



# PickUpPatrol

PickUp Patrol eliminates the need to write notes or make phone calls when changing your student's dismissal plans.



## Convenient

Submit changes from your smartphone or computer.



## Flexible

Make plan changes days, weeks, or months in advance.



## Better

## Communication

Tracking of student plans is more accurate and efficient.

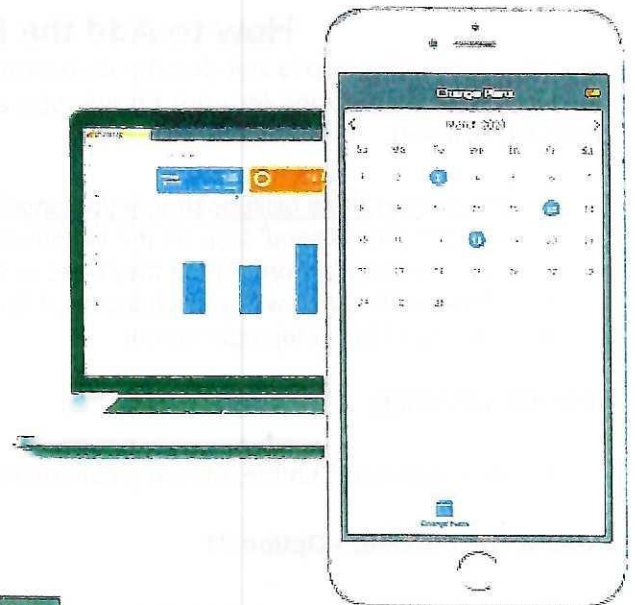


## Safe & Secure

Student data is secure and the program is managed entirely by school staff.

## REGISTER

- When it's time to sign up, you'll receive a registration email. Use the provided link to create a password.
- Already registered? Add [app.pickuppatrol.net/parents](http://app.pickuppatrol.net/parents) to your home screen for easy access.



## MAKE A PLAN CHANGE

Submit a plan change whenever there is a change to your student's regular schedule.

- 1 A date
- 2 Your student
- 3 A plan change option and a message if needed
- 4 Hit submit and that's it!

## AFTER YOU HIT SUBMIT

- Our school will be notified of the plan change
- Teachers will relay the information to your student before dismissal on the day the change occurs
- You'll receive a confirmation email for each change

## CONFIRM YOUR STUDENT'S DEFAULT PLANS

A default plan is the regular dismissal plan your student follows when no changes have been submitted. For example:

- Katie rides Bus #2 every day
- Jacob goes to Aftercare M, W, F, and is a Pickup every T, H

Please set/confirm your student's default plan the first time you log in.





*No notes. No phone calls. No problem.*

## How to Add the PUP App to your Home Screen

The PickUp Patrol app is not downloaded from an app store. You simply add it to your phone's home screen following the instructions for your phone type and browser below.

### IPHONE/SAFARI

- Open <https://app.pickuppatrol.net/parents> in Safari.
- Tap the "share/send" icon on the bottom menu bar (rectangle with an "up" arrow).
- Choose "Add to Home" (you may need to scroll right/left or further down to see this icon).
- Rename the page with something short like "PickUp Patrol" or "PUP".
- Click ADD in the top right corner.

### IPHONE/CHROME

- PUP works in Chrome, but we recommend you use Safari to add PUP to your home screen.

### ANDROID/CHROME - Option #1

- Open <https://app.pickuppatrol.net/parents> in Chrome.
- Tap on the 3 dots on the top right.
- Scroll down and tap on "Add to Home Screen".

### ANDROID/CHROME - Option #2

- Open <https://app.pickuppatrol.net/parents> in Chrome
- Tap on the Menu button. The appearance of the Menu button will depend on your device—usually it's a button that looks like three horizontal lines stacked on top of each other, or it could be accessed through a hardware button on your phone.
- Tap "Add to Home Screen".

### ANDROID/MICROSOFT EDGE

- Open <https://app.pickuppatrol.net/parents> in Edge.
- In the Ellipsis menu (lower right corner), choose "Add to Home Screen".
- Select "Add" and "OK" after the prompts.
- Choose "Add to Home".

### ANDROID/FIREFOX

- Open <https://app.pickuppatrol.net/parents> in Firefox.
- Press the Menu button (either below the screen on some devices or at the top-right corner of the browser), then tap on "Page".
- Tap "Add Page Shortcut", Your shortcut should now appear on your home screen.

**Tip:** If you want to change the label on your shortcut, bookmark that page first, then change its title on the *Edit Bookmark* window. On the *Bookmarks* panel, do a long tap on that site and choose "Add Page Shortcut".

**Note: PickUp Patrol DOES NOT work with Internet Explorer.**

# PICKUP PATROL PARENT APP INSTRUCTIONS

## LOGIN PAGE

You will receive an automated registration email through PUP that takes them to this page.



The login page for the PickUpPatrol app. It features the app's logo at the top. Below the logo, there are input fields for 'Email' (with the placeholder 'parent@email.com') and 'Password' (with a masked password '\*\*\*\*\*' and an eye icon to toggle visibility). A 'Remember Me' checkbox is located below the password field. At the bottom, there is a large blue 'Login' button and a link for 'Forgot Password'.

Once registered, add the PUP app to your home screen. You may access the App on your computer or smartphone. On your first log in you will view a tutorial where you'll be asked to review/update your children's Default Plans.

**\*\*The app has four plan change actions across the bottom of the screen\*\***


**THIS WEEK/NEXT WEEK**; displays upcoming changes already in the system.



The 'This Week' screen in the app. It has a toggle switch at the top right to switch between 'This Week' and 'Next Week'. Under the 'This Week' tab, it lists 'TODAY' with three entries: 'Tony' (with a green frog icon), 'Olivia' (with a yellow bee icon), and 'Annemarie' (with a red ladybug icon). Each entry shows 'PickUp' and 'Bus #1' with a blue button that says 'Submit changes by 2:00 PM'. At the bottom, there is a navigation bar with a blue circle icon and the text 'This Week'.

(Plans farther out can be viewed from the "Change Plans" screen).

Choosing **CHANGE PLANS** displays a calendar. Blue circles indicate days that already have changes entered. To make a Plan Change, tap/select a date.



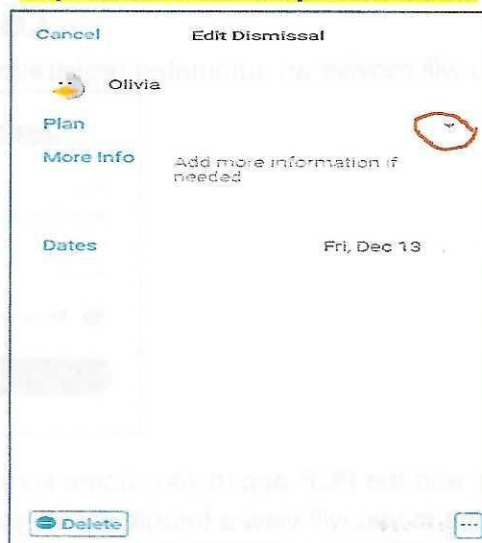
The 'Change Plans' screen in the app. It displays a calendar for 'December 2019'. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The calendar grid shows dates from 1 to 31. Blue circles are placed on the dates 1, 2, 3, 4, 12, and 13, indicating that changes have been entered for those days. At the bottom, there is a navigation bar with a blue square icon.

You can see all of your children that attend the Hardyston School District using PUP

Select your student



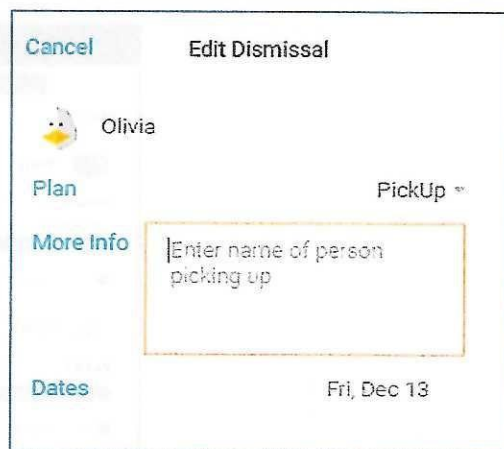
Tap on the Plan dropdown arrow



Select an option



There is space to add a message, if needed.  
For repeated plans, add additional dates.



Once submitted, parents receive an email confirming the plan was received by the school.

The **DEFAULT PLANS TAB** displays this view. A Default Plan is the student's dismissal plan on a normal day when no changes have been submitted. In this view, "Tony" attends the Aftercare Program every day of the week. "Olivia" and "Annemarie" do not have Default Plans set up yet.

To edit the Default Plans, tap **UPDATE**.





A Default Plan is selected from the dropdown menu.

Then, the days of the week that the plan applies to are selected and saved.

If the student's schedule varies by day, additional plans can be added in the same manner.

Default Plans Cancel

Olivia  
Brighton, Denmark, regular school, default plan

Plan Aftercare Program

More Info

Apply To

MO TU WE TH FR

CAUTION: If you want your child to follow this new Default Plan TODAY, you must also submit a Plan Change for TODAY, so that the school will be properly notified.

Clear Save

Once Default Plans are entered, the screen looks like this.

< Back Default Plans

Olivia

MON Aftercare Program

TUE PickUp

WED Aftercare Program

THU PickUp

FRI Aftercare Program

The **SETTINGS TAB** contains tools to manage the App.

Settings

Maria Edvalson  
m.edvalson@pickuppatrol.com

Notify me of Plan Changes

Language English

Terms of Use

Replay Tutorial

Change Password

Feedback

Help

Sign Out Of All Devices

Sign Out

Home My Schedule Add Plan Settings

You can also scan this QR code to see registration instructions



