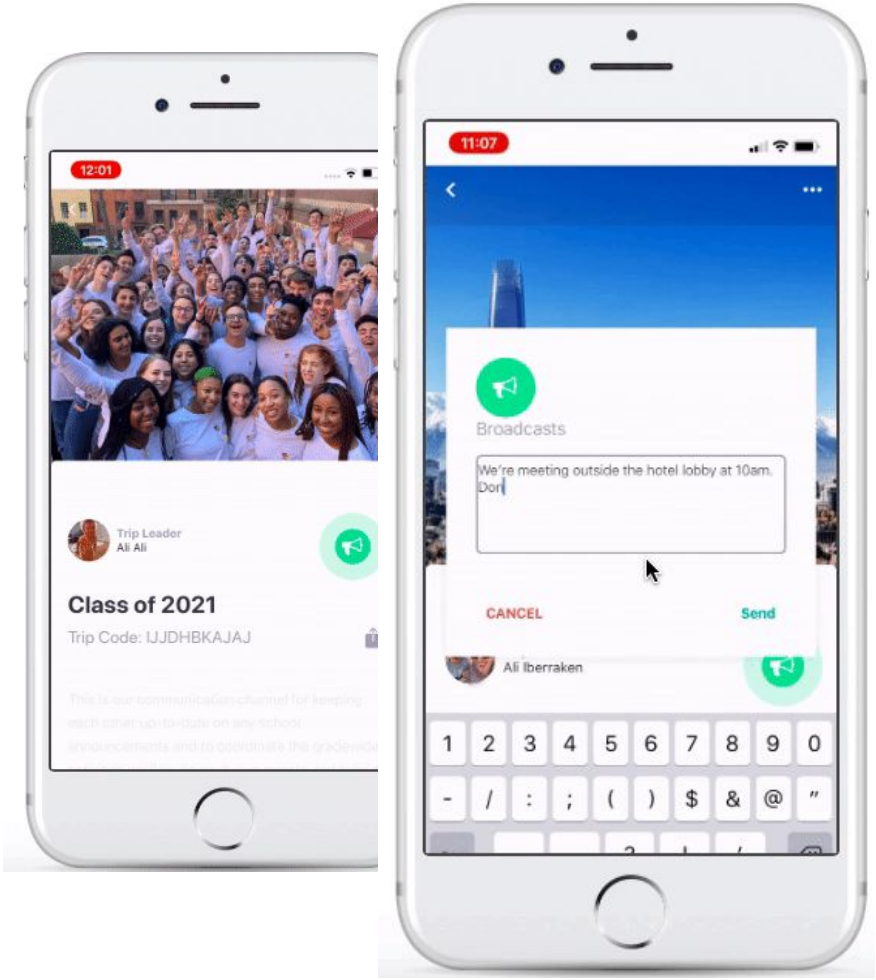
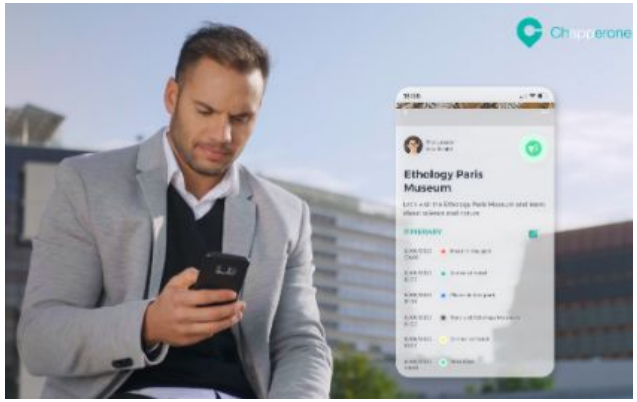
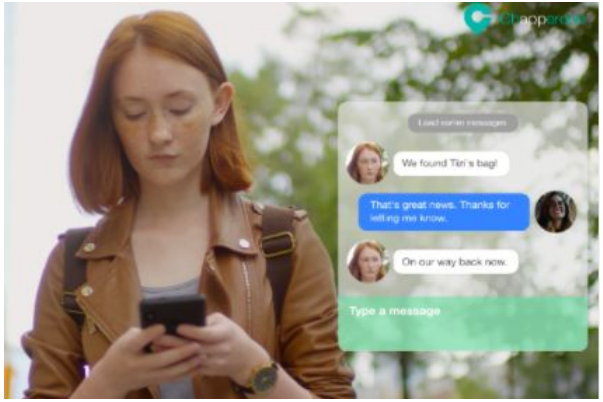
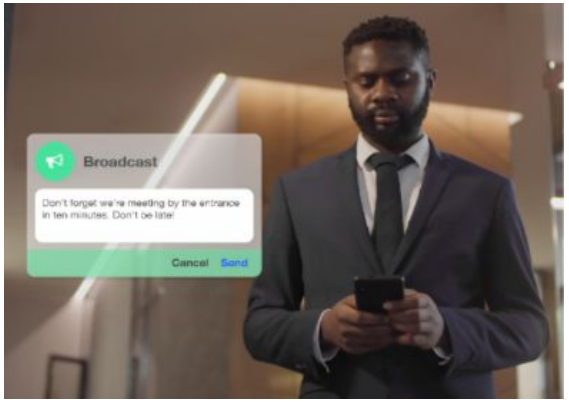
chapperone


12:01
Trip Leader
Ali Ali
Class of 2021
Trip Code: IJJDHBKAJAJ
11:07
Broadcasts
We're meeting outside the hotel lobby at 10am. Don
CANCEL
Send
Ali Iberraken







Chapperone is simple to use app to make taking students out of the classroom SAFER and MORE SECURE

Safety features.

Emergency information and contacts ensure students know who to call and how to call them in case of emergency.

Communication.

A reliable and secure channel to send group broadcast messages and individual messages without sharing phone numbers.

Streamlined platform.

Quick and easy set-up that allows access to important trip information and itinerary details.

Step-by-step instructions

1. Creating an account
2. Creating a trip
3. Using the features
4. Student sign up

For even more detailed instructions, see our User Manual

CREATE AN ACCOUNT - Download for free

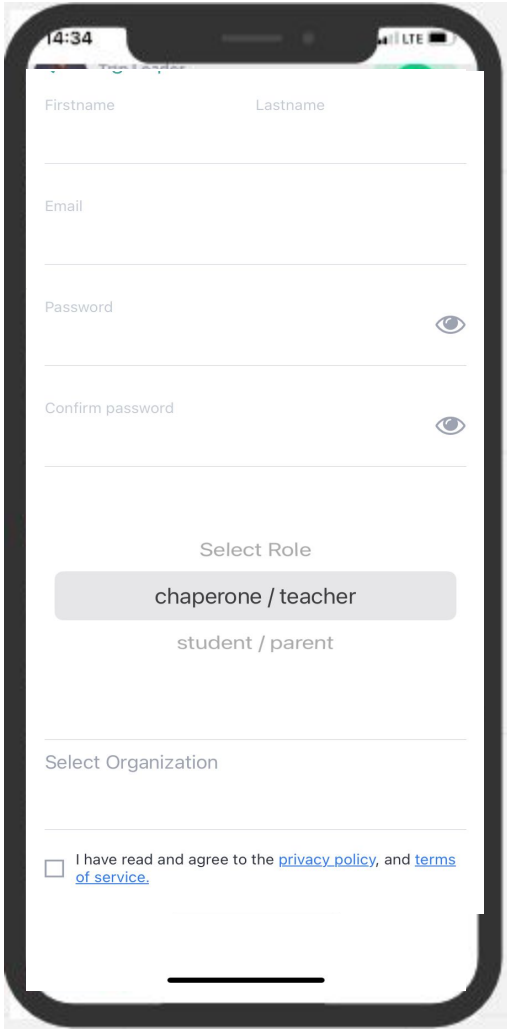
Scan this QR code

Or search for CHAPPERONE
in App Store or Google Play

Sign Up

1. Use your school email address
2. Choose the relevant role - ‘chaperone’
3. Click ‘select organization’
4. Search for your school/organization
   - If you’re a trip leader and your school hasn’t used the app before, then add your school by clicking ‘add school’ (see User Manual if you need more help here)
   - If someone has already added your school, simply type in the school name and select it

Note: students and parents do not need to select a school/organization

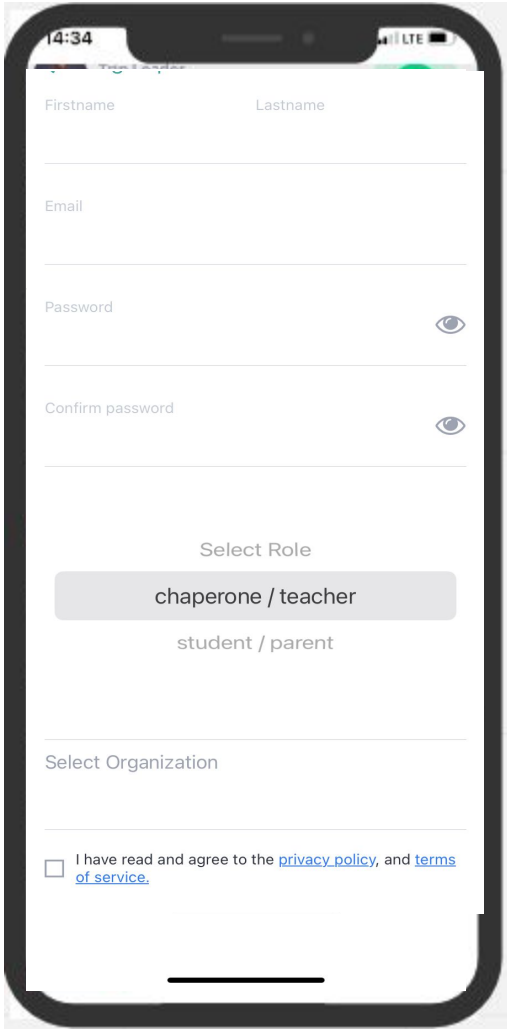


Sign Up - cont'd

5. You will receive an email to verify the email address.

6. Enter the code provided in the email to confirm your account

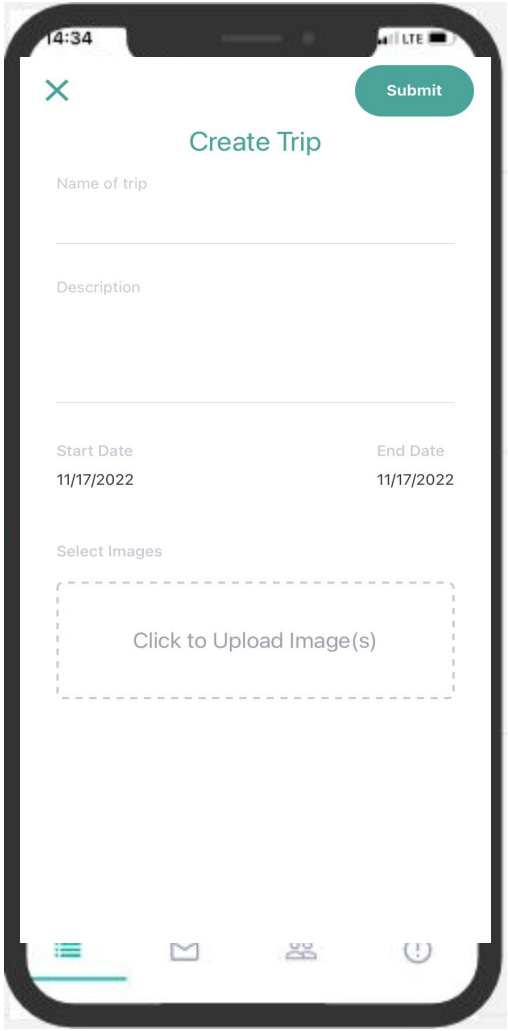
Now you're all set up!



CREATE A TRIP

1. Press the + sign in top right corner
2. Choose the option ‘create’
3. Fill in the name of the trip
4. In ‘Description’ share additional info and provide links to useful resources.

   For example, a Google Drive folder for the trip, a rooming survey, attendance lists for buses, packing lists, website for your destination… anything you like!



Create a trip - cont'd

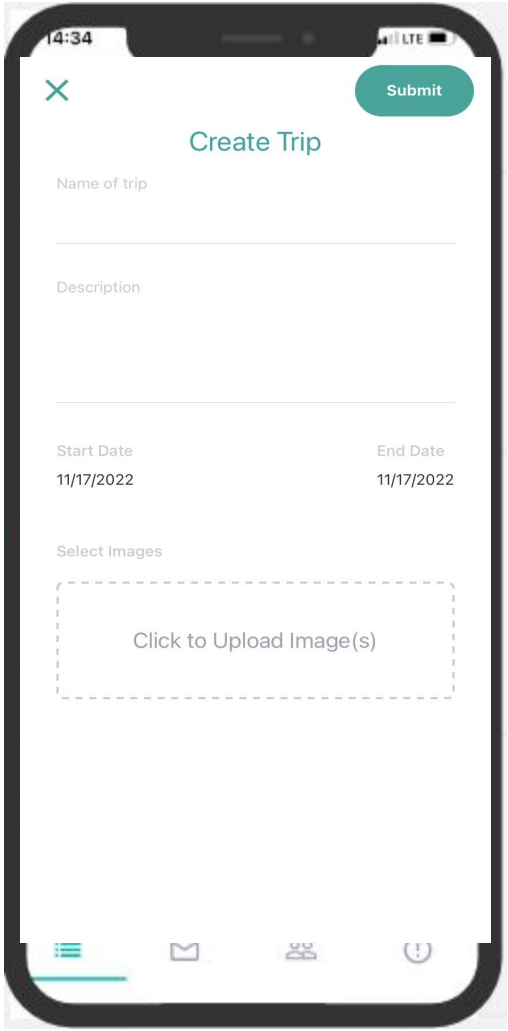
5. Choose the start date and end date of the trip

6. Add a photo - you may need to give permission to access all photos
   We recommend using a photo in landscape mode

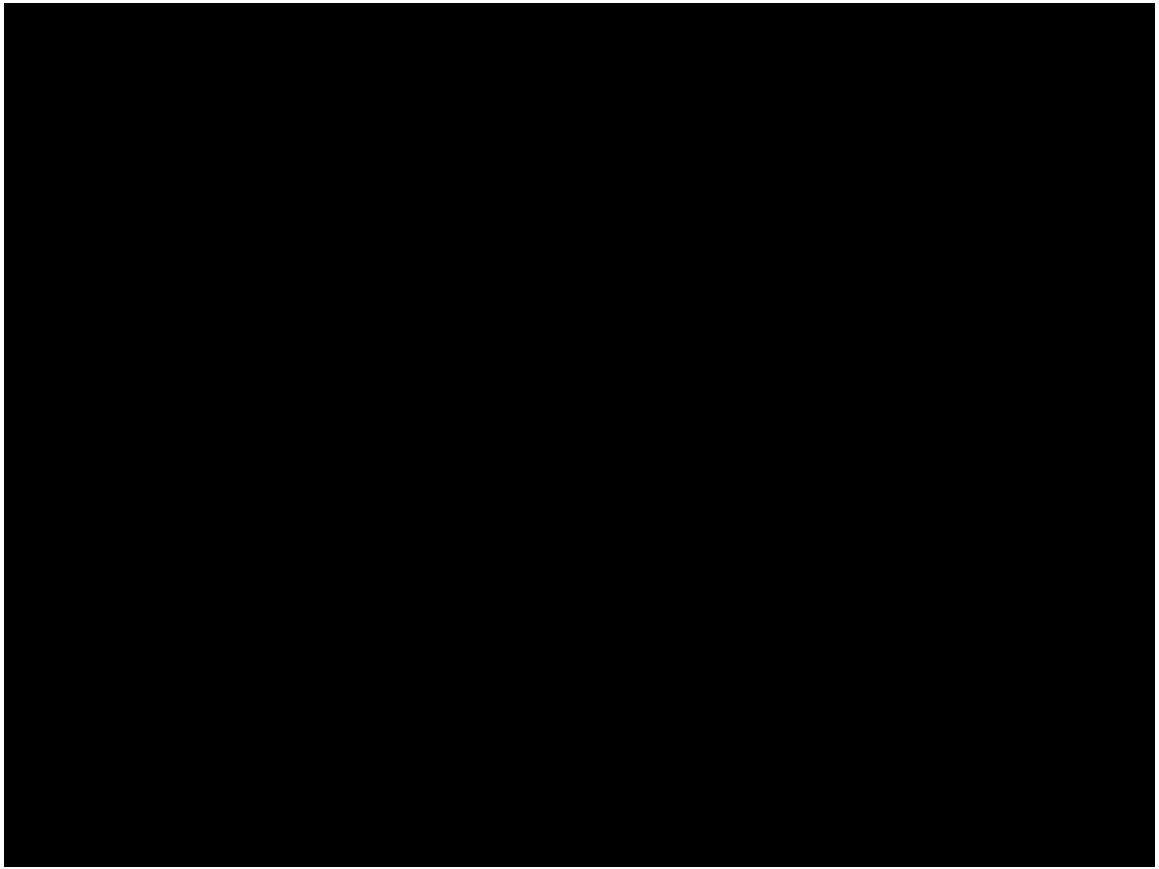
Now you're all set up! That didn't take long!

If you need to go back into the trip and edit it, click into the trip from the homepage and click the 3 dots in the top right corner to edit

(Note: only chaperones/teachers can do this)



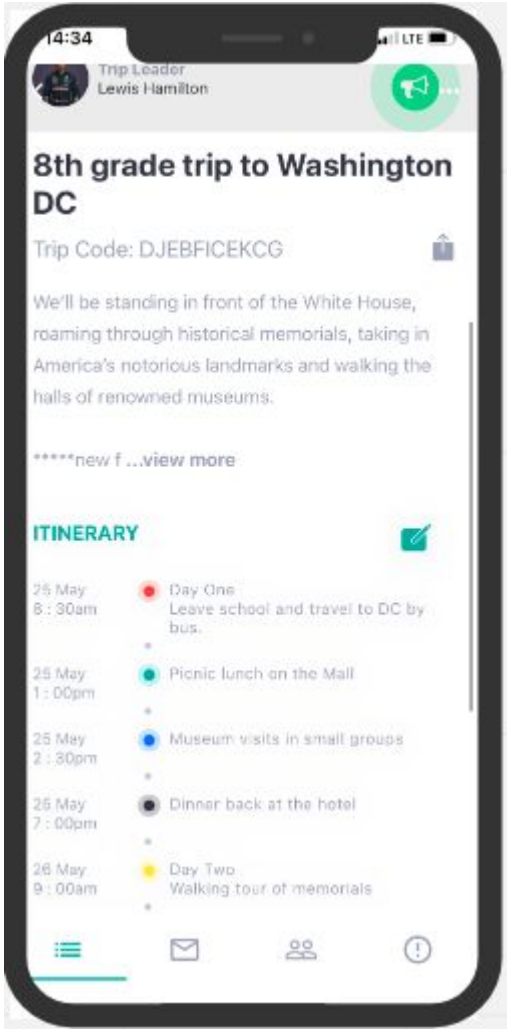
USING THE FEATURES



The itinerary

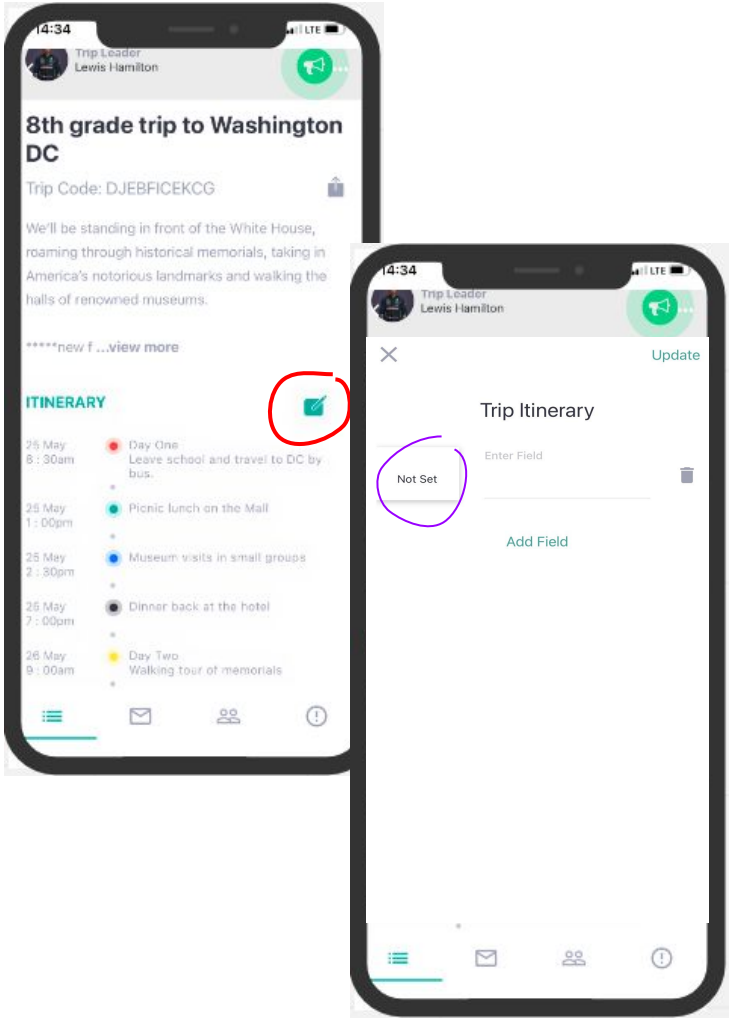
Students and teachers are able to see a general overview of the trip and a detailed itinerary as well.

Any last minute changes to the itinerary can be updated here. (Updates would require connectivity).



The itinerary

1. Click into the trip and press the edit button to the right of ‘Itinerary’
2. Press ‘Add Field’ to create an entry
3. Once you have added a field, click the box that says ‘Not Set’ to add a date and time
4. Describe what’s happening in the ‘enter field’ box
5. Click ‘Add Field’ to add another entry

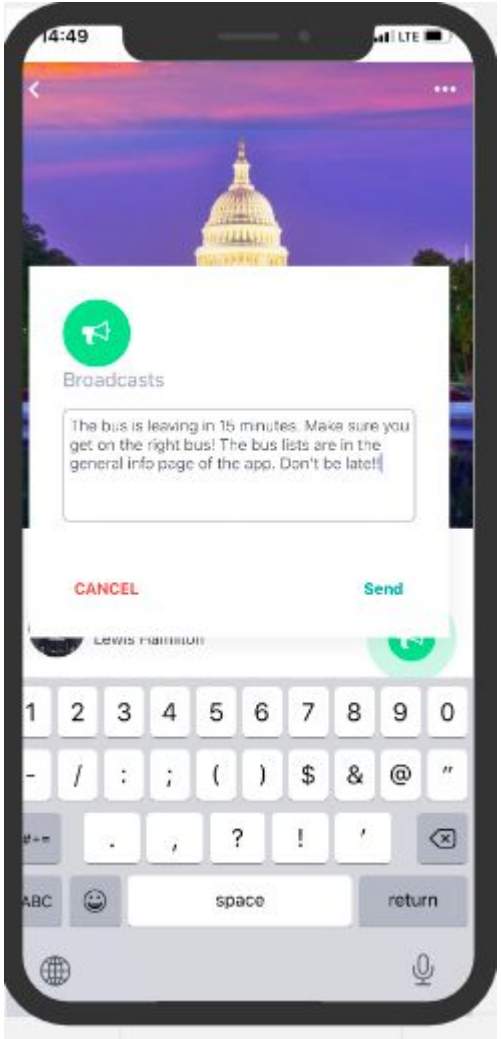


Broadcast messages

This allows you to broadcast a message to everyone on the trip. This is the equivalent of you standing in front of everyone with a megaphone!

Messages could include:

- Reminders of where to be and when
- Informing students of any plan changes
- Urgent messages eg. emergency roll call
- Photos from the day to share with everyone
- Lost and found updates

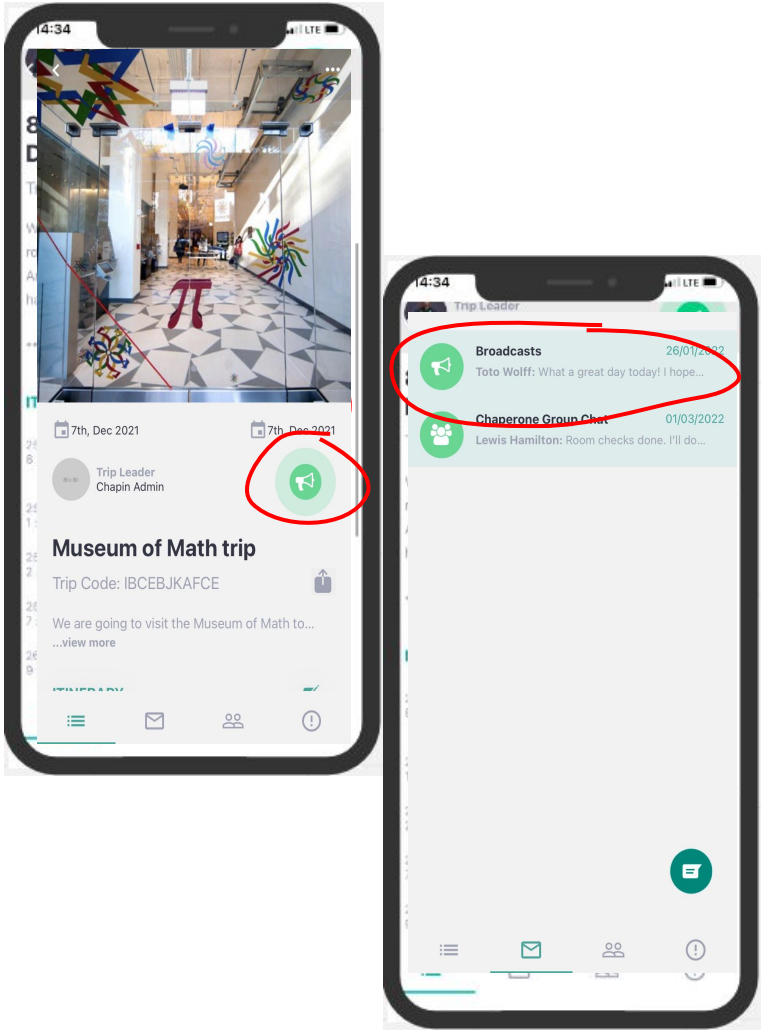


Broadcast messages

There are 2 ways to access the broadcast feature:

1. From the trip info page, press the loudspeaker button on the right side of the page

2. From the messages page, press into the broadcast channel



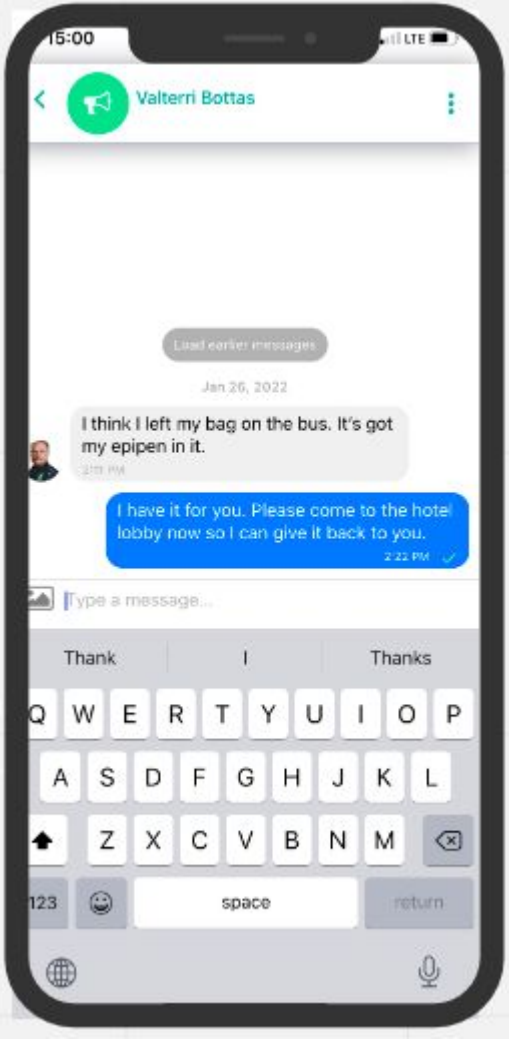
Direct messaging

Messages between teacher and student can be sent without sharing phone numbers.

Messages could include:

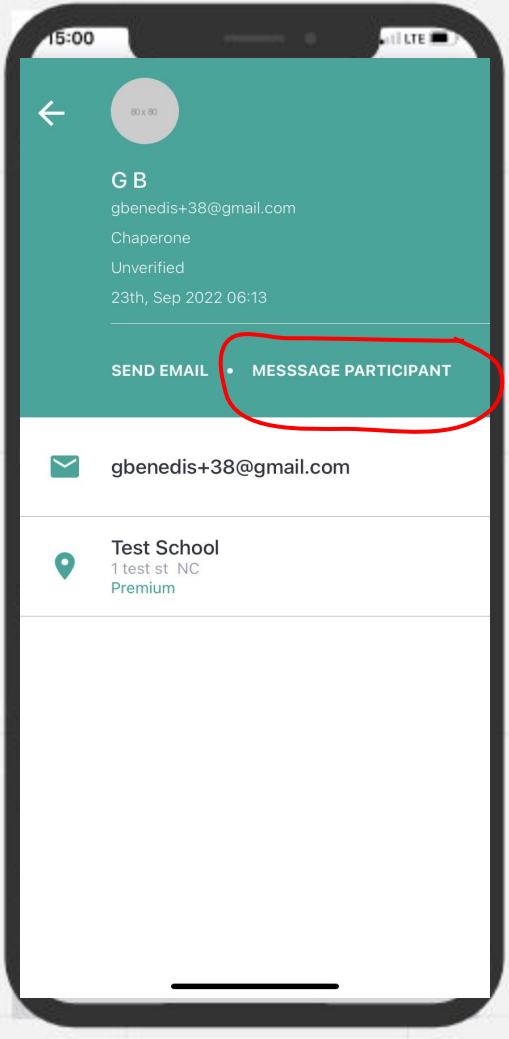
- Reminders of where to be and when
- Informing students of any plan changes
- Urgent messages eg. emergency roll call
- Photos from the day to share with everyone
- Lost and found updates

Students are not able to message each other



Direct messaging

1. Click onto participants page
2. Find the user you want to message (scroll or use the search button in top right corner)
3. Click on user
4. Click on ‘Message participant’



Chaperone group chat

An automatic group chat is created for all chaperones on the trip

Use this to:

- keep everyone updated of changes
- check in about different students and logistics
- share student information that's relevant for all
- figure out who is doing the coffee run in the morning!

Click into group chat from messaging page

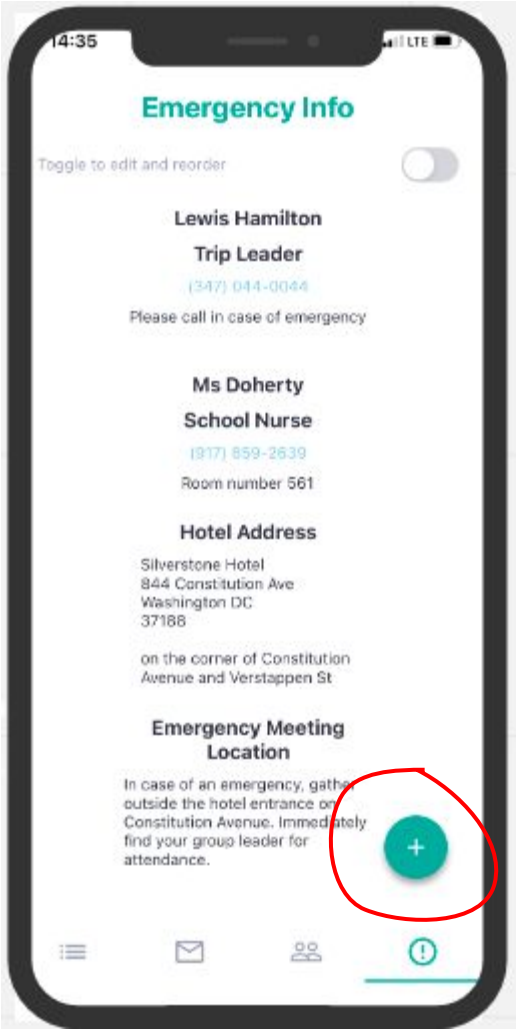
Emergency information

Instead of sending students out with a laminated piece of card with emergency info on, make sure they don't lose that essential information by keeping it all in one place on the app.

Examples of information you might include:

- Phone number of trip leader
- Hotel room numbers of teachers 'on duty'
- Hotel address
- Closest medical facility
- Emergency meeting procedure
- Useful phrases in local language

Press the 'add' button in the bottom right corner to add whatever you like



Join the trip

1. Press the + sign in top right corner

2. If teacher, select option to join

3. Use the code unique code to join the trip - take care with upper case and lower case

Any questions, please don't hesitate to get in touch

Email: ali@gochapperone.com