SchoolPool Network Manager
How-To
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](http://www.getthereoregon.org)
- Email [info@getthereoregon.org](mailto:info@getthereoregon.org) to set up your school network.
1. Login to Get There and find your school on your top bar to manage
2. Fill in your school’s basic information, including point of contact and a logo if you have one.
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.
Managing your household database

4. Create and edit the household 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.
This is what your database will look like
5. Manually add or bulk import households
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