

TRIPFINDER INSTRUCTIONS

When you logon to Tripfinder

<https://tripfinder.transfinder.com/tripfinder/> You will arrive at this screen:

Client ID
lsr7

User Name
User Name

Password
Password

Remember Me [Forgot Password?](#)

Log In

Client ID = LSR7

Enter your User Name --- Same user name as previously used under Infofinder

Enter your Password --- Same Password as previously used under Infofinder

Click Login

Once you are logged into Tripfinder you will see this screen:

FIELD TRIPS

Submit New Request

Public ID	Status	Name	Depart From	School	School Name	Return Date	Contact
.N.	.N.	.N.	.N.	.N.	.N.	8/31/2021	.N.

Filter: modified, Layout: Default (modified)

To create a new field trip request click on the “**Submit New Request**” button.

This is the screen you will see for Adding a Field Trip:

FIELD TRIPS

Filter: modified, Layout: Default (modified)

There are no matching records.

Add Field Trip

Template
None

Field Trip Name *

School *

Department/Activity: *

Contact *

Phone *

You will then begin entering in the trip information into the blank fields.
The fields with the red asterisk*** are required fields.

In the Contact section please enter the name of the Sponsor that will be riding on the bus and their cell phone number.

Contact

Contact *

Phone *

required

In the Departure Section please enter the time expected to be **back at your school** for the return time.

In the Departure Notes section please specify where your group will be picked up at your school.

Complete the remaining fields. Please be as accurate as possible on the number of students and adults. This will help us determine what size bus we can use. Also please enter if any special equipment will be needed.

Once you have completed all the required fields you can save and close the page.