Academy Charter Gateway

http://direct.academybus.com/CharterGateway

Your Academy Sales team will create your account for you.

On the account that you want to add gateway access you need to add an user ID (email address) and password. You also need to choose an cut off (how many days before the trip date are you allowed to add, delete, or modify a contract) and a booking terminal. You can have more then one user for an account but one user cannot manage more then one account.

Below is the login page. You would type your user name (email address) and password the click on submit.

Please enter your username and password.

Submit
After you login you will see the following page showing your upcoming jobs (contracts).

It will show you what account you are logged in as.

You can add a new contract by clicking on "Add New Job".

If you click on the CTC# (contract#) you will be able to edit or delete the contract.

You can sort by any column by clicking on the column heading.

You can do some searches by clicking on the search icon.

You can also export the list to excel.

### Active Jobs (Add New Job)

<table>
<thead>
<tr>
<th>CTC #</th>
<th>JOB #</th>
<th>GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>126176</td>
<td>126176</td>
<td>MAPLE LANE CATURES</td>
</tr>
<tr>
<td>130166</td>
<td>130166</td>
<td>ASK UNIVERSITY DUN</td>
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<tr>
<td>130166</td>
<td>130166</td>
<td>ABERDEEN UNIVERSITY</td>
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<td>130166</td>
<td>130166</td>
<td>CLARK</td>
</tr>
<tr>
<td>126176</td>
<td>126176</td>
<td>MAPLE LANE CATURES</td>
</tr>
<tr>
<td>130166</td>
<td>130166</td>
<td>WOLVES CHILD CARE</td>
</tr>
<tr>
<td>130166</td>
<td>130166</td>
<td>ASPEN HILL RESCUE</td>
</tr>
<tr>
<td>130166</td>
<td>130166</td>
<td>BUS</td>
</tr>
</tbody>
</table>
After you click on a contract number on the previous screen you will be on the screen shown below where you can make changes to the contract.

On the right side you can see the commands that you can select.

The "Previous" and "Next" commands move you to the previous and next contract on your list.

The "Print" command will bring your contract up in a PDF. You can then print or save the contract.

You can delete a contract from here.

Once you complete the changes you can then hit "Update" to save them or "Cancel Changes" to discard them.

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**Edit Contract # 1343037**

**Departure Information**

- **Opp.**
- **City:** NEW HAVEN
- **State:** CT
- **Zip:**
- **Date/Time:** 03/1/2012
- **Time:** TBA

**Arrival Information**

- **Opp.**
- **City:** CAMDEN
- **State:** NJ
- **Zip:**
- **Date/Time:** 03/2/2012
- **Time:** TBA

**Driver Request**

- **Name:**
- **Phone:**

**Hotel Room**

- **Hotel:** ACADEMY RESPONSIBLE FOR BOOKING DRIVERS HOTEL
- **Driver Request:**
- **Onsite Contact:** NATALIE, CELL 203-859-0880

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**Drivers and Buses**

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To add a new trip you would fill out the form shown below and click "Create Trip". If you decide you do not want to add a trip then click "Cancel".

Add a new Trip

**Departure**
- Date/Time: [ ]
- Time: [ ]
- State: [ ]
- City: [ ]
- Zip: [ ]
- Pickup Address: [ ]

**Destination**
- Date/Time: [ ]
- Time: [ ]
- State: [ ]
- City: [ ]
- Zip: [ ]
- Pickup Address: [ ]

**Bus Requirements**
- Bus Group 1: [ ] x 64 Passenger [ ]
- Bus Group 2: [ ] x 64 Passenger [ ]

**Additional Information**
- Comments: [ ]

Cancel →
Create Trip →