BusMinder parent app
User Guide

| LOGIN	
Install BusMinder Parent App (BMP) on to your smartphone available from the Play Store / App Store.	**BusMinder Parent** BIGSMS Pty Ltd Designed for iPad #86 in Travel ★★★★☆ 3.8 • 12 Ratings Free
BusMinder Parent App first time login setup: • Open BMP App • Select SIGN IN • Enter the email address and password that has been provided to you by the College.	**BusMinder** SAFETY SECURITY ACCOUNTABILITY Register Sign In

ROUTES

To view all routes, select the
"ALL ROUTES" tab to view

Tap on the star next to the route name
to make the route a favourite
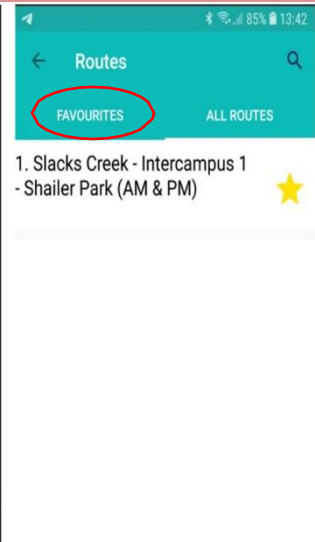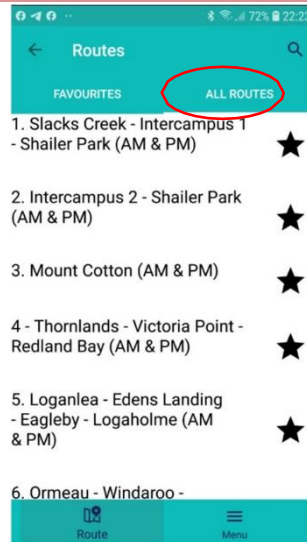
Tap on the route to view the route map and
stops.
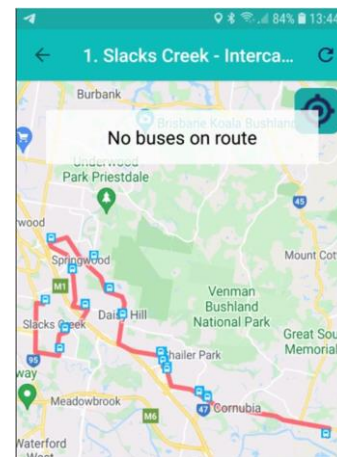
MAPS

Maps

- Each bus route map includes the
 morning (AM) and afternoon (PM) run
- The route colours will differ to
  indicate morning or afternoon
- Where the routes overlap on the
  map, only one colour is visible
- The maps are interactive
- Use 2 fingers to pinch the screen to
  zoom out or expand to zoom in
- Zoom in and tap on the bus image
  to view stop details
- tap the ⭐ to make the stop a favourite
  (one stop per route)
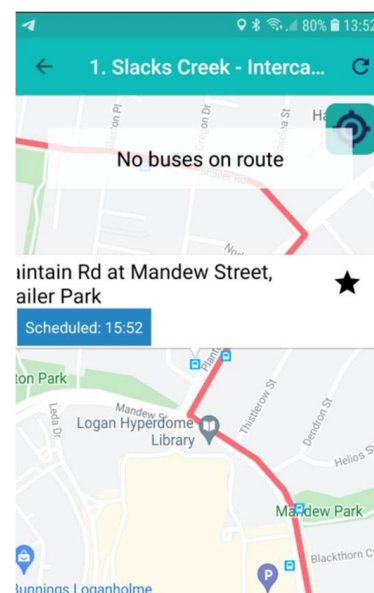
- Add payment method
- Select account / menu and then payment
- Select add payment method and load payment details (credit card or paypal)

- Add balance per student
- Select student and then top-up
- Select payment options
- Amounts (pre-set options)

- Enable auto top-up on account

- Students must tap on and off the buses for every trip.
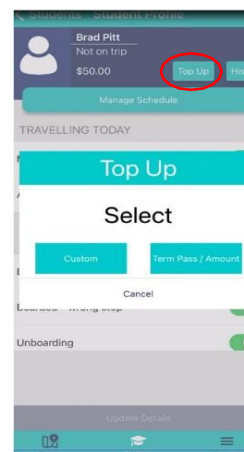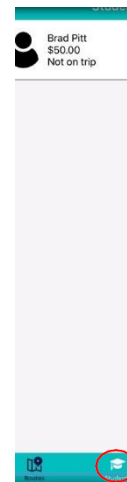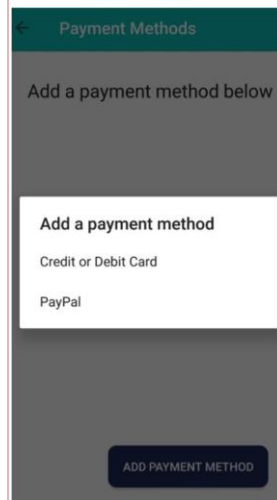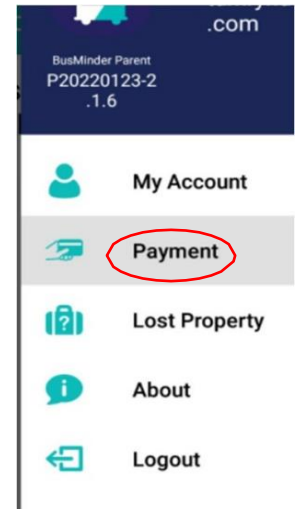
- Select the bus route required from the Routes tab
- Tap on the book button on the relevant bus
- Select bus stop required
- Select student and create booking
- Select date of travel
  green = seats available
  red = no seats available
- Tap New Booking
- Check details if correct Tap Book
  NB. If you do not have enough credit available, you MUST Top Up your account before the Book button activates

- Repeat process above to add more bookings

- To manage bookings go to bookings tab

- SINGLETRIP - To remove a booking click on the bin icon
  Bookings removal MUST be made the day before the scheduled trip to receive a credit

- TERM - To register an absence, select the student on the student tab and Add Absence.
- Use button slider on date and trip of absence.
  Please note there is NO refund for absence or non-travel on a Term Pass.