

Email Subscription Instructions

How-To Guide for Parents/Guardians/Students

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How to Create an Account

1. Go to triboard.mybusplanner.ca/login
2. Click on “Create Account” below the Log In button.
3. Enter your email address that is on file at the school and create and confirm your password, then select the check box beside “I’m not a robot” and click the “Submit” button.
4. Add noreply@triboard.ca to your safe senders list.
5. Check your email and follow the instructions to confirm your account

Your student(s) transportation information will automatically be associated with your account. It will also update whenever there is a change to the student’s transportation, for example if they change schools or move.

How to Subscribe by Route or School

(used by Caregivers or Schools)

1. Go to triboard.mybusplanner.ca/login and log into your account
2. Click on “My Subscriptions”
3. Click on “Add Run” or “Add School” to add a new subscription
4. Select your preference from the “Find by” dropdown menu.
5. Select your preference from the “Run/Route/Bus Operator/School Board/School Name” dropdown menu.
6. Click “Find”
7. Put a check in the “Add” column.
8. Click “subscribe”

Subscribing by route or school can be used by caregivers or school administration to receive delays and cancellations for runs selected and school alerts by schools chosen. However, if bus routes numbers change, you will need to subscribe to the new route and will still receive updates for the old route if you do not unsubscribe.