

# Email Subscription Instructions

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## Creating an Account

1. Go to <https://triboard.mybusplanner.ca/Login>
2. Click “Create Account” beside the Log In/Subscribe Button
3. Enter your preferred email address and password and click “Submit”
4. Add [noreply@triboard.ca](mailto:noreply@triboard.ca) to your safe senders list

## Subscribe by Student

1. Go to <https://triboard.mybusplanner.ca/Login>
2. Log into your account
3. Click on “Add Student”
4. Fill in the information required:
  - a. Student’s Ontario Education Number (OEN) found on report card
  - b. Birthdate
  - c. School Name
  - d. Grade
5. Click “Add Student” to save

*Subscribing by student is recommended because it grabs all transportation attached to the student, including transfers. It will also update whenever there is a change to the student’s transportation, for example if they switch schools or move.*

## Subscribe by Route

1. Go to <https://triboard.mybusplanner.ca/Login>
2. Log into your account
3. Click on “My Subscriptions”
4. Click on “Add a Run”
5. Select your preferred sort option in the “Find by” dropdown menu
6. Select the bus route/run from the dropdown menu list
7. Click “Find”
8. Put a check in the “Add” column
9. Click “Subscribe”

*Subscribing by route is useful if you have multiple riders on one route and you want to minimize the amount of notifications you receive. However, if transportation is changed, you will need to subscribe to the new route and will still receive updates for the old route if you do not unsubscribe.*