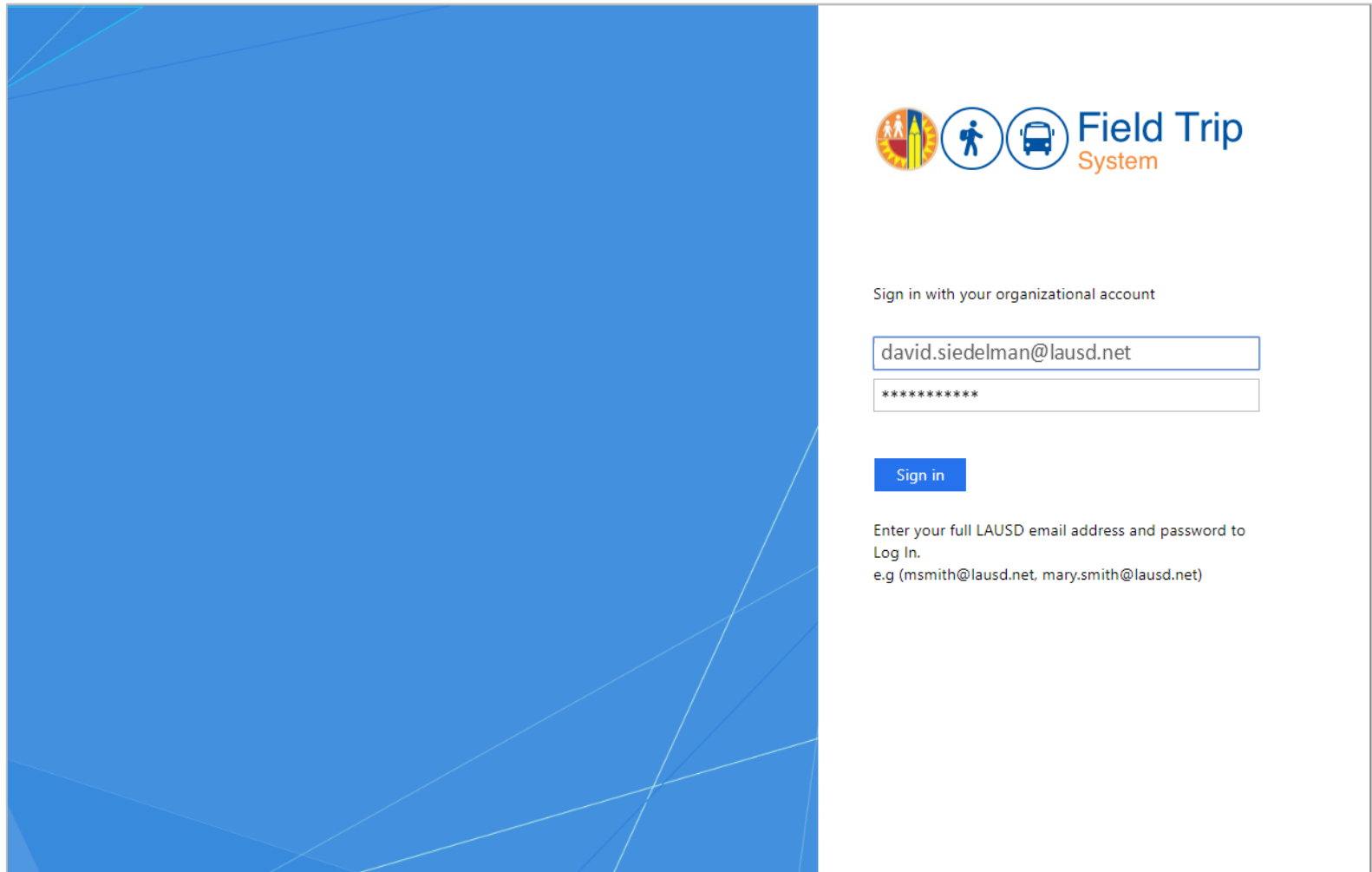



**How to reserve playoff buses using
ifieldtrip.lausd.net**

From your browser, type in the address ifieldtrip.lausd.net, then log in using your LAUSD single sign-on



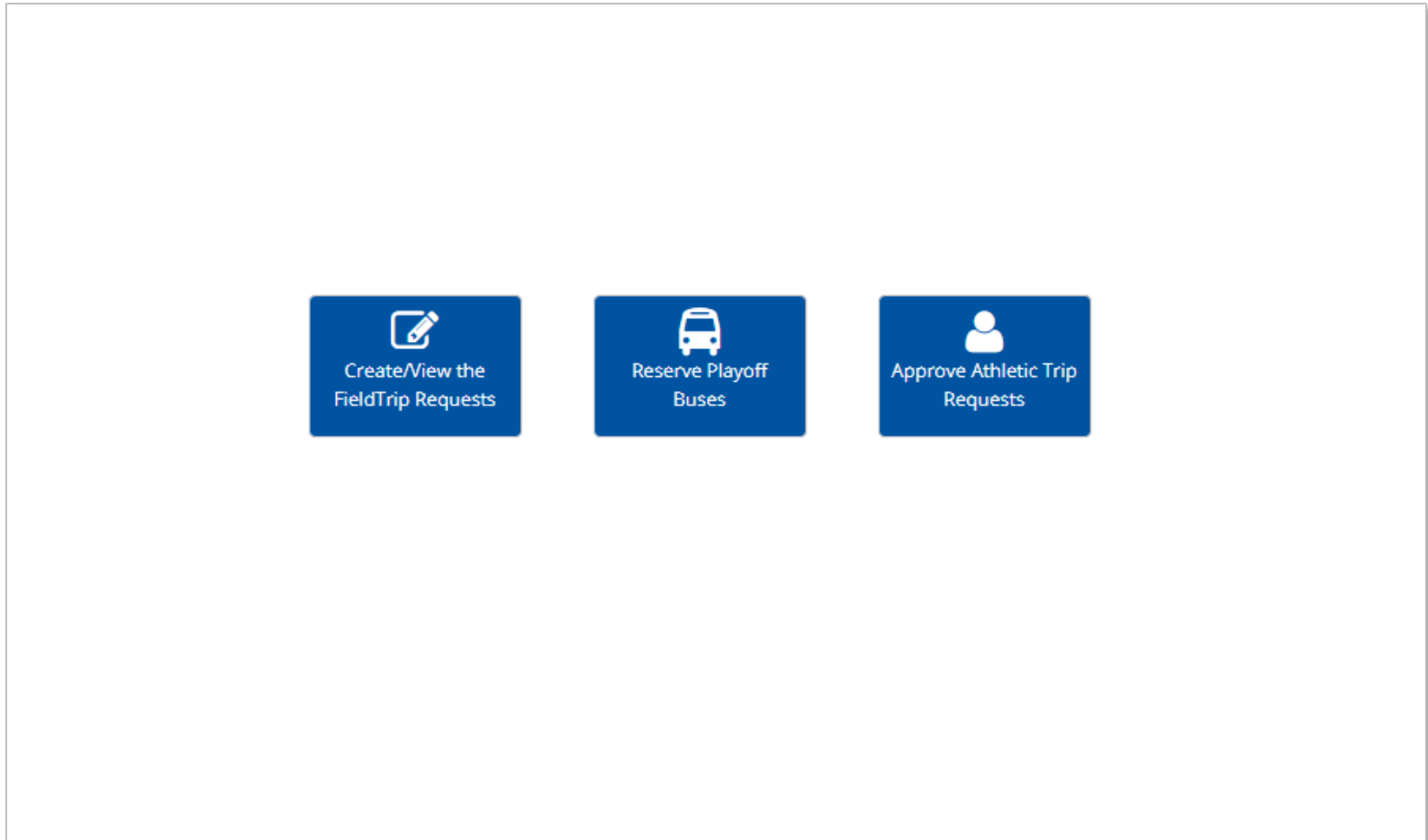
 **Field Trip**
System

Sign in with your organizational account

[Sign in](#)

Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)

Click on “Reserve Playoff Buses” to begin reservation process



Click “Add Row” and then provide information on the event including departure date, sport, event type, game time, bus capacity and number of buses to reserve. Drop-downs and auto-complete after initial keystrokes simplify the process of providing information.

- Use a separate row for each unique schedule.
Example: buses needed at two different times on the same date must be entered on two rows.
- Once submitted, buses will be reserved with Transportation

School Year [Home](#)

2019-20

[+ Add Row](#) [+ Save](#) [+ Delete](#)

<input type="checkbox"/>	Bus Ops Info	Departure Date*	Sport*	Event*	Game Time*	Capacity*	# Buses*	Created Date
<input type="checkbox"/>		09/30/2019	TENNIS-GIRLS	SEMIFINALS	06:30 PM	65	6	07-17-2019 11:50:02
<input type="checkbox"/>	A9096463, A9096464, A9096465, A9096466, A9096467, A9096468, A9096469, A9096470	09/09/2019	FOOTBALL	PRELIMINARY	07:30 PM	65	8	07-01-2019 03:38:00
<input type="checkbox"/>	A9096462	09/11/2019	TENNIS-GIRLS	QUARTERFINALS	02:30 PM	65	1	06-28-2019 01:21:41

Showing 1 to 2 of 2 entries

After all cells in the row are complete, click “Save.” A pop-up message will appear, confirming that buses have been reserved for the event. Note in the “Bus Ops Info” column how preliminary A#s have populated for the number of buses entered.

- Use a separate row for each unique schedule.
Example: buses needed at two different times on the same date must be entered on two rows.
- Once submitted, buses will be reserved with Transportation

School Year: 2019-20 Home

+ Add Row + Save + Delete

<input type="checkbox"/>	Bus Ops Info	Departure Date*	Sport*	Event*	Game Time*	Capacity*	# Buses*	Created Date
<input type="checkbox"/>	A9096576, A9096577, A9096578, A9096579, A9096580, A9096581	09/30/2019	TENNIS		06:30 PM	65	6	07-17-2019 11:54:36
<input type="checkbox"/>	A9096463, A9096464, A9096465, A9096466, A9096467, A9096468, A9096469, A9096470	09/09/2019	FOOTB		07:30 PM	65	8	07-01-2019 03:38:00
<input type="checkbox"/>	A9096462	09/11/2019	TENNIS-GIRLS	QUARTERFINALS	02:30 PM	65	1	06-28-2019 01:21:41

Showing 1 to 3 of 3 entries

Success!
Buses have been reserved.
OK