

## Step 2 - How to Enter a Bus List (Move Students by Room)

- The names of all roommates appear in one box.
- Click & drag an entire room to place in a bus.
  - It is recommended to keep roommates on the same bus.
    - Typically, they are in the same chaperone group
    - It makes distrusting keys more efficient.
- When you place a room of students on a bus, their parent(s) automatically is placed on the same bus as their student.
- Each bus has 56 seats, so divide your participants as evenly as possible.
  - The Tour Director rides on Bus 1 and needs 2 seats.
  - Any trip that has a step-on guide needs one seat per bus.
  - To track how many participants you have assigned to each bus, there is a running total for each bus found in the column to the right of the buses.

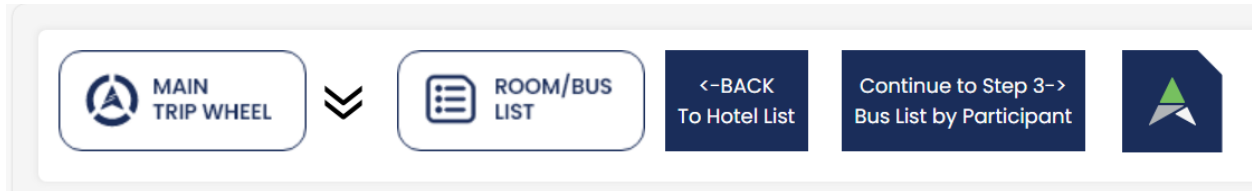
**Bus Counts**

#	Stu	Adt
1	14+27=41	10
2	20+20=40	10
3	24+16=40	12
4	16+24=40	11
5	16+24=40	12
6	14+12=26	8

This needs an updated screenshot once changes are made.

- Continue assigning rooms to buses until the Unassigned Student Rooms column is empty.

- When Step 2 is complete, click “Continue to Step 3 **of 4** – Complete a Bus List” at the top of the page.



This needs an updated screenshot once changes are made.