



## Using the Schedule 2 Drive (S2D) – Online Drive Lesson Scheduling System



**Please Note:** If the classroom portion of the course has been completed by the student AND they have not missed more than 5 days of class, the student may begin the driving portion of the course. Also, the tuition for the course must be paid in full and we must have a copy of the student's driving permit.

**GLDA REGISTERS ALL STUDENTS ON Schedule 2 Drive (S2D) AT THE END OF THE REGULARLY SCHEDULED CLASSROOM SESSION.**

The instructions below explain how to schedule the required driving sessions with Green Light Driving Instructors as well as cancel sessions already scheduled.

For information about logging the parent-taught hours – please visit this link: [Parent Logged Driving Sessions](#).

### Logging On

1. Go to the Schedule 2 Drive website: [www.schedule2drive.com](http://www.schedule2drive.com)

**Upon the first log-in to S2D, 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.**

2. In the Student Login area, choose **TX** for the state of Texas, the **student's Permit #** and **student's Birthday**



The image shows a 'Student Login' form with the following fields and elements:

- State/Province:** A dropdown menu with the text '-- Choose One' and a downward arrow.
- Permit/Student ID:** A single-line text input field.
- Birthday(MM/DD/YYYY):** Three separate single-line text input fields for month, day, and year, separated by forward slashes.
- Login:** A blue, rounded rectangular button.
- 1024 X 768 resolution required:** A note at the bottom of the form.

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 taught sessions
- Any Fees Owed
- Classroom Sessions that need to be made up
- 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. Please refer to the Message Board often for updates regarding the driving program at GLDA.

**SCHEDULE 2 DRIVE**  
Welcome Brady Bogus

Home  
Schedule Drives  
Parent Log  
User Profile  
FAQ  
Contact Us  
Privacy Policy

Log Out

Receive important reminders via text!  
Update your USER PROFILE today!

**Scheduled/Completed** | Amount Owed | History

**Welcome!**  
**Next Scheduled Session:**  
No Future Drives Scheduled  
**Drive Hours:**  
Completed: 0:00 hours  
Required: 7:00 hours  
**Observation Hours:**  
Completed: 0:00 hours  
Required: 7:00 hours  
**Parent Log:**  
Total Completed: 5:00 hours  
Total Required: 20:00 hours  
Night Completed: 1:30 hours  
Night Required: 10:00 hours  
**Deadline:** December 30, 2013  
**Amount Owed:** \$0.00  
**Classroom Days to Make-Up:**

**Message Board**  
**NEW TX DPS MEGA CENTER OPEN IN FT V**  
is a link to the DPS website that lists thi  
<http://www.txdps.state.tx.us/administration/c>  
**PLEASE READ THE INFORMATION BELOW**  
**TROPHY CLUB STUDENTS:** Trophy Club di  
Club. If no note is attached to the lesson,  
who attend a lesson at the wrong locati  
**PLEASE READ THE INFORMATION BELOW:**  
**\*\*\* PARENT DRIVING LOG:** Please remember to log  
These hours will need to be completed before we can  
<http://www.greenlightdrivingacademy.com/GL048%2>  
**REMEMBER...**  
 Ø Arrive at least 10 minutes early. If the door is loc  
 Ø Bring your ORIGINAL permit with you. A photocop  
charged \$25.00.  
 Ø Do not wear flip-flops; open sandals, Crocs, slippi  
**\*\*\* MAKE-UP CLASSES:** Please refer to the area on t  
discrepancy, please contact the school office. To se  
available.  
<http://www.greenlightdrivingacademy.com/new%20->

**Brady Bogus**  
No drives have been completed, and none are scheduled.

From the Home page, you can also view your no shows and late cancellations, any 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.

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 cancellations, reminder of upcoming driving session, deadline approaching and various other events. At this time, **PARENTS** may also set up text alerts.

Click on the Cell Phone icon on the Home Page and complete the information needed to ensure that you will also receive these messages via text. There is no charge for these outgoing texts and they cannot be replied to.



## Scheduling a Drive Lesson

We maintain a 3-week schedule of drive times at any given time of the year. A new week of drive lessons is posted every week.

**IMPORTANT: Starting November 4, 2013 – drive times will be posted on Mondays between Noon and 7:00 p.m. While we may post drive times ANYTIME during that window, drive times will most often be posted between 3:30 and 4:00 pm.**

Students may schedule one drive lesson every **seven** days. 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 times, the student would not be able to schedule one of those drive times unless they were Tuesday of the next week or after. This allows more students to be able to schedule a drive time and to allow students to practice between their driving sessions with GLDA.

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 at Trophy Club or Grapevine. **See the special note about how those lessons are designated 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 of the Home Page. The calendar with 3 weeks of drive times will be displayed.

2. 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** on that date, no drive times are scheduled for that day. **GLDA DOES NOT SCHEDULE LESSONS ON SUNDAY OR CERTAIN HOLIDAYS.**
- Just because a day shows full when you look at the calendar that could change if a student cancels a drive time. It is important to check the calendar often to see if any drive times open up.

**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 <span style="color: green;">Open Slots</span>	Oct 22nd <span style="color: red;">Full</span>	Oct 23rd <span style="color: green;">Open Slots</span>	Oct 24th	Oct 25th	Oct 26th
Oct 27th	Oct 28th	Oct 29th	Oct 30th	Oct 31st	Nov 1st	Nov 2nd

**SPECIAL NOTE: Pay attention to special comments that may be shown with the drive times. One or more comments may be listed next to the drive time session and it is important to make note of these comments when scheduling your drive session. See samples below:**

**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	

Copyright 2005-2013 Schedule 2 Drive LP

### Some Sample Drive Session Comments

**a. Students that took class in Trophy Club (@ Byron Nelson High School)** Since 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 session. This will be indicated in the comment section of the drive session (see above). After you register for the session, you can also see this in the

## Completed and Scheduled Sessions

section of your Home Page which is located UNDER the Message Board.

- Starting November 4, we will also indicate if the drive time is in Grapevine – by putting GRAPEVINE in the comment section, however, if this is ever left blank in error – the drive time will be in GRAPEVINE.

b. 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. Please refer to your contract to see if this option was chosen when the student was registered.

c. We may offer earlier drive times for students that are Home-Schooled or have early release from school and will indicate that the session is intended for that purpose; however, any student is allowed to take the session.

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

The screenshot shows a 'Register' page for sessions on October 21st, 2013. It features a table with columns for 'Drive Time' and 'Spots Available'. The first row, representing the 1:00pm - 3:00pm session, has a selected radio button. Below the table are two buttons: 'Back to Calendar' and 'Next Step', with the 'Next Step' button highlighted by a red box.

	Drive Time	Spots Available
<input checked="" type="radio"/>	1:00pm - 3:00pm	2
<input type="radio"/>	4:00pm - 6:00pm	2
<input type="radio"/>	6:00pm - 8:00pm	2
<input type="radio"/>	8:00pm - 10:00pm	2

Copyright 2005-2013 Schedule 2 Drive LP

“NEXT STEP” button.

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

The screenshot shows a 'Register' page with a confirmation message: '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 specifies the session: 'Monday, October 21st, 2013 from 1:00pm to 3:00pm'. A note states: '\*\*\* 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', with the 'Register for Drive' button highlighted by a red box.

Copyright 2005-2013 Schedule 2 Drive LP

**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.**

6. To confirm that you did schedule the drive time – go to your Home Page and scroll down

below the Message Board in the **Completed and Scheduled Sessions** section. If registered successfully, the drive time will be listed there.

<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

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 the **Completed and Scheduled Sessions** section which displays your list of completed and scheduled drive times.
2. Click on the **"CANCEL"** link next to the session you wish to cancel.

				EVERY WEEK 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 then click on the **"CANCEL DRIVE"** button.

Cancel

You have selected the following session:  
Tuesday, October 22nd, 2013 from 1:00 pm to 3:00 pm

[Return to Schedule](#) [Cancel Drive](#)

Copyright 2005-2013 Schedule 2 Drive LP

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