

**Dear Parent <Sample Welcome Letter>**

Welcome to the **RollCall Parent App**.

RollCall is the School Bus Management System for **Logan Coaches & Beaudesert Bus Service (CavBus Group)**.

This Parent Portal will allow you to manage several aspects of your children's school bus travel.

Some of the App functions are listed below:

- Live mapping of the school bus journey (only when the bus is logged on).
- Setting notifications on your children's movements on and off the bus.
- Ability to notify the driver of your child's absence.
- Check a student's account balance.
- Apply credit to multiple students' accounts at once.
- Set up and management of student secondary carers' access to the App.

Below are the instructions to get access to the Parent Portal.

**FIRST STEP: Set Up Your Password**

**The first thing you need to do is set your password by clicking [HERE](#).**

**NB:** Please remember your password as you will need to re-enter the Password in the RollCall Parent App.

**NEXT STEP: Download The App**

Access the IOS Apple or Android RollCall App from the Apple App Store or Google Play Store:

1. Go to the Apple App Store or Google Play Store.



3. Press Install/Download App to install on your smart device.
4. You will come to the RollCall login screen when you open it, where you key in the following:
  - a. School Code: **canterburycollege**
  - b. Email: Please use the email on which you received this message.
  - c. Password: The password that you created earlier (See Above: *Set Up Your Password*).

The following video tutorials are available to help you navigate the **RollCall Parent App**.

Setting up your **RollCall Parent App** on your mobile phone:

- How To Login: [See Tutorial Here](#)
- Add A Secondary Carer: [See Tutorial Here](#)
- Changing Bus Stop & Route: [See Tutorial Here](#)
- Setting Alerts: [See Tutorial Here](#)
- Create An Absence: [See Tutorial Here](#)

Should you need assistance with setting up your account, or have enquiries about your child's bus travel, please direct all queries to Logan Coaches at [rollcalladmin@logancoaches.com.au](mailto:rollcalladmin@logancoaches.com.au) or call 07 5546 3077.

Regards

Logan Coaches

**Part Of The Cavbus Group**

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