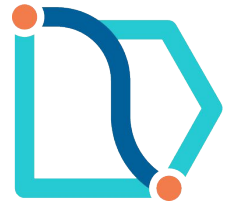


SchoolPool Network Manager

How-To



get there

Becoming a Network Manager is easy!

- Confirm with your principal you are able to act as a SchoolPool Network Manager for your school.
- Create a Get There account: www.getthereoregon.org
- Email info@getthereoregon.org to set up your school network.

1. Login to Get There and find your school on your top bar to manage

Visit the CDC website for information about COVID-19.

Click here for information on making essential trips safely.

get there

HOME EVENTS DASHBOARD PROGRAMS MANAGE **SCHOOL** LANGUAGE

Thanks for joining the 2021 Get There Challenge!

This year's Challengers unlocked over **7,000 achievements** and logged more than **18,200 trips and remote work days**, totaling nearly **148,000 miles**.


[Curious who won? See the 2021 prize winners here!](#)

SEE THE DIFFERENCE WE'VE MADE SO FAR

1.2 Million Alternative Trips	0.1 Billion Calories Burned	3,497.4 tons CO2 Reduced
10,685,112.8 mi Alternative Distance	\$4,569,321.61 Money Saved	

2. Fill in your school's basic information, including point of contact and a logo if you have one.

Visit the CDC website for information about COVID-19. [Click here for information on making essential trips safely.](#)

 HOME EVENTS ▾ DASHBOARD PROGRAMS ▾ MANAGE ▾ SCHOOL ▾ Hi Marne! ▾ LANGUAGE ▾

[Schoolpools](#) / St. Mary's Academy / Edit

SCHOOL INFORMATION EMAIL AND PDF COPY COMMUNICATIONS HISTORY

BASIC INFORMATION






Name of School

Parent Join Link
 COPY
<https://getthere.rideamigos.com/s/schoolpool-st-marydgb21>

Description

Email Address of School

Current School Year

Basic Information 
Location 
Point of Contact 
Management 
School Logo 

UPDATE SCHOOLPOOL

UNDO CHANGES

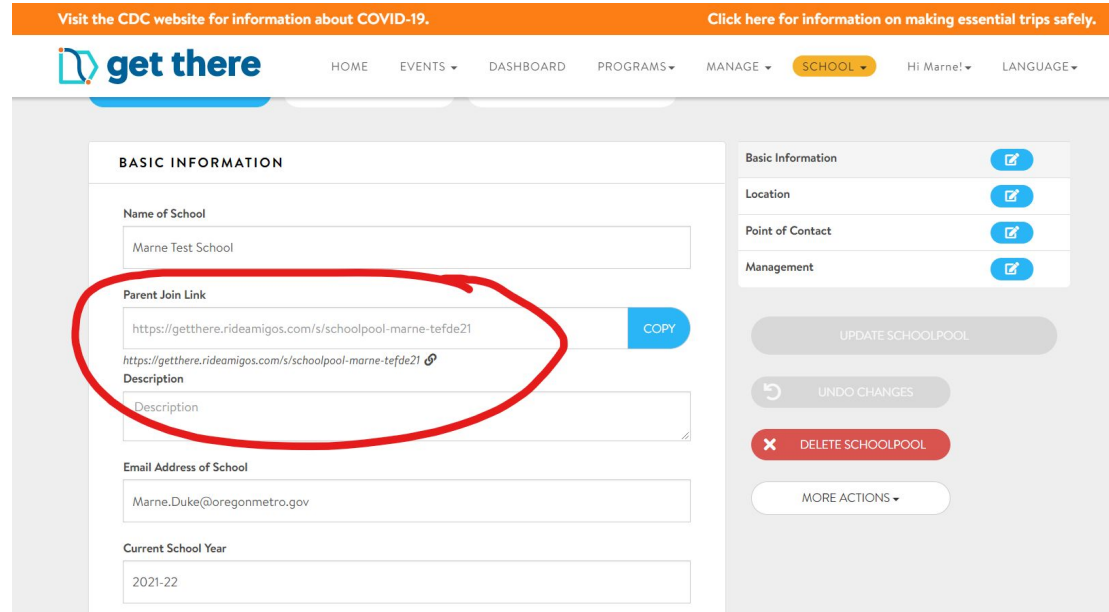
DELETE SCHOOLPOOL

MORE ACTIONS ▾

Sending emails to households

3. Now it's time to send an invite to your school families.

- Find the parent join link on your school information page
- Use the email template we provided, and include your school's unique join link and your contact info.



Visit the CDC website for information about COVID-19. [Click here for information on making essential trips safely.](#)

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BASIC INFORMATION

Name of School
Marne Test School

Parent Join Link
<https://getthere.rideamigos.com/s/schoolpool-marne-tefde21> COPY

Description
<https://getthere.rideamigos.com/s/schoolpool-marne-tefde21>

Email Address of School
Marne.Duke@oregonmetro.gov

Current School Year
2021-22

Basic Information [✎](#)

Location [✎](#)

Point of Contact [✎](#)

Management [✎](#)

UPDATE SCHOOLPOOL

UNDO CHANGES

DELETE SCHOOLPOOL

MORE ACTIONS ▾

Managing your household database

4. Create and edit the households database.

From your main school page, go to the drop down menu “more actions” and select “view households”.

Visit the CDC website for information about COVID-19. [Click here for information on making essential trips safe](#)

get there HOME EVENTS DASHBOARD PROGRAMS MANAGE SCHOOL Hi Marne! LANGUAGE

Schoolpools / St. Mary's Academy / Edit

SCHOOL INFORMATION EMAIL AND PDF COPY COMMUNICATIONS HISTORY

BASIC INFORMATION

Name of School
St. Mary's Academy

Parent Join Link
<https://getthere.rideamigos.com/s/schoolpool-st-marydgb21> COPY
<https://getthere.rideamigos.com/s/schoolpool-st-marydgb21>

Description
Description

Email Address of School
info@smapdx.org

Current School Year
2021

Basic Information Location Point of Contact Management School Logo

UPDATE SCHOOLPOOL

DELETES

DELETE SCHOOLPOOL

MORE ACTIONS

Households
Reset Households

This is what your database will look like

Visit the CDC website for information about COVID-19. [Click here for information on making essential trips safely.](#)

get there HOME EVENTS DASHBOARD PROGRAMS MANAGE SCHOOL Hi Marnel LANGUAGE

SCHOOL LIST **St. Mary's Academy (2021)** MANAGE SCHOOL CREATE NEW HOUSEHOLD IMPORT HOUSEHOLDS

SELECT ACTIONS (585 SELECTED) DISPLAY ALL (585) 75 RESULTS PER PAGE 1 / 24

	Last Name	Email	Phone	Students	Address	Map	
<input checked="" type="checkbox"/>	Abrahamson, J. Williams	Abrahamson.J@stmarysacademy.com	503.526.4627	Children • 12th	14206 NW 22 Street Vancouver WA 98686		MANAGE REMOVE
<input checked="" type="checkbox"/>	Ables, J. Bill	Ables.J@stmarysacademy.com	503.526.4627	High School • 9th	2028 NE 27th Ave Portland OR 97212		MANAGE REMOVE
<input checked="" type="checkbox"/>	Ables, J. Bill	Ables.J@stmarysacademy.com	503.526.4627	High School • 10th	2607 E Burnside St Portland OR 97214		MANAGE REMOVE
<input checked="" type="checkbox"/>	Ables, J. Bill	Ables.J@stmarysacademy.com	503.526.4627	High School • 10th	2212 NE Hancock St Portland OR 97217		MANAGE REMOVE
<input checked="" type="checkbox"/>	Adams	Adams@stmarysacademy.com	503.526.4627	High School • 11th	6129 SE Rainier St Portland OR 97206		MANAGE REMOVE
<input checked="" type="checkbox"/>	Adams, C. Benson	Adams.C@stmarysacademy.com	503.526.4627	High School • 10th	15876 SW Reed Ave Portland OR 97221		MANAGE REMOVE
<input checked="" type="checkbox"/>	Adams	Adams@stmarysacademy.com	503.526.4627	High School • 10th	10391 SE 23rd Ave Vancouver OR 98682		MANAGE REMOVE

5. Manually add or bulk import households

Click here for information on making essential trips safely.

E ▾ SCHOOL ▾ Hi Marne! ▾ LANGUAGE ▾

MANAGE SCHOOL CREATE NEW HOUSEHOLD **IMPORT HOUSEHOLDS**

DISPLAY ALL (585) 25 RESULTS PER PAGE < 1 / 24 >

Map

6 W 306 St



MANAGE

REMOVE

67712



MANAGE

Resources for outreach to families

Additional resources are available at www.oregonsaferoutes.org/schoolpool including

- Email invitation template for families
- SchoolPool How-To for families
- School webpage template
- SchoolPool Frequently Asked Questions for families

For technical assistance email info@getthereoregon.org

For other issues, contact your principal or school administrator supporting SchoolPool