



SchoolPool Network Manager Instructions

An important component of SchoolPool success are Network Managers who maintain household databases, communicate with parents/caregivers and act as a familiar resource for users. A Network Manager is required for a school to participate in SchoolPool, so we literally can't do it without you.

The Get There Schoolpool tool gives households the ability to find and coordinate with other nearby households to find shared rides to school. As a SchoolPool Network Manager you're given the responsibility of keeping your designated school database up-to-date so commuters can find the best carpool for them. You may also be tasked with creating and sending emails (or printable pdfs) to the households at your school. With the communication tools available to Schoolpool Managers, you are able to message any, or all, of the households of your school with invitations, updates, and downloadable match lists.

To create a network, SchoolPool Network Managers upload households via CSV file. Once your households are created, other features and workflows are available to facilitate the management of your schoolpool. Cluster maps, custom PDF generation for physical distribution, and private registration are some additional features available for Schoolpools.

As a Schoolpool manager, you can

- View and edit your specified school(s)
- Share your school's join link with your households
- View the school roster and import, edit, and create members
- Email households with match lists, and custom messages
- Generate and download match PDFs for paper distribution

Creating Households

View the [Network Manager How-To](#) for step by step visual instructions

There are three primary ways that you can create new households for your school. **As of now, all of the templates and resources created for SchoolPool in Oregon are based on Option 3:**

1. Importing Households: Importing households allows you to create multiple households at once using parent/student data from a CSV. You can download a [Sample CSV](#) to see how to format your spreadsheet. Your data will be validated upon submission to make sure there are no structural errors.



2. Manually Create New Household: You can manually create new households one at a time by clicking "Create New Household". Manual creation takes the same info that importing does, but is made clearer with our standardized management interface.
3. **Self Sign-Up:** For this method, share your school's join link (available on the School Information tab of the manage page) so users can create an account and enter all of their household's information. ***As of now, all of the templates and resources for SchoolPool in Oregon are based on 'opt-in' web sign-ups***, which means users enter their own data after you share a school-specific sign-up link through your official school communication channels.

When uploading households via import or manual creation (options 1 or 2), it is imperative that you have received prior consent from the household(s). Generally this is done by having parents or guardians indicate interest in participating in SchoolPool as part of registration for the coming school year.

If you are uploading any user data on their behalf, make sure that those have permitted their data to be used in this way. By default, the welcome email for new SchoolPool households includes an opt-out link, so that users who have previously expressed interest can leave the program at any time.

Editing Households

You may edit information about existing households for your school by clicking the "Edit" button from the household management page. Here you can update all information, like parent info, student info, home address, and you can share the household claim code from here as well. Additionally, you can delete households here by clicking the red delete button on the right-hand side of the page.

Emails and PDFs

A part of being a Network Manager is sending relevant communications to your users once they create their household in Get There. To create these communications, you can edit your school's custom household match PDF and email content from the School Edit page. After creating the content, you can send emails or PDFs by using the "Select" tool on the household list. After selecting the appropriate households, a new button called "Actions" will appear. Clicking on this will allow you to generate PDFs for each household, as well as send them customized emails.

Finally, you can use the Map feature to choose email recipients based on their geography. The map will display all households you manage in relation to the school itself, making it easy to choose which households to send updates to.