

# How to Sign Up and Participate in SchoolPool

## A Five-Step Guide to School Transportation Solutions

### Step 1

Once your school has created a SchoolPool network, to take advantage of it you as a parent will need to sign up for an iCommute SchoolPool account at [www.iCommuteSD.com](http://www.iCommuteSD.com). Click on the "SchoolPool" tab. Then, under "Quick Links," select "Parent Sign Up." Create your profile—or, if you already have an account, log in.

### Step 2

Fill in the required information with your details (not the student's). iCommute is a secure site. Your information remains private until you decide you are ready to contact a match and set up a SchoolPool. Once you have completed the form, check your inbox for a verification e-mail and click the link within it. (If you don't see it in your inbox, check your spam folder.) After you click the link, you will be redirected to the log-in screen; please sign in using the user name and password you just created. You then will be prompted to enter your home address. At the onscreen prompt, "What are you here for?" select "I am a parent and here for SchoolPool."

### Step 3

Now it is time to set up your profile. Roll over the "Profile" tab along the top of the screen and click "My Networks." Next, click "Join Network," and search for your school. Click "Select" next to your school, and enter the enrollment passcode the school has given you under the "Association Details" section. (If you did not receive a passcode or you have misplaced it, please contact your school. Staff will need to verify that you are the parent of one of the school's students and then give you the passcode.) Enter the number of children you have at this school, type in their information, and click "Submit."

### Step 4

Now it's time to look for a SchoolPool match by adding your trip information. Within the yellow box, click "Add SchoolPool Trip." Under "Start Address" either add a new address to enter a nearby meeting place or select your home address from the drop down menu. The school address should appear in the "End Address." Next, pick the days of the week and times, mode preferences (walking, biking or carpooling), and who can see your trip (meaning who can potentially show up as matches during your search). Then click "Save."

### Step 5

Under "Manage Your SchoolPool Trips" make sure your trip information is correct and then click the link that says "Find Matches" on the right to see if there are compatible matches. Remember, this is a database, so if there isn't a match right away, continue to check back because more parents are signing up all the time. (To check back, just log in and click the tab along the top that says "SchoolPool.") When you do find an appropriate match, click "Send Message." (You may send a pre-written message, or compose one of your own.) Once the person accepts your request, you will receive an e-mail notifying you and at this point your contact information will be exchanged. Now it is up to you to arrange the SchoolPool by calling or e-mailing your partner. Once logistics are figured out, you're cool to SchoolPool!

**NOTE:** *If you have previously participated in SchoolPool and already have an account, please log in to your account at [iCommuteSD.com](http://iCommuteSD.com). Then start at Step 3 to update your account for this school year.*

**For direct assistance,** please contact your school's coordinator, or call 511 and say "SchoolPool."