



# Trip Reporting Directions & Tips

## REPORTING DIRECTIONS

### STEP 1: [Log in to your Trip Tracker account](#)

- From the website, you can request forgotten log in information.
- PAST PARTICIPANTS - Trip Tracker IDs are no longer needed.
- Add/Edit household or participant information as needed.

### STEP 2: Click on a participant's name

- Ensure the Teacher's Last Name and Grade is correct for each participant. Edit as needed.
- This helps us deliver Tracker Bucks to the right place each month.

### STEP 3: Click on "Add new trips" under the Trips heading

- Complete the pop-up form:
  - Select month
  - Report trips
  - Click update
  - Confirm a trip log
    - Appears below the participant's name.
    - If a trip log does not appear, trips were not reported.

Common reasons trip logs do not appear:

- Using Internet Explorer as your internet browser.
- Over-reporting (entering more trips than the allowable MAXIMUM number of trips).

**REPEAT STEP 2 - 3 for each participant reporting trips**

## REPORTING TIPS

### BROWSER RECOMMENDATION

- Use Firefox or Chrome
- Do not use Internet Explorer (IE), as it not reliable and Version 7 or older will not work.

### EDITING A TRIP REPORT

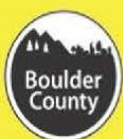
- The Edit/Delete button is on the right side of every Trip log
- Scroll your screen to the right to see this, if needed.

### AFTER REPORTING

- Print the next month's tracking calendar from the Trip Tracker website and put it somewhere convenient to use for tracking this month's trips.

### TECHNICAL DIFFICULTIES

- Please contact Trip Tracker ASAP.
  - Cammie Piller Edson
  - [triptracker@bouldercounty.org](mailto:triptracker@bouldercounty.org)
  - 303-441-3935
- If you receive an error message of some kind, if possible, please note the time of day, browser used &/or screenshot what you see



BoCoTripTracker.com

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