

# Instructions for using Roll Call – the online bus booking system



## Using the Mobile Roll Call App

Sign in using the school code (ssc), your email and password established when setting up your account in the welcome email.

For families with children at other schools using Roll Call, select the green arrow at the bottom of your screen to open the full menu. Select logout, this will allow you to switch to the other school.

Select the small green triangle at the bottom of your screen to open the full menu

### Casual Users

Select the BUS CHANGES tab to manage your travel plans

Changes anytime the bus is not operating (data gets locked when the driver activates the Roll Call device).

On the date of proposed travel, you can enter the bus and stop to book a seat. Multiple dates can be entered at once. Bookings are available two weeks in advance.

This will update the driver's device to provide a real time roll.

## Making Payments

Select the Transactions tab to make payments for permanent bookings or add credit for casual users.

On the Mobile App select the small green triangle at the bottom of the screen to open the full menu, and select Transactions (\$)

Select the green "Add Credit" button to make a payment. Students tap on and off the bus with their student card. This will activate a charge for casual users from your balance. No funds are in the student card.

Roll Call will send a notification when the balance needs to be topped up.

Please make payments in advance of travel.

## Mobile App



## Computer

