



## Using the Schedule 2 Drive (S2D) On-line Drive Lesson Scheduling System



Green Light Driving Academy (GLDA) uses “Schedule 2 Drive” (S2D) to facilitate the driving portion of the driver education course. The parents and students should use S2D to schedule driving lessons with GLDA instructors and to document the “Parent Log” in order to complete the program.

### **PLEASE NOTE:**

**GLDA creates accounts on Schedule 2 Drive for all students once their regular classroom session has ended. The student does not have to “register” themselves on Schedule 2 Drive, so you do not need to have the “school code”.**

**If we have a copy of the student’s permit at the time the account is created, the student’s account will be activated and ready to use. If not, the account will still be created but it will not be active until we receive a copy of the permit.**

**The student can begin scheduling driving lessons if:**

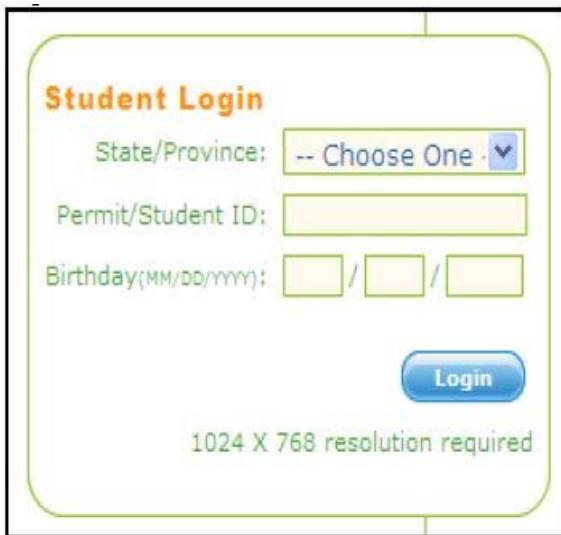
- They have completed their scheduled classroom session and they have not missed more than 5 days of class.**
- We have a copy of their permit on file.**
- The tuition is paid in full or a payment plan has been arranged.**

**The first time you log on to Schedule 2 Drive, you will be required to pay their one-time registration fee of \$14.95. This fee was explained in the driver education contract when the student was registered. Once this is paid, the student will be fully activated and can begin entering their “parent log” and scheduling their driving lessons with GLDA instructors.**

Specific instructions on how to schedule a drive lesson and to cancel a schedule lesson are provided later on in this document.

## Logging on to Schedule 2 Drive

1. Go to the Schedule 2 Drive website: [www.schedule2drive.com](http://www.schedule2drive.com). A link to Schedule 2 Drive is also available on our website ([www.greenlightdrivingacademy.com](http://www.greenlightdrivingacademy.com))
2. You will log in – using the “Student Login” area. Choose **TX** for *State/Province*, enter the **Student’s Permit #** for *Permit/Student ID* and **Student’s Birthday (mm/dd/yyyy)** for *Birthday*



The screenshot shows a web form titled "Student Login" with a light green border. It contains three input fields: a dropdown menu for "State/Province" with "-- Choose One" selected, a text box for "Permit/Student ID", and a date picker for "Birthday (MM/DD/YYYY)". Below the fields is a blue "Login" button. At the bottom of the form, it says "1024 X 768 resolution required".

3. Click the “**LOGIN**” button.

- **PLEASE NOTE: Upon the first log-in to Schedule 2 Drive, students/parents will be prompted to pay a one-time, \$14.95 activation fee. THIS IS REQUIRED BY ALL STUDENTS AND IS PAYABLE TO SCHEDULE 2 DRIVE, NOT GLDA.**

1. Once logged on, the Home Page will appear. The Home Page contains useful information.

**Welcome!**

**Next Scheduled Session:**  
No Future Drives Scheduled

**Drive Hours:**  
Completed: 1:00 hours  
Required: 7:00 hours

**Observation Hours:**  
Completed: 1:00 hours  
Required: 7:00 hours

**Parent Log:**  
Total Completed: 6:00 hours  
Total Required: 20:00 hours  
Night Completed: 1:30 hours  
Night Required: 10:00 hours

**Deadline:** June 30, 2014

**Fees:** \$0.00

**Classroom Days to Make-Up:**

**Message Board**

**In observance of our Independence Day, GLDA will not offer drive lessons or classroom sessions on July 4 or July 5. Please be safe.**

**\*\*\* BEGINNING JULY 7th & EVERY WEEK AFTER, DRIVE LESSONS WILL BE POST AFTER 8PM ON MONDAYS. \*\*\***

Other things to remember:

**New Students:** please verify your address, phone numbers and email addresses on your profile and correct them if needed or update if anything changes in the future.

If you have any classroom sessions to make-up, they will be listed to the left under "Classroom Days to Make-up". Please contact the office if you find any discrepancies. Visit our website for a listing of upcoming classroom sessions.

**Drive Times:**

- Make plans to arrive 10 minutes before your drive time to allow for unexpected delays.
- Make sure you bring your VALID permit with you. A Photocopy or Expired Permit is not a valid permit and you will not be allowed to drive or observe and will be subject to a \$25.00 "no-show" fee.
- Do not wear flip-flops or unstructured shoes (i.e. slippers, crocs, etc)

**Completed and Scheduled Sessions**

#	Drive Date	Drive Time	Status	Notes	Feedback
1	Sat, May 31st, 2014	8:00am - 10:00am	Completed	this is a fake lesson - testing something on S2D	

Navigator – left hand side:

This is where you can navigate to other areas of the site. You will use the “Schedule Drives”, “Parent Log” and “User Profile” most often.

“Welcome!” – middle section

- The date and time of the next drive lesson (if one is scheduled)
- The number of drive lesson and observation hours completed by the student
- The number of hours that have been logged in for the parent taught sessions
- Any Fees Owed
- Classroom Sessions that need to be made up

“Message Board” – right hand side

The Message Board that contains important information from Green Light Driving Academy. The Message Board will be to the right of the “Welcome!” area of the home page. Please refer to the Message Board often for updates regarding the driving program at GLDA and any special announcements.

## “Completed and Scheduled Sessions”

This is a complete listing of all driving lessons completed and scheduled.

Tabs: “Fees”, “History”

More detailed information about fees owed or the driving history

## Editing Your User Profile

Before getting started, please verify the information in your Student Profile

1. From your home page, click on the “**User Profile**” link.
2. Verify the information is correct in the user profile. If not, select the Edit tab.
3. Edit your information and click the “**SUBMIT**” button.
4. Please make sure you update this information if it changes later.

Also, within a few days of the classroom session being complete, we will enter the classroom days missed into the profile. Please verify this information as soon as it is displayed and contact the office if you see any discrepancies.

## Setting up Text Alerts

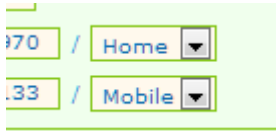
Schedule 2 Drive uses emails to notify students of last minute drive lesson cancellations, reminders of upcoming driving sessions, deadlines approaching and various other events. You can also set up text alerts. There is no charge for these outgoing texts and they cannot be replied to.

Please Note: GLDA does not have any control over these texts messages.

1. Go the User Profile and click on the **Edit** tab.
2. Scroll down to the area called “Communication Preferences”.

Communication Preferences				
The following are the settings that determine which notifications you will receive and whether or not the notifications are sent via e-mail and/or text message.				
To receive e-mail notifications, you must specify at least one valid e-mail address. To receive text messages, you must specify at least one valid mobile phone number. Be sure to identify your mobile phone by selecting “Mobile” from the drop-down menu next to your mobile phone number.				
Standard text messaging fees charged by your mobile phone carrier may apply. Contact your carrier if you are not sure about the text messaging plan for your phone.				
Message	Email Student	Email Parent	Text Message Phone 1	Text Message Phone 2

3. You have the capability of setting up two numbers for texting. Make sure that the number is listed as a mobile number in the section above “Communication Preferences”.



A screenshot of a form with a light green background. The form contains two rows of input fields and dropdown menus. The first row has a text input field containing '970', a slash separator, and a dropdown menu with 'Home' selected. The second row has a text input field containing '33', a slash separator, and a dropdown menu with 'Mobile' selected.

4. Click **Submit** and your changes will be saved.

## Scheduling a Drive Lesson

There will be a 3-week schedule of drive lessons available at any given time of the year. A new week of drive lessons is posted every week.

**IMPORTANT: Currently, we post a new week of drive lessons on Monday evenings AFTER 8:00 pm.**

Students may schedule one drive lesson every **EIGHTH** day. In other words, drive lessons must be a full **seven** days apart.

- For example, if a student drives on a Monday and the calendar shows open drive lessons, the student would not be able to schedule one of those drive lessons unless they were on a Tuesday of the next week or after. This allows more students to be able to schedule a drive lesson but most importantly, it allows students to practice between their driving lessons with GLDA (we recommend a student to practice 6 hours or more for every hour driven with GLDA instructors).

Students will only see drive lessons available for the location where the classroom course was completed with the exception for students that took their classroom session at our Trophy Club location. We allow students that took their classroom session at our Trophy Club location to drive in Trophy Club or Grapevine. **See the special note about how those lessons are designated below.**

### REGISTERING FOR A DRIVE LESSON

1. Click on the “**Schedule Drives**” link located on the left-hand navigation panel of the Home Page. The calendar with 3 weeks of drive lessons will be displayed.
2. You will see the words “**OPEN SLOTS**” or “**FULL**” or the day will be blank. Select a date that has “**OPEN SLOTS**” displayed.
  - NOTE: If the word “**FULL**” appears, all sessions have been filled for that day. If there is neither **OPEN SLOTS** nor **FULL** displaying on a particular day, no drive lessons are scheduled for that day. **GLDA DOES NOT SCHEDULE LESSONS ON SUNDAY OR CERTAIN HOLIDAYS.**
  - Even though a day shows full when you look at the calendar, this could change if a student cancels a drive lesson. It is important to check the calendar often and not just on Monday nights, to see if any drive lessons open up.
  - Registering for a drive lesson is a two-step process – selecting the date/time of the lesson and then confirming it.

**Calendar**

**Sessions Calendar**

Please contact GLDA - Training Site at 817-210-0193 for more information.  
 Open Slots: Sessions are available    Full: all sessions are filled    Blank box: No sessions are scheduled

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 13th	Oct 14th	Oct 15th	Oct 16th	Oct 17th	Oct 18th	Oct 19th
Oct 20th	Oct 21st <a href="#">Open Slots</a>	Oct 22nd Full	Oct 23rd <a href="#">Open Slots</a>	Oct 24th	Oct 25th	Oct 26th
Oct 27th	Oct 28th	Oct 29th	Oct 30th	Oct 31st	Nov 1st	Nov 2nd

3. When you click on **OPEN SLOTS**, you will see a listing of the lessons that are available.

**Register**

**Sessions on October, 21st 2013**

	Drive Time	Spots Available	Notes
<input type="radio"/>	1:00pm - 3:00pm	2	*** THIS SESSION IS INTENDED FOR STUDENTS THAT MAY BE HOME-SCHOOLED OR MAY HAVE EARLY RELEASE FROM SCHOOL ***
<input type="radio"/>	4:00pm - 6:00pm	2	*** DO NOT SCHEDULE THIS LESSON UNLESS ALLOWED TO DRIVE ONE-ON-ONE WITH A GLDA INSTRUCTOR ***
<input type="radio"/>	6:00pm - 8:00pm	2	*** TROPHY CLUB *** WEST SIDE OF SCHOOL - DOOR 26
<input type="radio"/>	8:00pm - 10:00pm	2	

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Please pay attention to the special comments that may be shown with the drive lesson under “Notes”. One or more comments may be listed next to the drive lesson and it is important to make note of these comments when scheduling the lesson.

If you reserve a lesson with one of the comments, you can also see the comments again in the “Completed and Scheduled Sessions” section of your home page.

Please see explanation of some of the messages that you may see below.

\*\*\* TROPHY CLUB \*\*\* WEST SIDE OF SCHOOL - DOOR 26

**For Students that took class in Trophy Club (@ Byron Nelson High School):** We allow students that took their classroom session at our Trophy Club location to drive from Trophy Club OR Grapevine. It is very important to make note of where the drive time will be when reserving the lesson. This will be indicated in the comment section of the drive session. Lessons schedule from the Trophy Club location will be noted as such. If there is NO indication regarding location – the lesson will be in Grapevine. If you show up at the wrong location - you will be charged a no-show fee.

\*\*\* DO NOT SCHEDULE THIS LESSON UNLESS ALLOWED TO DRIVE ONE-ON-ONE WITH A GLDA INSTRUCTOR \*\*\*

GLDA will indicate if the drive lesson is set to be a ONE ON ONE lesson (ONE STUDENT- ONE INSTRUCTOR). If you have indicated on the contract that you DO NOT wish for your student to be alone in the car with the instructor, please do not reserve this lesson. Please refer to your contract to see if this option was chosen when the student was registered.

\*\*\* THIS SESSION IS INTENDED FOR STUDENTS THAT MAY BE HOME-SCHOOLED OR MAY HAVE EARLY RELEASE FROM SCHOOL \*\*\*

We may offer earlier drive lessons for students that are Home-Schooled or have early release from school. Any student may take the lesson if they are available; we just want to make sure that you realize that it is earlier than our normal lessons.

4. Select the specific time you would like to drive under the selected date and Click on the **“NEXT STEP”** button.

The screenshot shows a 'Register' screen with the title 'Sessions on October, 21st 2013'. Below the title is a table with two columns: 'Drive Time' and 'Spots Available'. The first row is selected, indicated by a red box around the radio button and the 'Next Step' button below the table.

Drive Time	Spots Available
1:00pm - 3:00pm	2
4:00pm - 6:00pm	2
6:00pm - 8:00pm	2
8:00pm - 10:00pm	2

At the bottom of the screen, there are two buttons: 'Back to Calendar' and 'Next Step'. The 'Next Step' button is highlighted with a red box.

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5. You will be prompted to verify the date and time selected on the next screen. If this is the date and time you selected, click on the **“REGISTER FOR DRIVE”** button.

The screenshot shows a 'Register' screen with the following text: 'Please VERIFY the time and date of the drive you have selected and click the Register for Drive button to confirm your registration.' Below this, it says 'Monday, October 21st, 2013 from 1:00pm to 3:00pm'. There is also a note: '\*\*\* THIS SESSION IS INTENDED FOR STUDENTS THAT MAY BE HOME-SCHOOLED OR MAY HAVE EARLY RELEASE FROM SCHOOL \*\*\* Remember, if you cancel this drive after Sunday, October 20th at 1:00pm you will be charged \$25.00.' At the bottom, there are two buttons: 'Return to Calendar' and 'Register for Drive'. The 'Register for Drive' button is highlighted with a red box.

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**IMPORTANT: If you do not confirm the drive lesson by clicking on the [Register for Drive](#)**



**button you will NOT be registered for the drive lesson.**

- To further validate that you did get the drive lesson, go to your Home Page and scroll down below the Message Board to the **“Completed and Scheduled Sessions”** section. If the lesson was registered successfully, the drive lesson will be listed there. You will see any special notes as listed in the drive lesson when you selected it.

<b>Completed and Scheduled Sessions</b>				
#	Drive Date	Drive Time	Status	Notes
1	Mon, Aug 29th, 2011	1:00pm - 3:00pm	Scheduled	
2	Sat, Oct 22nd, 2011	1:00pm - 3:00pm	Scheduled	
3	Wed, Nov 16th, 2011	9:00am - 11:00am	Scheduled	** TROPHY CLUB - MEET OUTSIDE DOOR #44 **
4	Wed, Nov 30th, 2011	12:00pm - 2:00pm	Scheduled	** DO NOT SCHEDULE THIS LESSON IF YOU ARE NOT ALLOWED TO BE ALONE WITH THE DRIVING INSTRUCTOR IN THE CAR **
5	Thurs, Jul 19th, 2012	12:00pm - 2:00pm	Scheduled	
6	Sat, Jul 28th, 2012	2:00pm - 4:00pm	Scheduled	
7	Thurs, Oct 17th, 2013	1:00pm - 3:00pm	Scheduled	** this is a special note that will show on the session and on the student's profile **
8	Mon, Oct 21st, 2013	1:00pm - 3:00pm	Scheduled	*** THIS SESSION IS INTENDED FOR STUDENTS THAT MAY BE HOME-SCHOOLED OR MAY HAVE EARLY RELEASE FROM SCHOOL ***
9	Tues, Oct 22nd, 2013	1:00pm - 3:00pm	Scheduled	** this is a special note that will show on the session and on the student's profile **

## Canceling a Drive Lesson

**NOTE:** Drive lessons may be cancelled at any time; however, a \$25 late cancellation fee (\*\* see note below) will be charged for all cancellations made within 24 hours of the originally scheduled drive date and time.

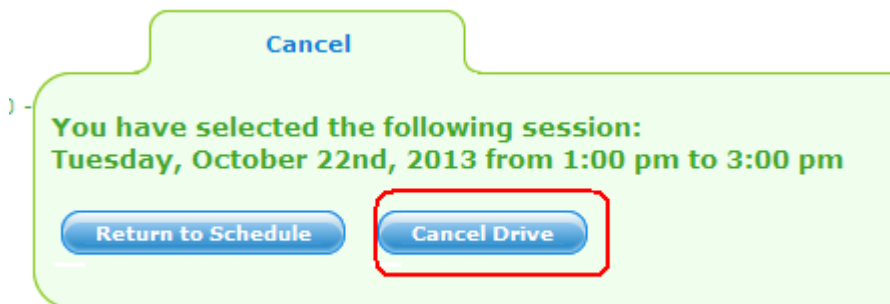
**\*\* Please Note:** The late cancellation fee for students that started their driver education on June 1, 2015 and after has been increased to \$50.00.

To cancel a drive time, follow the steps below:

1. On your Home Page, scroll down below the Message Board to the “Completed and Scheduled Sessions” section. This area displays your list of completed and scheduled drive lessons “**Completed and Scheduled Sessions**”.
2. Click on the “**CANCEL**” link next to the session you wish to cancel.

				DRIVER LICENSE FROM SCHOOL ***	
9	Tues, Oct 22nd, 2013	1:00pm - 3:00pm	Scheduled	** this is a special note that will show on the session and on the student's profile **	<a href="#">Cancel</a>

3. Verify that you have selected the correct session on the next screen and if you wish to continue with the cancellation, click on the “**CANCEL DRIVE**” button.



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- NOTE: If you are canceling within 24 hours, a warning notice will be displayed. You can stop the cancellation at this time by clicking on “**Return to Schedule**”. If you click on “**Cancel Drive**”, the late cancellation fee will appear on your Home Page and the “Fees” tab.
4. Verify that the drive lesson has been cancelled by going to the “**Completed and Scheduled Sessions**” section of your Home Page and making sure it is no longer listed.