



# Instructions for using Roll Call – the online bus booking system

## Saint Stephen's College

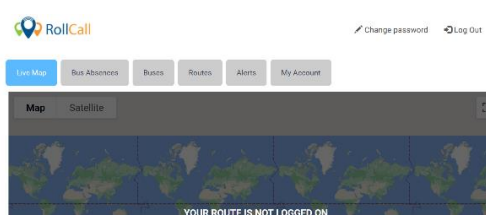
- Once you have received a Welcome email and created a password for your account, go to [ssc.rollcall.com.au/parent](http://ssc.rollcall.com.au/parent) to log into the web version. To set up the web version use: School- ssc, your email and new password. For parents with children in other schools, you will need with the different school codes. Contact the Accounts Department for a new/replacement Welcome email. They expire after a few days to protect your privacy. The App store has a phone version of Roll Call.

### Using Roll Call online

- Live Map tab.

The opening screen will show no data when the bus is not operating (route not logged on). Changes to your bookings can be made when this screen displays as shown below. Once the bus starts operating the data is locked, for the duration of the trip.

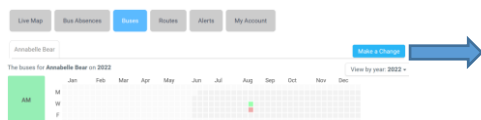
This page allows monitoring the progress of the bus around the route. Roll Call provides highly accurate tracking of the bus as it travels along the route. This can be used to calculate when to leave home to meet the bus.



- Buses tab

This will be the most frequently used tab for families who are casual users. It will allow booking a seat and bus stop for up to two weeks in advance. (the view has now been extended from two days to two weeks). You can select more than one bus or stop on different sessions.

Select the blue 'Make a Change' icon to select required seats. The system will indicate if the bus has reached capacity. Select the travel date range. Click 'Change' then bus and stop. Confirm the change.

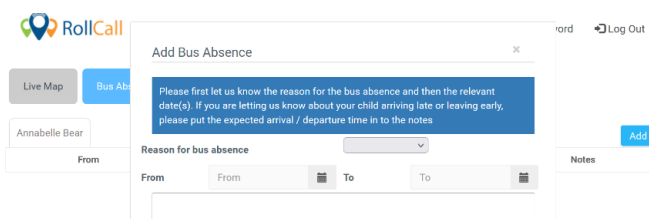


Date	Group	Action	Bus	Stop	Confirm
25/08/2022	PM	Cancel	PM - Hope Island	HI - Bus Shelter Cova Blvd	Confirm
26/08/2022	AM	Change	No Bus	No Stop	
26/08/2022	PM	Change	No Bus	No Stop	
29/08/2022	AM	Change	No Bus	No Stop	

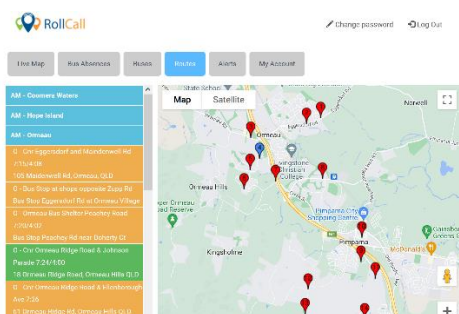
- Bus Absences tab

This tab enables the driver to be notified of absences for both full time or casual travellers.

Select the blue 'Add' tab on the right to access the absence dates.



- Routes tab



Allows parents to search for suitable bus stops.

Click on the stop to view the pin on the map.

The map can be enlarged or switch to full screen view, using the square in the top right corner.

The map is also hosted on the College website, and updates in real time with any changes made.

<https://www.saintstephenscollege.net.au/our-college/additional-services/transport-bus/>

## Using the Mobile Roll Call App



School  
ssc

Email  
bnicol@ssc.qld.edu.au

Password

Login

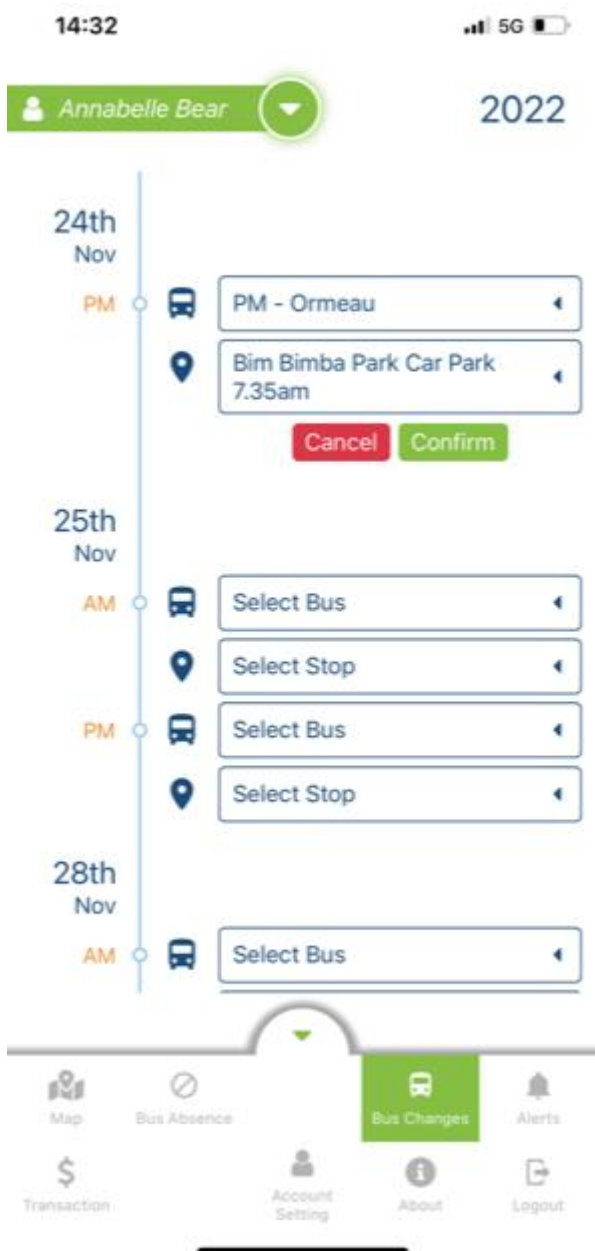
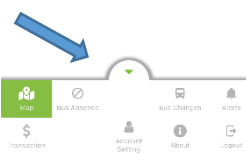
Forgot Password

Sign in using the school code (ssc), your email and password established when setting up your account in the welcome email.

For families with children at other schools using Roll Call, select the green arrow at the bottom of your screen to open the full menu. Select logout, this will allow you to switch to the other school.



Select the small green triangle at the bottom of your screen to open the full menu



### Casual Users

Select the **BUS CHANGES** tab to manage your travel plans

Changes anytime the bus is not operating (data gets locked when the driver activates the Roll Call device).

On the date of proposed travel, you can enter the bus and stop to book a seat. Multiple dates can be entered at once. Bookings are available two weeks in advance. This will update the driver's device to provide a real time roll.

The system will indicate if the bus is full.

Full time users get first preference for seats and will have the seats booked on their behalf for the term.

BUS ABSENCES tab is used to alert the driver your child will be absent.

The ALERTS tab allows parents to organise notifications.

When the bus is operating the map tab is very useful and accurate to track the progress of the bus along the route and decide when to leave home to meet your child at the bus stop.

The College can send you notifications about delays through your app.

Use the Transactions tab to make payments or view transaction history.

## Making Payments

Select the Transactions tab to make payments for permanent bookings or add credit for casual users.

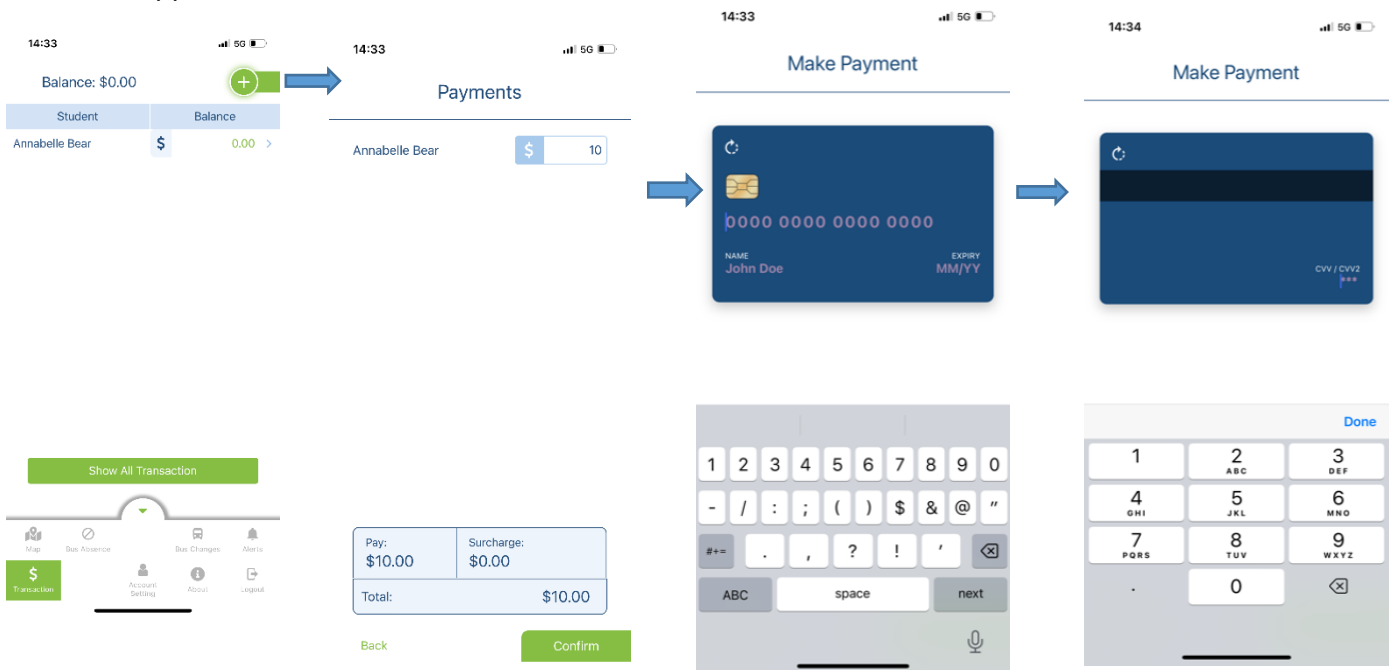
On the Mobile App select the small green triangle at the bottom of the screen to open the full menu, and select Transactions (\$)

Select the green “Add Credit” button to make a payment. Students tap on and off the bus with their student card. This will activate a charge for casual users from your balance. No funds are in the student card.

Roll Call will send a notification when the balance needs to be topped up.

Please make payments in advance of travel.

### Mobile App



### Computer

