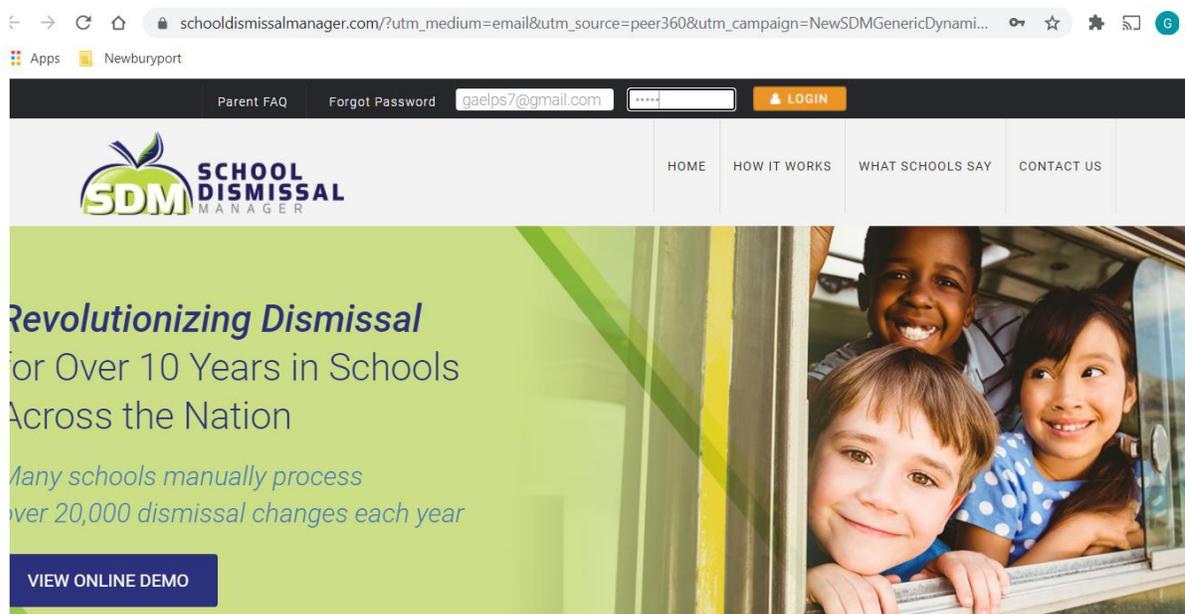


## Introduction to School Dismissal Manager

Your Parent welcome email will come from Francis T. Bresnahan. If you did not receive a Parent welcome email, please first check your SPAM folder, then contact the school office.



Inside the email, there is a link to the website to login. You can also download the app onto your phone and login from there.



When you login for the first time you will be prompted to change your password. If you forget your password you can type in an incorrect password and you will be asked if you want to reset your password. Or you can call the school and we can reset it for you.

Once you are logged in, you will see a calendar with this week and next week displayed. We have pre-set your student's default dismissal. You will need to go in and change it if things change, such as new bus pass, attending the YWCA program, etc.

### Gael Phillips – Dismissal Calendar

Click on a calendar day to set dismissal exception(s) for that day  
Changes for Today's Dismissal Allowed Until 2:00:00 PM

**SET/VIEW DEFAULTS** **ADD VIEW ONLY PARENT**

<p>Monday 21</p> <p>Default Pippi K-3 Rider</p>	<p>Tuesday 22</p> <p>Default Pippi K-3 Walker (@ Door 1)</p>	<p>Wednesday 23</p> <p>Default Pippi K-3 Rider</p>	<p>Thursday 24</p> <p>Default Pippi K-3 Rider</p>	<p>Friday 25</p> <p>Default Pippi K-3 Rider</p>
<p>Monday 28</p> <p>Default Pippi K-3 Rider</p>	<p>Tuesday 29</p> <p>Default Pippi K-3 Walker (@ Door 1)</p>	<p>Wednesday 30</p> <p>Default Pippi K-3 Rider</p>	<p>Thursday 1</p> <p>Default Pippi K-3 Rider</p>	<p>Friday 2</p> <p>Default Pippi K-3 Rider</p>

Let's say I want to change the Tuesday default from Walker to Rider. I will click on the button which says SET/VIEW DEFAULTS. I will select "Update Weekday Default Dismissals" and then "Edit" next to Tuesday. I'll use the drop down menu, scroll past all the buses and choose "K-3 Rider". In the note field I'll put something like "everyday" or "with Grandpa Joe". Then I'll press "Set Tuesday Default" and then "Back to Calendar".

Now let's say I want to put in an appointment in the future. At the bottom of the calendar is an option "Set Dismissal Instructions for a Future Date".

Home Preferences Default Dismissals Recurring Dismissal Instructions Help Get Started Logout

### Gael Phillips – Dismissal Calendar

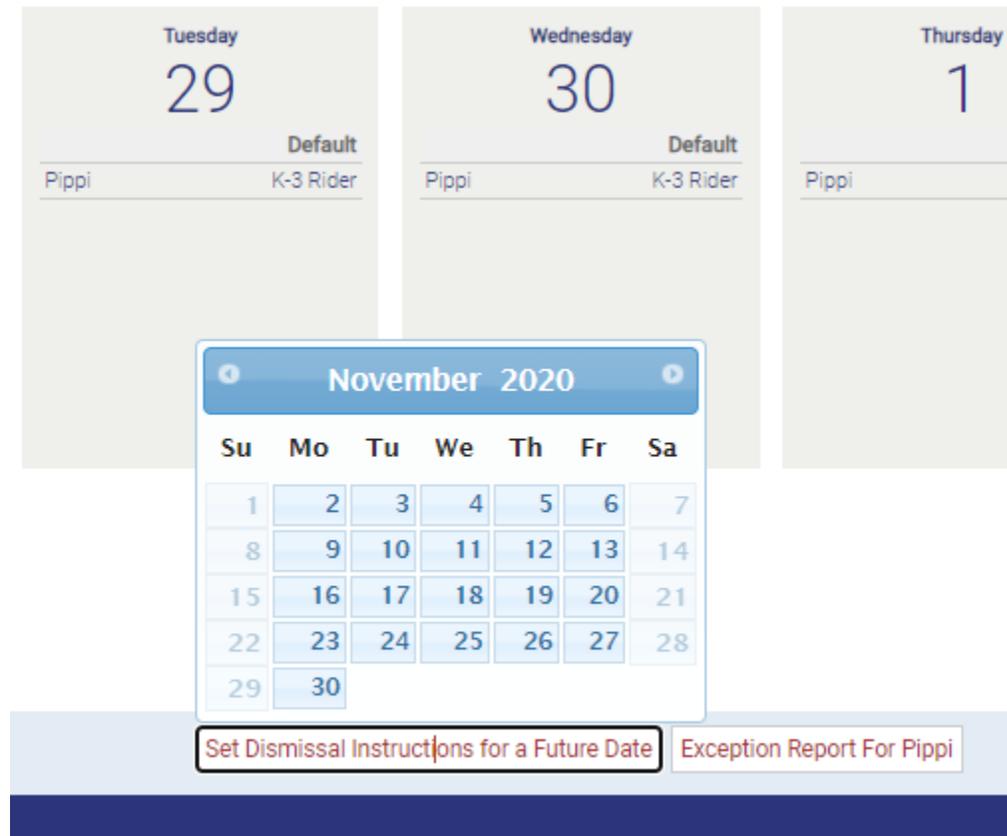
Click on a calendar day to set dismissal exception(s) for that day  
Changes for Today's Dismissal Allowed Until 2:00:00 PM

**SET/VIEW DEFAULTS** **ADD VIEW ONLY PARENT**

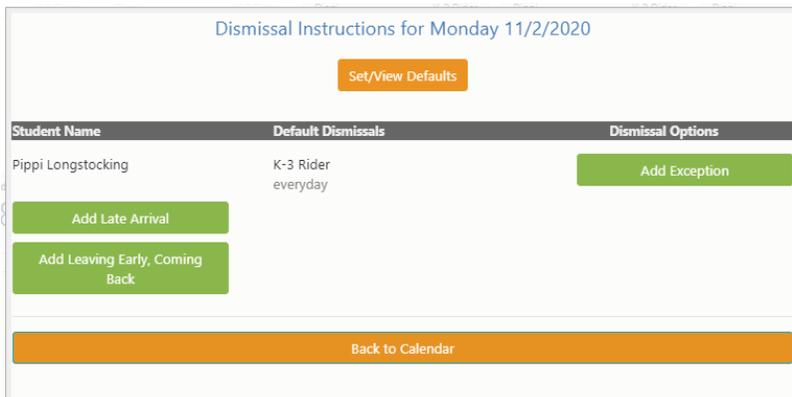
<p>Monday 21</p> <p>Default Pippi K-3 Rider</p>	<p>Tuesday 22</p> <p>Default Pippi K-3 Rider</p>	<p>Wednesday 23</p> <p>Default Pippi K-3 Rider</p>	<p>Thursday 24</p> <p>Default Pippi K-3 Rider</p>	<p>Friday 25</p> <p>Default Pippi K-3 Rider</p>
<p>Monday 28</p> <p>Default Pippi K-3 Rider</p>	<p>Tuesday 29</p> <p>Default Pippi K-3 Rider</p>	<p>Wednesday 30</p> <p>Default Pippi K-3 Rider</p>	<p>Thursday 1</p> <p>Default Pippi K-3 Rider</p>	<p>Friday 2</p> <p>Default Pippi K-3 Rider</p>

**Set Dismissal Instructions for a Future Date** Exception Report For Pippi

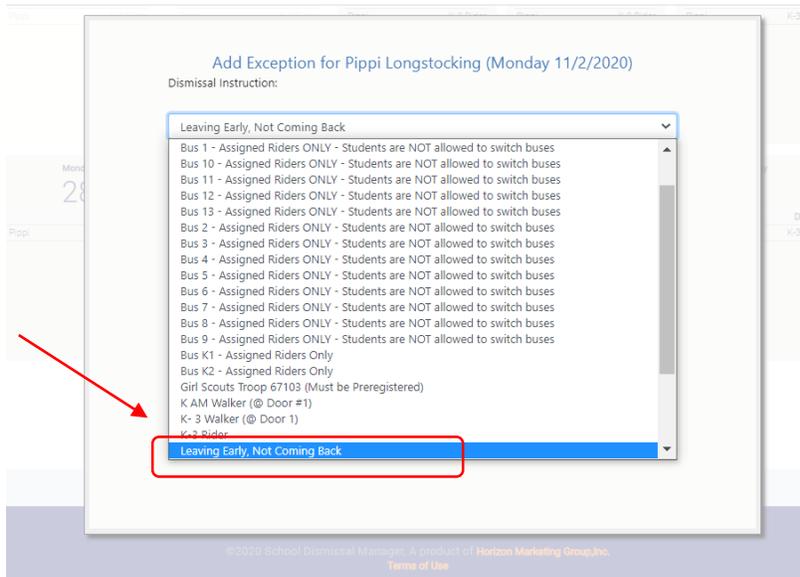
A calendar will pop-up. You can use the arrows to change the month, then select the day.



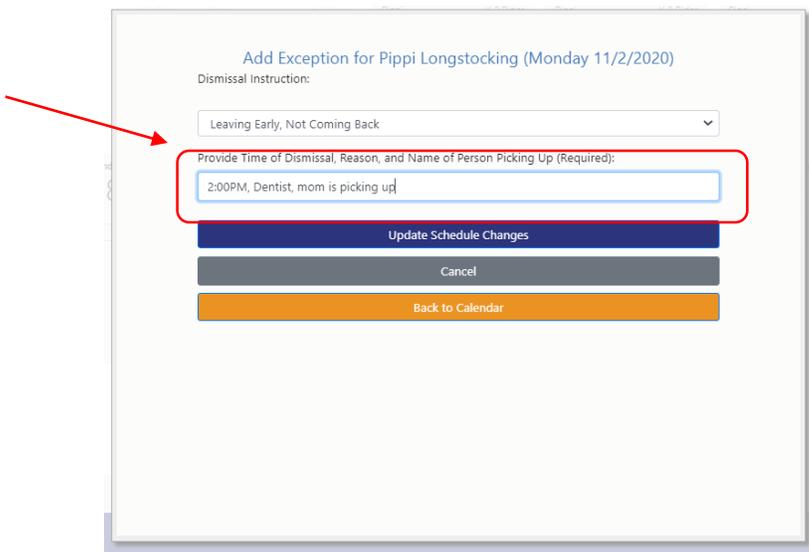
Once you select the day you will see the same set exception window as you saw when you set your defaults.



You can see two green buttons: Late Arrival and Leaving Early, Coming Back. If the appointment was for 9:00AM, you would probably select Late Arrival. If the appointment were for 11:00AM, you might select Leaving Early, Coming Back. Let's say the appointment is for 2:00PM. Then you want the third option: under the drop-down list for Add Exception – Leaving Early, NOT Coming Back.



In the Notes field, please put the time of departure, reason, and name of the person picking up. For example, "2:00PM, Dentist, mom will pick up."



Then hit Update Schedule Changes and Back to Calendar.

If you have any questions or problems, please call the office, we'll be happy to help you.

Here is a video with this same information. [Introduction to School Dismissal Manager](#)