

Three essential needs for any trip... large or small

Communication

- Broadcast messages to everyone
- Send/receive direct messages with students without sharing phone numbers
- Chaperone group chat

Logistics

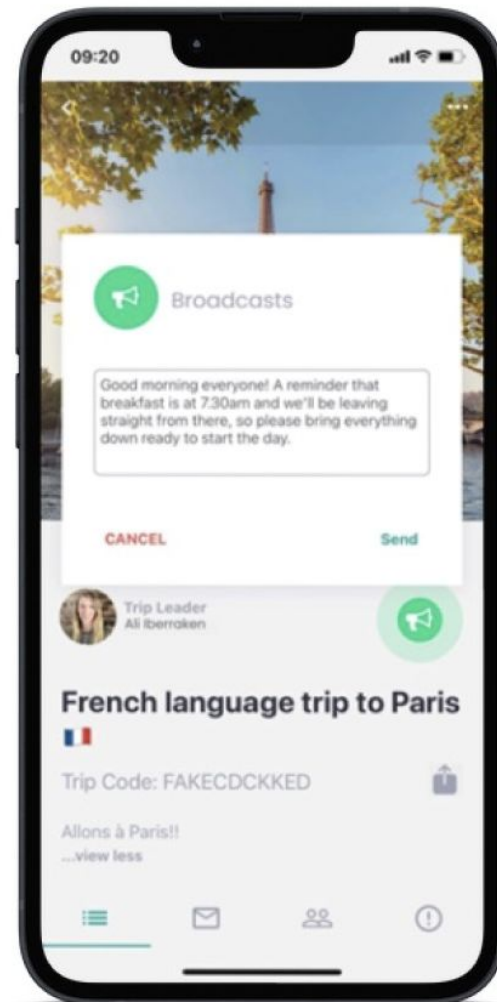
- Easily accessible itinerary that shows live time updates
- Links to any useful resources ie bus lists, packing list, trip forms

Emergency

- Constant access to emergency information
- Call trip leader in case of emergency directly from app
- Share emergency protocols/procedures

Chapperone has you covered for:

- ✓ field trips
- ✓ overnight trips
- ✓ international programs
- ✓ sports teams
- ✓ music performances
- ✓ gradewide activities
- ✓ club excursions



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

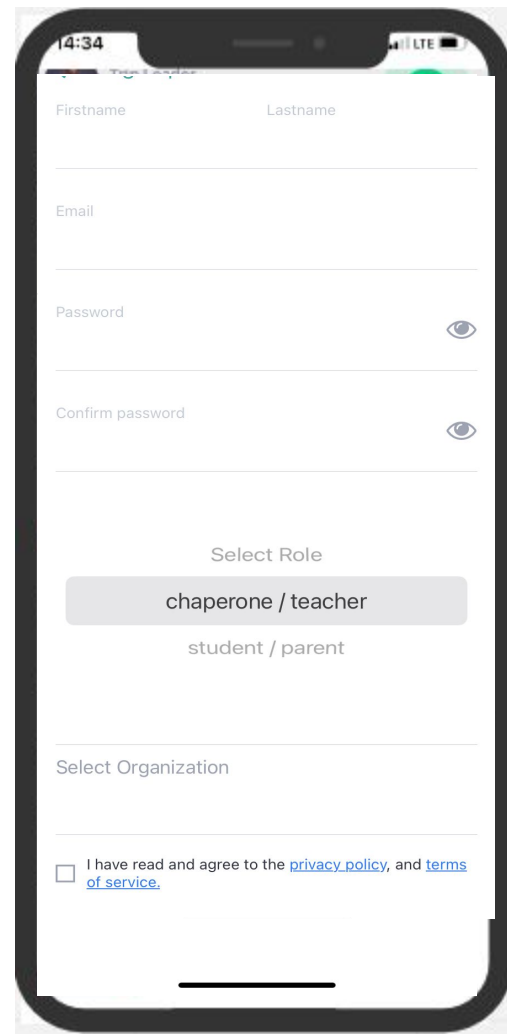


Or search for CHAPPERONE
in App Store or Google Play

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



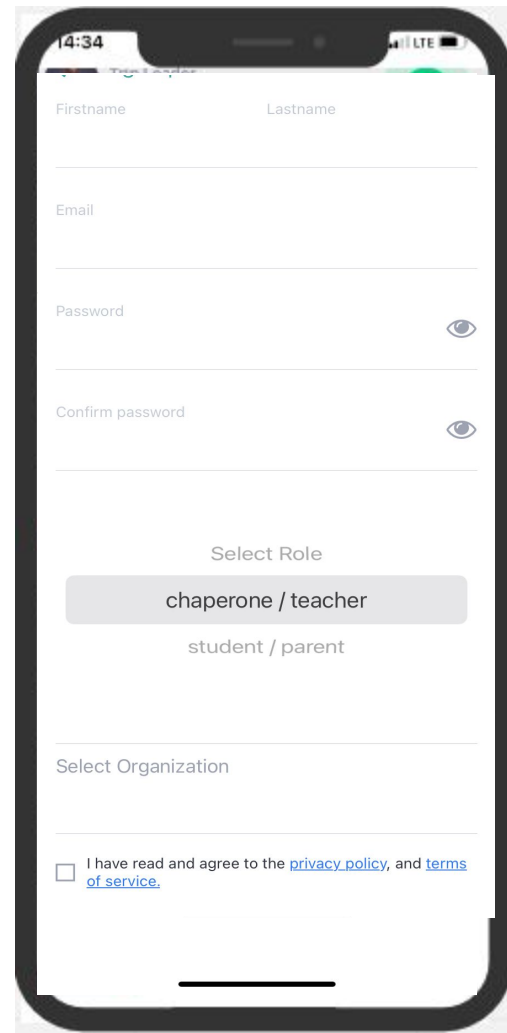
The image shows a mobile app sign-up form on a smartphone screen. The form includes the following fields and options:

- Time: 14:34, LTE signal.
- Fields for "Firstname" and "Lastname".
- Field for "Email".
- Field for "Password" with an eye icon for visibility toggle.
- Field for "Confirm password" with an eye icon for visibility toggle.
- "Select Role" section with two options: "chaperone / teacher" (highlighted in a grey button) and "student / parent".
- "Select Organization" field.
- Checkbox for "I have read and agree to the [privacy policy](#), and [terms of service](#)."

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!




14:34 LTE

Firstname Lastname

Email

Password 

Confirm password 

Select Role

chaperone / teacher

student / parent

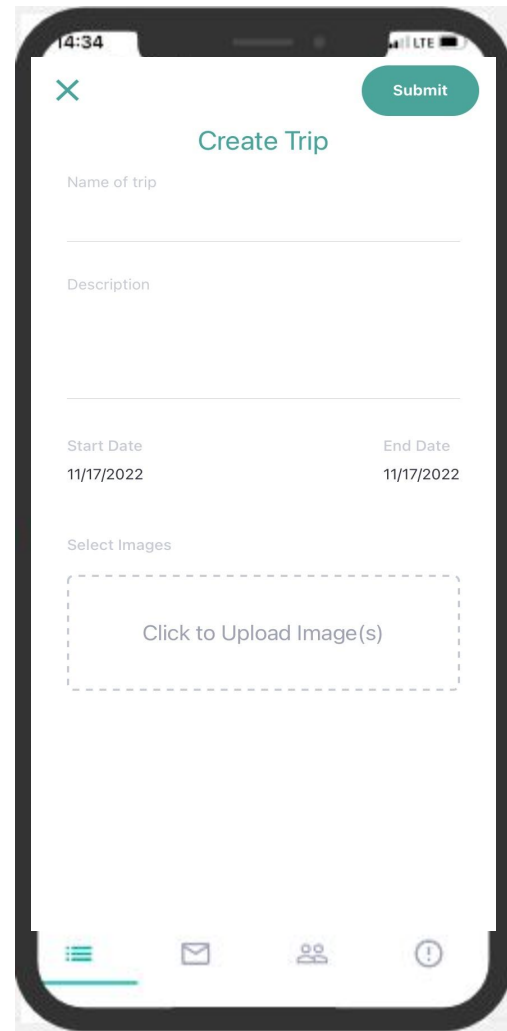
Select Organization

I have read and agree to the [privacy policy](#), and [terms of service](#).

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!



The screenshot shows a mobile application interface for creating a trip. At the top, there is a status bar with the time 14:34 and LTE signal. The app header includes a close button (X) on the left and a 'Submit' button on the right. The main title is 'Create Trip'. Below the title, there are three input fields: 'Name of trip', 'Description', and 'Start Date' (with 'End Date' to its right). The 'Start Date' and 'End Date' fields are pre-filled with '11/17/2022'. Below these fields is a section titled 'Select Images' with a dashed box containing the text 'Click to Upload Image(s)'. At the bottom of the screen, there is a navigation bar with four icons: a list icon, an envelope icon, a person icon, and an exclamation mark icon.

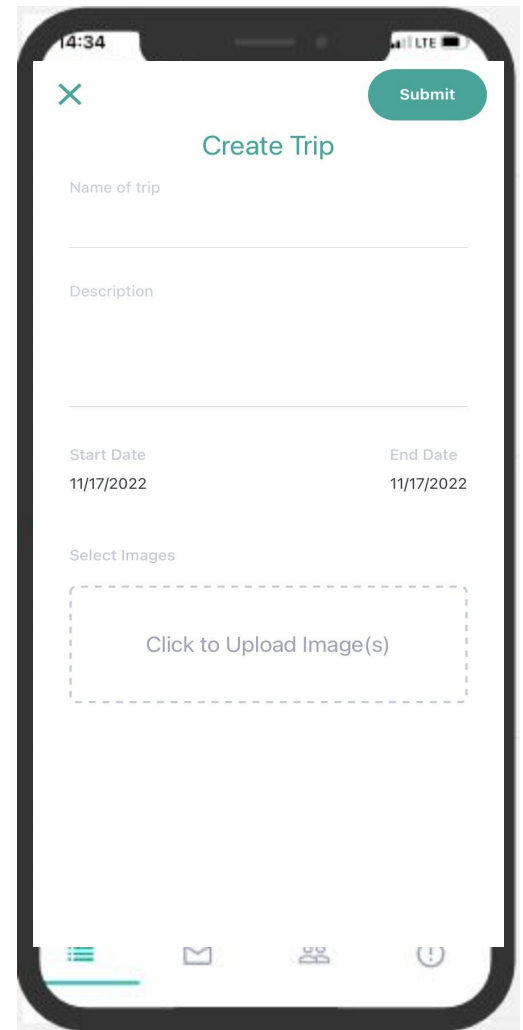
Create a trip - cont'd

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

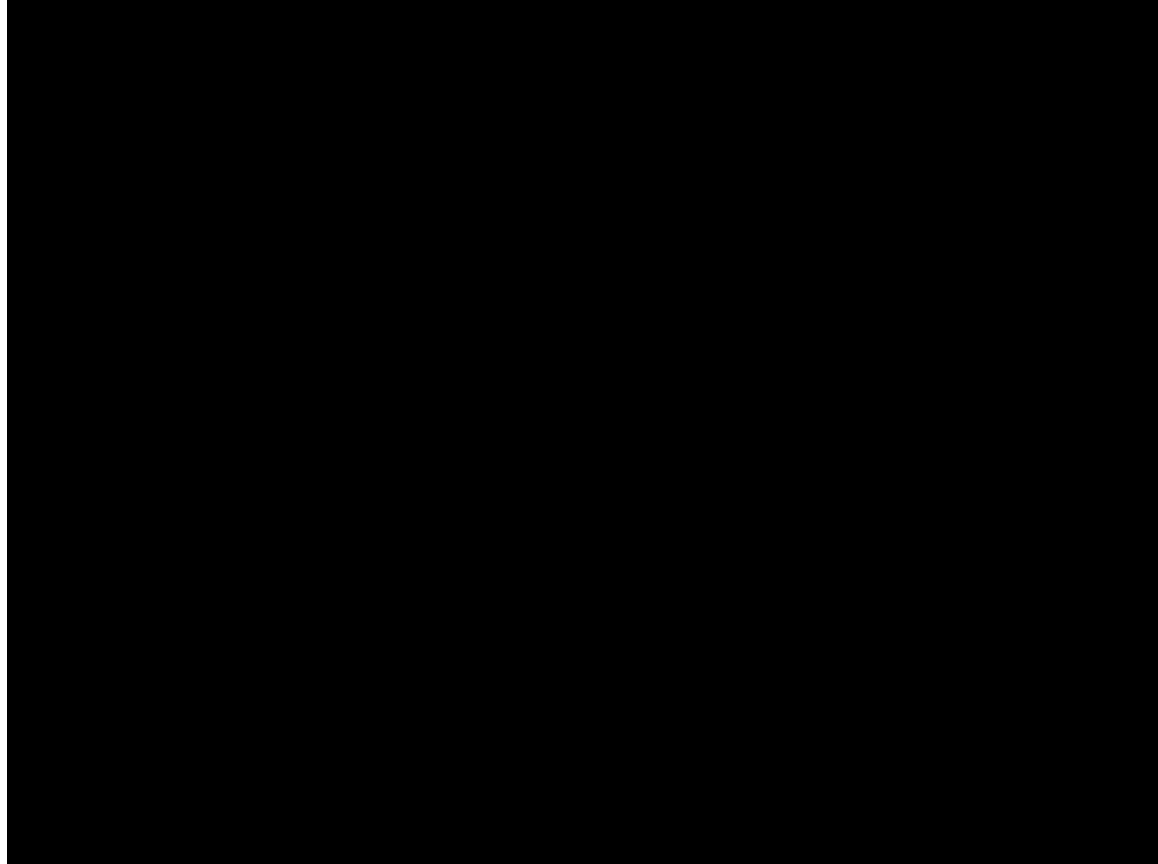
Now you're all set up! That didn't take long!

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)



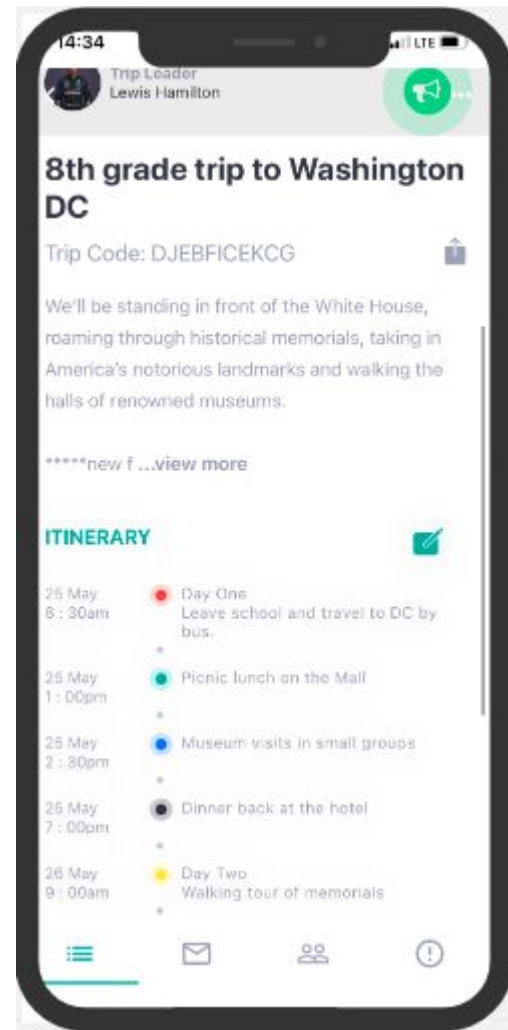
USING THE FEATURES



The itinerary

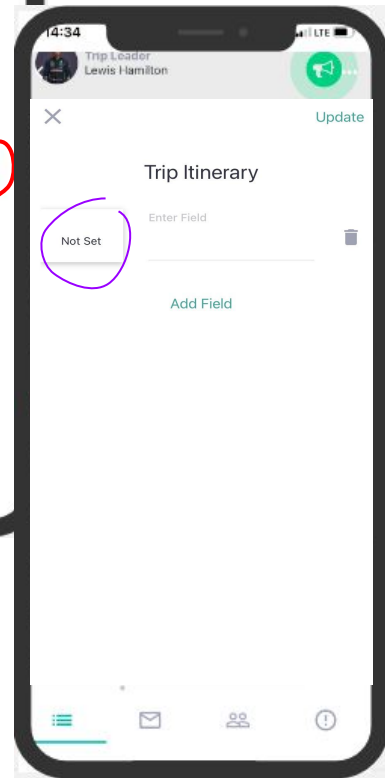
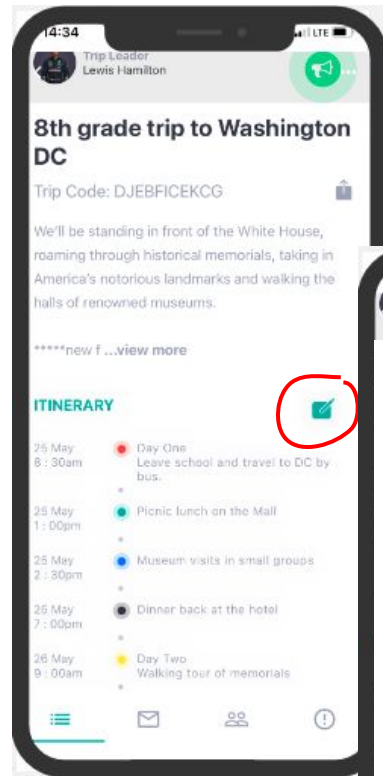
Students and teachers are able to see a general overview of the trip and a detailed itinerary as well.

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

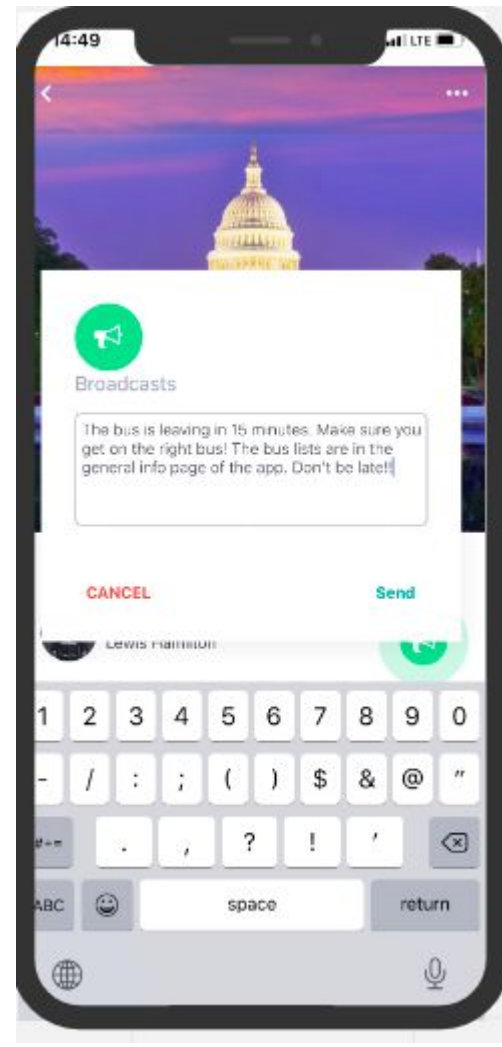


Broadcast messages

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:

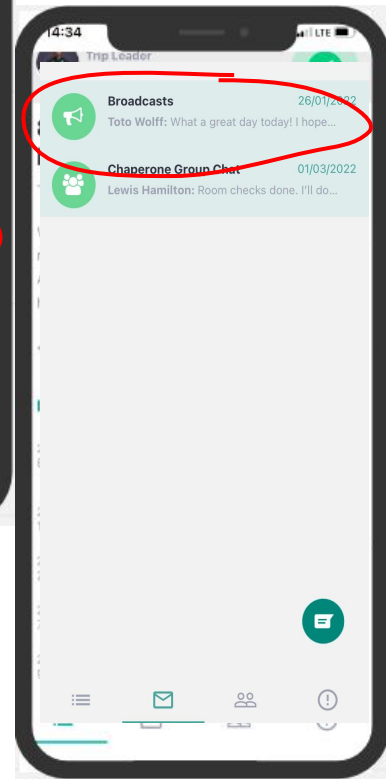
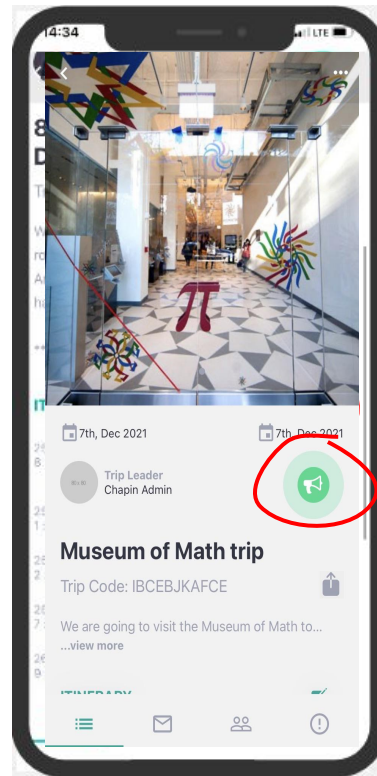
- Reminders of where to be and when
- Informing students of any plan changes
- Urgent messages eg. emergency roll call
- Photos from the day to share with everyone
- Lost and found updates



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



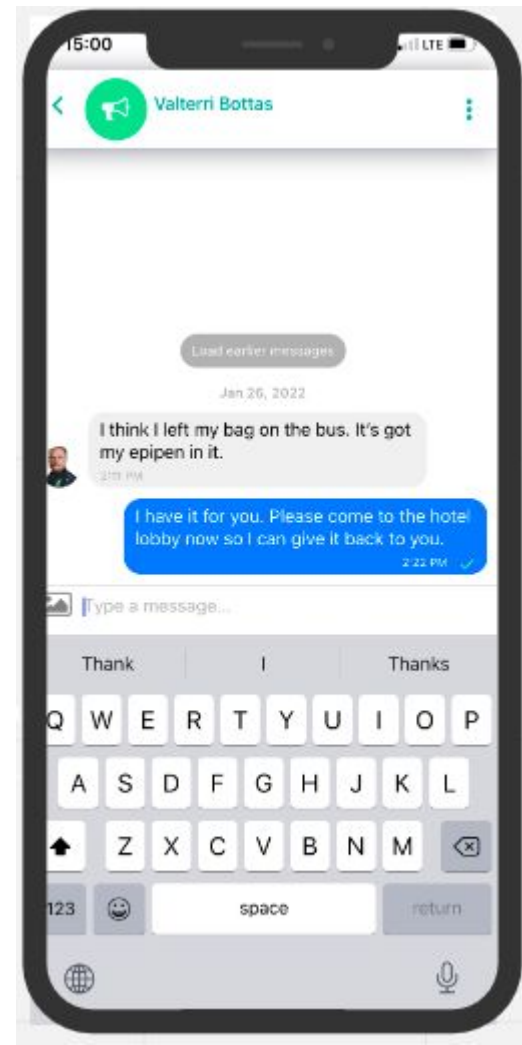
Direct messaging

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

Messages could include:

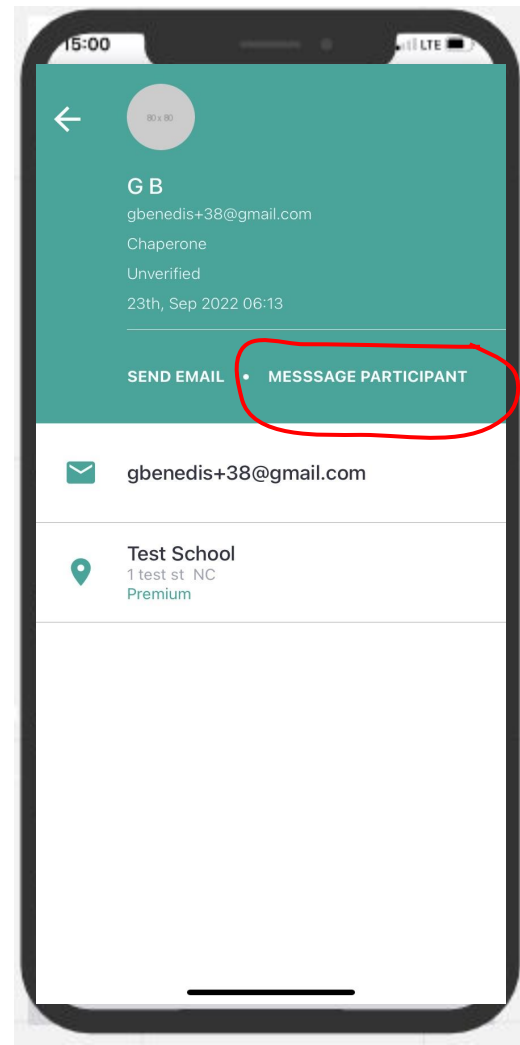
- Reminders of where to be and when
- Informing students of any plan changes
- Urgent messages eg. emergency roll call
- Photos from the day to share with everyone
- Lost and found updates

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'



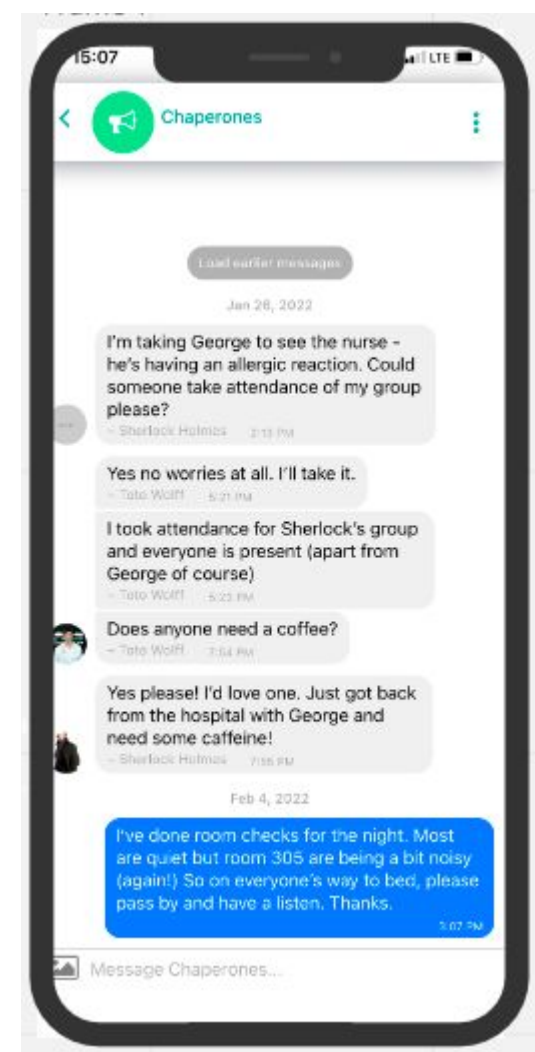
Chaperone group chat

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



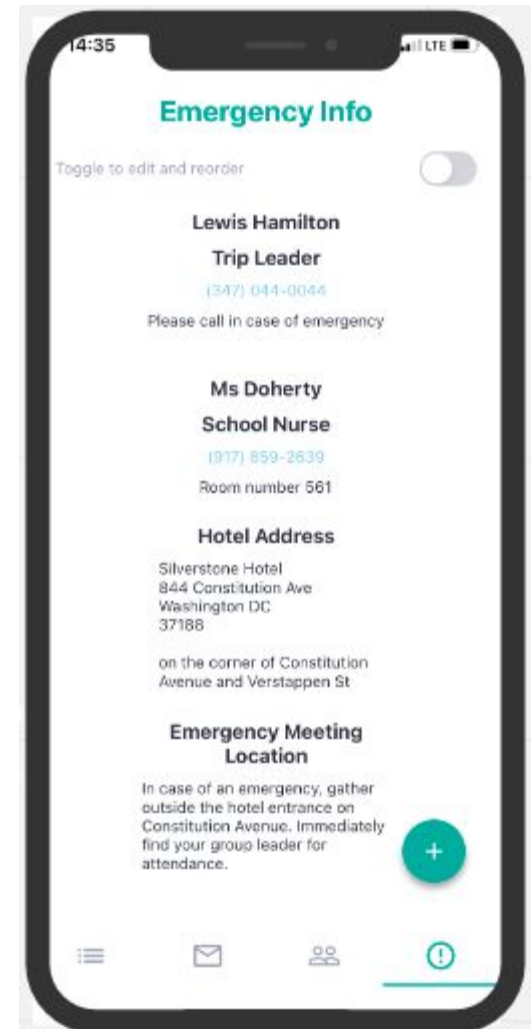
Emergency information

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

Final resources

www.gochapperone.com/getting-set-up

- Video showing how to use the features
- Detailed onboarding guide with instructions for features
- Student sign up presentation
- One pager
- Info sheet for parents
- Me! ali@gochapperone.com

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

Email: ali@gochapperone.com

