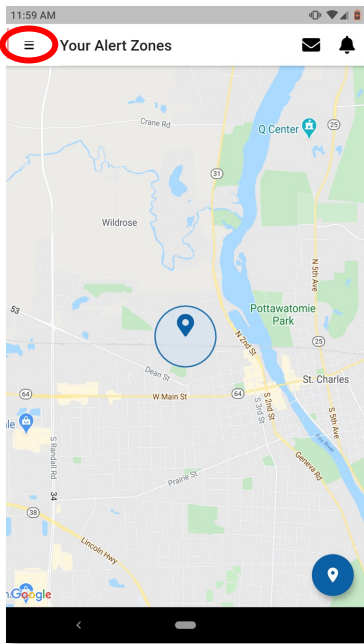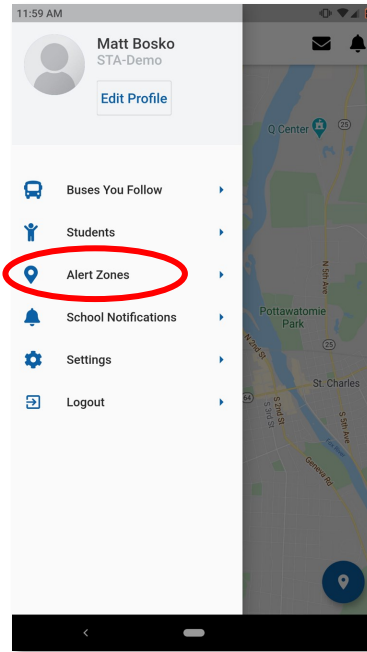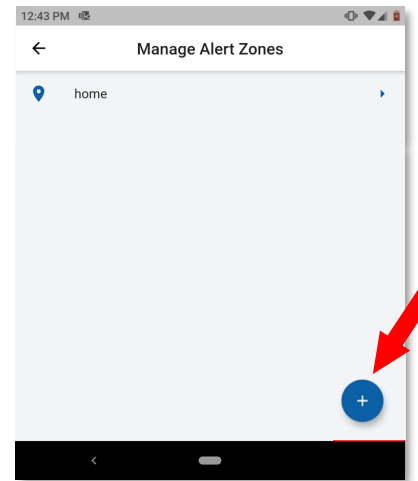
ADDING OR EDITING AN ALERT ZONE

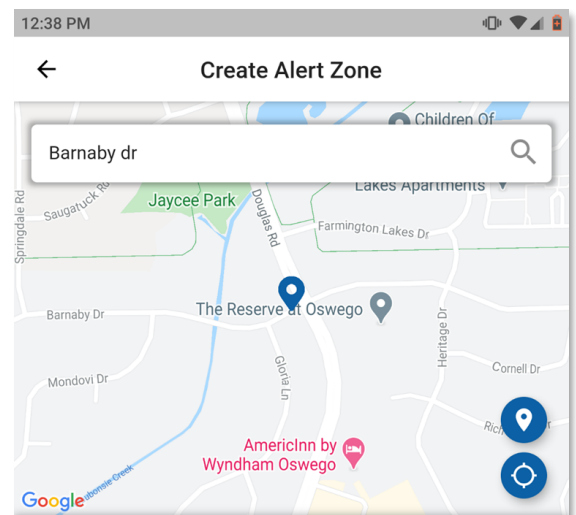**1** Tap the main menu icon in the upper left.

2 Tap "Alert Zones."

3 A list of the existing zones you have created will show. If you would like to edit, tap on a zone to continue. If you are creating a new zone, select the blue 'plus' icon in the lower right corner.

4 When choosing the location for a zone, the app will work best if the zone is created in an area where the bus always passes through, such as your child's bus stop.

To select a location, you can enter an address or an intersection and click on the search icon. Alternatively, you can move the map around, zoom in/out and tap on the location where you want your alert zone to be located. Where you tap will be the center of the zone that will trigger the alert to your phone.

After you have selected a location, enter a name for the zone and tap "Next."
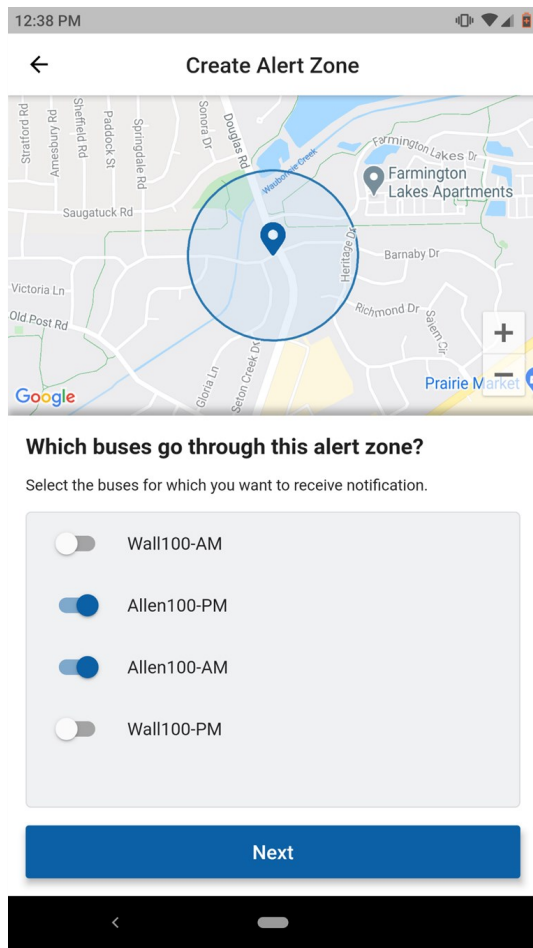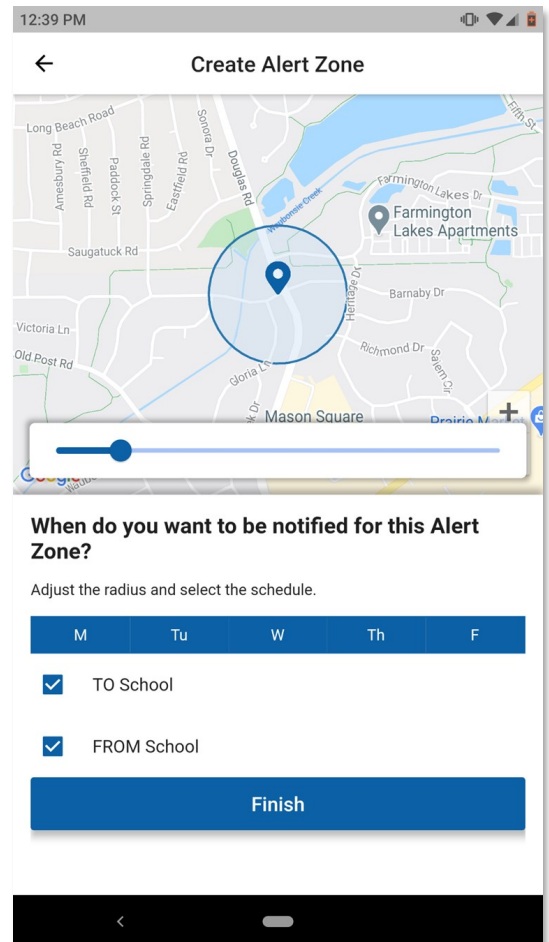
ADDING OR EDITING AN ALERT ZONE

5 Select the buses you would like to track by moving the slider to the right. Tap "Next."

6 You can now select whether you want your notifications only for the "TO School" pick-up or "FROM School' drop-off, or both. You can also deselect any day of the week on which you don't want to be notified.

There is also a slider that you can move to the left or right to decrease or increase the radius of your zone. This defines the boundaries of your zones and determines how early you are notified before the bus arrives. It is best to leave this at the system assigned default and revisit at a later time if you want to get your notifications sooner or later.

Once you have made the desired change, tap "Finish," and the zone will be saved.

For Student IDs, bus routes, or Access Codes, please contact your school.

For technical issues go to PMOOperationsSupport@gobeacon.com