New School Year Setup (for families that already used the Mansfield School Bus App last year)

1. You should already have the "Zonar MyView" app on your smartphone (if you do not, go to the app store on your iPhone or Android phone and install the "**Zonar MyView**" app).
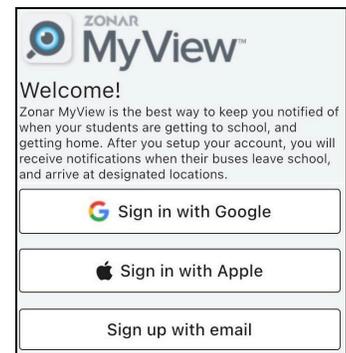
   Your phone **might** prompt you at some point to:
   "Allow Notifications" and *"Allow Location Access While Using the App"*
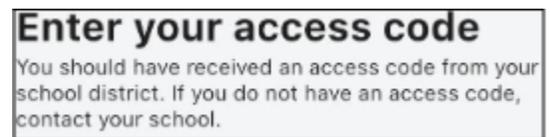   It is important to **allow** these if prompted by your phone.

2. **Open the "Zonar MyView" app.**

   It *might* log you in automatically, *or* you *might* need to click the button "**Sign In with**" your own existing personal **Google or Apple** login if you signed in last year as google or apple.

   (If instead you created an account last year separate from your Google or Apple login, then instead click on "**Log in**" and type the email address and password that you used last year.)
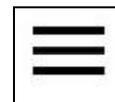
3. It *might* prompt you to enter the "**Access Code**" (provided by the school). If it prompts for this code, then be sure to provide it.
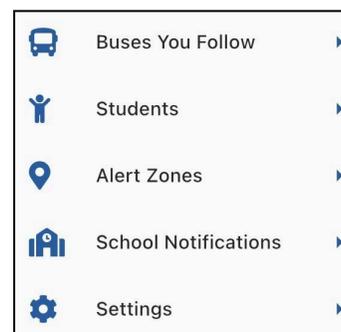
4. It *might* prompt you through a series of wizards (blue buttons) starting with **Select Buses to Follow**. If it does, follow the steps it prompts through each button/wizard. The pages in this directions packet are helpful if you have questions through it.

5. Click on the icon of the three lines in the upper left corner:

6. The pop-up menu will appear:

   It is **very important** to click on **each of the items** in this menu to ensure they are set correctly for the new school year. The next pages in these directions show you this step-by-step for each of these items.

7. ***STEP 1: BUSES YOU FOLLOW***
   Search for buses to follow and select them:
   - Search "**MMS**" for Middle School buses.
   - Search "**MES**" for Elementary School buses

   *For example: MMS Bus 7 afternoon (**MMS07-PM**)*

   This will allow you to see these buses move on a map **during the bus run** (*there can be a delay; it sometimes takes a few minutes or even more to update movement*)**.** You can pick multiple buses from multiple schools.

   What buses do you want to follow?
   Enter all the buses the students in your household will ride throughout the week. If you need to make changes to this list, you can always do so in the app settings later.

   Search by bus number
   MMS 🔍

   ⬤── MMS07-AM
   ⬤── MMS07-PM

8. **STEP 2: STUDENTS**
   Your child(ren) ***might*** already appear in the list from last year (in which case, you're all set with this step). But, if they do not, or if you need to add child(ren), then follow below:

   Enter child's **ID Number**, **First Name**, and **Last Initial** (it must match **<u>EXACTLY</u>** what the school provided including the spelling of the first name).

   If your child is at the <u>Elementary School</u>, it will also ask in the next step if they attend school all-day (8:55-3:35); or morning only 8:55-11:35 (AM).

   Enter your student's information.
   Student ID Number
   12121
   First Name
   Jane
   Last Initial
   S

   Click "**Add another student**" and repeat the previous step if you have other students.

   Click "**Done**" when you have completed adding students.

   Confirm your student.
   Jane Smith
   MES at Vinton Campus
   Student ID Number: 123456
   Not who you were looking for? **Try Again**
   Add another student
   Done

9. ***STEP 8: ALERT ZONES***
   You must have at least 1 alert zone, but we recommend that you have multiple alert zones:
   - You ***might*** have your alert zones from last year listed already. If you do, be sure to click on each of them to ensure that they still have the correct settings.
   - You receive a notification when a bus intersects a Zone.

- ○ Notifications might not arrive until **1 - 10 minutes AFTER it enters a zone depending on data coverage**, so it is important that you create it for locations <u>**earlier**</u> than your stop:

  - You can make your home location an Alert Zone, but you should <u>**ALSO**</u> pick somewhere earlier than your home (**10+ minutes before your stop**) to ensure you are alerted early.
  - Your child likely sees the bus route when they ride the bus in the afternoon; if your child is old enough to know, you could ask your child re: where is a location early in the run.
  - Most Middle School morning bus runs actually start at the High School (1235 Storrs Rd) since that is the morning bus run that happens first; and most Elementary morning bus runs actually start at the Middle School (205 Spring Hill) since that is the prior bus run. So, you could make one of those a stop to see the start of the morning bus run.
  - **Because of Mansfield's hilly terrain, significant tree coverage, and rural location; there can be significant variation in data coverage throughout Town. As you use the app for the first week or so, you'll get a sense for your neighborhood's data coverage and typically how quickly or delayed the notification comes through.**
  - ○ Create a zone that the bus will pass through for at least a couple of minutes to ensure there is enough time to trigger the Alert. For example, pick a location where (1) the bus makes a turn and/or stops at an intersection; and/or (2) a location where the bus stops at least once for a bus stop; and/or (3) a location where the traffic is slower. This ensures the bus is within the Alert Zone for a couple of minutes and will trigger an Alert. In contrast, if the Alert Zone is too small or the bus is not within it long enough (i.e. a higher speed state road without turns or stops), it likely will move too quickly through the zone to trigger the alert
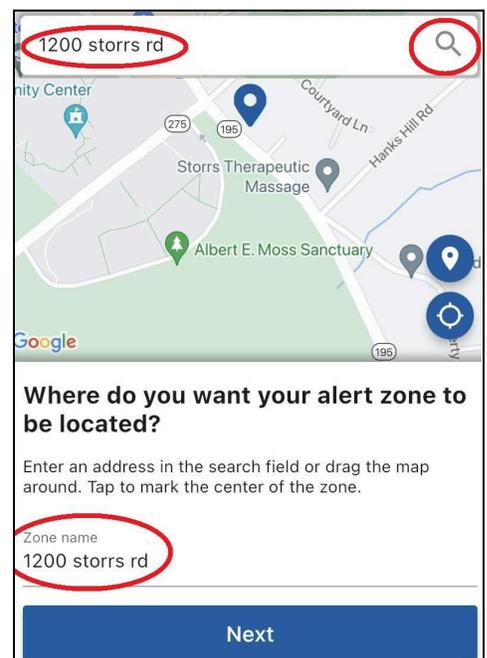
Creating a Zone:
You can create more alert zones too (later steps).

(1) Type an address.

(2) **Click the magnifying glass icon. You must click the magnifying glass for it to actually search the address.**
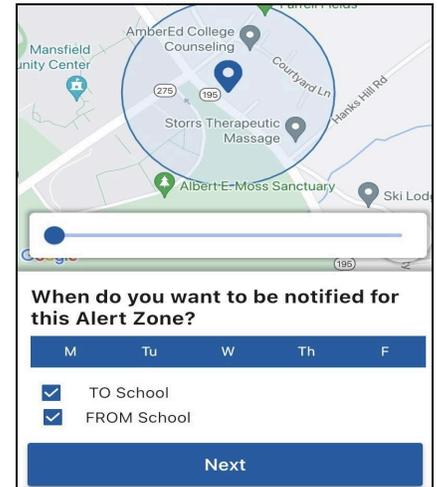
(3) Look at the map; you'll see it has now changed to your new location. Type a name for the Zone (your choice what to name it).

(4) Click "**Next**".

(5) Use the slider bar to make the alert zone circle larger (we recommend larger).
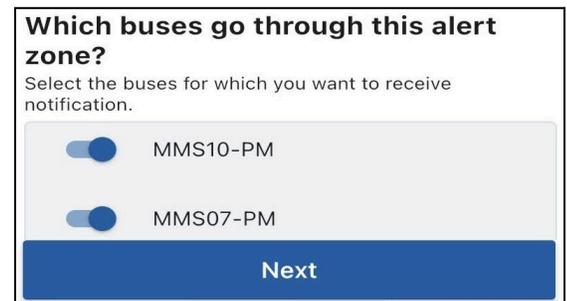
(6) Typically you want to alert for all days; and To and From School; but you can click on days to remove them and/or remove to/from school.

(7) Finally, select which buses should use this zone (we typically recommend all of your buses).

(8) Click "Next" when done. On the next screen that appears, you can create additional zones as well and repeat these steps.

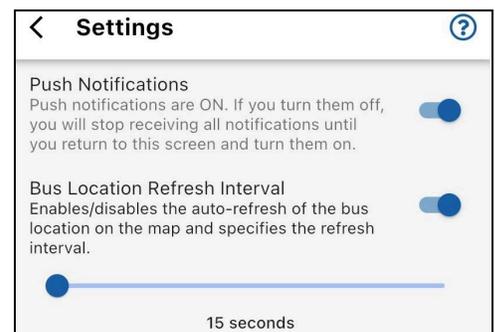Click "**Done**" when finished creating the final zone.

10. *STEP 9: SCHOOL NOTIFICATIONS*
You **need** to click on this and make sure to turn on notifications for any schools listed
(if not already). **This is very important**. Click "**Save**" when done.

11. *STEP 10: SETTINGS*
You need to click on this and make sure to enable BOTH "**Push Notifications**" and "**Bus Location Refresh Interval**" and set the interval to "**15 seconds**" on the slider bar.

Changes you make to the app (all of the previous steps) will be fully registered / functional on your phone the **next day** (there is an overnight sync required). You may see some functionality at first, but it won't fully change until the next day.

To open the app at any time, click on the "Zonar MyView" icon on your smartphone. Remember that you will only see the buses appear in the app during the actual bus runs