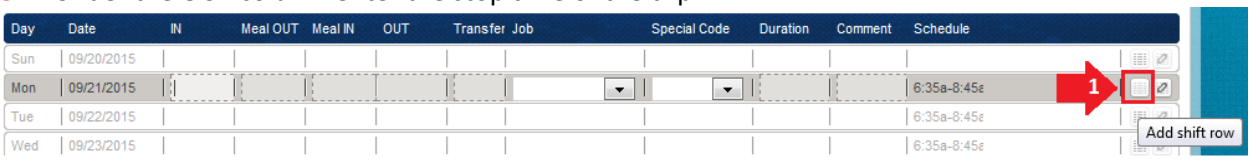
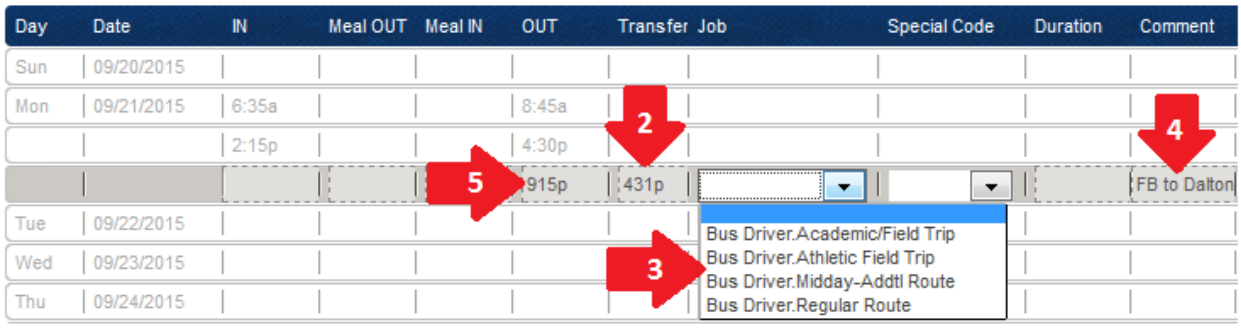
HOW TO ENTER A FIELD TRIP

1 – Select “Add Shift Row” which is located to the far right of each day’s “home” row.
2 -- Under the TRANSFER column enter the start time of the trip.
3 -- Under the JOB column select which trip applies. (Academic / Athletic)
4 -- Type a brief description in the COMMENT column.
5 -- Under the OUT column enter the stop time of the trip.