Using the Schedule 2 Drive – On-Line Drive Lesson Scheduling System

Please Note: If the classroom portion of the course has been completed and have no more than 5 days of the class have been missed, students may begin the driving portion of the course even if the missed classroom days have NOT been made-up by attending a future classroom session.

GLDA REGISTERS ALL STUDENTS ON THE SCHEDULE2DRIVE SYSTEM AT THE END OF THE REGULARLY SCHEDULED CLASSROOM SESSION.

Upon the first log-in on the Schedule2Drive system, students/parents will be prompted to pay a one-time $14.95 activation fee. THIS IS REQUIRED BY ALL STUDENTS AND IS PAYABLE TO SCHEDULE2DRIVE NOT GLDA.

The instructions below explain how to schedule the required driving sessions with Green Light Driving Instructors. For information about the parent logged hours – please visit this link: Parent Logged Driving Sessions.

Logging On

1. Go to www.schedule2drive.com
2. In the Student Login area, choose TX for the state of Texas, your Permit # and Birthday

3. Click the “LOGIN” button.

Once logged on, the home page will appear. The home page contains useful information, such as 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 sessions and a 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.
From the Home page, you can also view your no shows and late cancellations, fees owed, and your registration history. To do so, simply select the appropriate tab across the top.

**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.

**NOTE:** PLEASE UPDATE THE USER PROFILE WITH CURRENT EMAIL AND TELEPHONE NUMBER CONTACT INFORMATION.
At this time, PARENTS may set up text alerts. Click on the Cell Phone icon and complete the information needed to ensure text messages from Schedule 2 Drive about driving lessons.

Scheduling a Drive Lesson

A new week of drive lessons are posted EVERY FRIDAY between 10:30am-7:30pm.

Students may schedule one drive lesson every seven days. Students will only see drive lessons available for the location where the classroom course was completed.

** See Special Note about Trophy Club and Boyd drive times below. **

To register for a drive lesson follow the directions below:

1. Click on the “Schedule Drives” link located on the left-hand navigation panel. The calendar with 3 weeks of drive times will be displayed. Click the “Next Three Weeks” button to for additional weeks that may not be shown.

2. Select a date that has “OPEN SLOTS” displayed.

   NOTE: If the word “FULL” appears, all sessions have been filled for that day at that time. If there is neither OPEN SLOTS nor FULL on that date, no drive times are schedule for that day. GLDA DOES NOT SCHEDULE LESSONS ON SUNDAY OR CERTAIN HOLIDAYS.

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SPECIAL NOTE: Pay attention to special comments that may be shown with the drive times. One or more of these comments may be listed next to the drive time session. See samples below:

1. **Students that took class in Trophy Club (@ Byron Nelson High School)** – We allow students that took class at Byron Nelson High School to drive out of our Grapevine or Trophy Club locations – it is VERY IMPORTANT that when scheduling drive lessons that you note where the drive time will be. Drive lessons that will originate at Byron Nelson High School will indicate this next to the drive time. Nothing will be shown if the drive time is to be taken from Grapevine (#3) **BOYD H.S drive lessons will also be indicated by a note.**

2. GLDA will indicate if the drive lesson is set to be a ONE ON ONE lesson (ONE STUDENT- ONE INSTRUCTOR). If indicated on the contract that parent/s does not want the student to be alone in the car with the instructor, please do not reserve these sessions.

3. If the area to the side is blank – the drive time is either in Grapevine or Coppell. Grapevine and Coppell students cannot see drive lessons for Trophy Club or Boyd.

4. Select the specific time you would like to drive under the selected date.

5. Click on the “**NEXT STEP**” button.
6. Verify that you have selected the correct time and date and click on the “REGISTER FOR DRIVE” button.

**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.

## Canceling a Drive

Drive times may be cancelled at any time; however, a $25 cancellation fee will be charged for all cancellations within 24 hours of the originally scheduled drive date and time.

To cancel a drive time, follow the steps below:

1. On your home page, scroll down below the Message Board to display your list of completed and scheduled drive times.
2. Click on the “CANCEL” link next to the session you wish to cancel.
3. Verify that you have selected the correct session then click on the “CANCEL DRIVE” button.

   ➔ 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 cancellation will appear under the No Show/Cancelled tab and any fees you owe will appear under the Amount Owed tab.