

How-To-Guides



Single Trip

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How to make an ad-hoc booking:

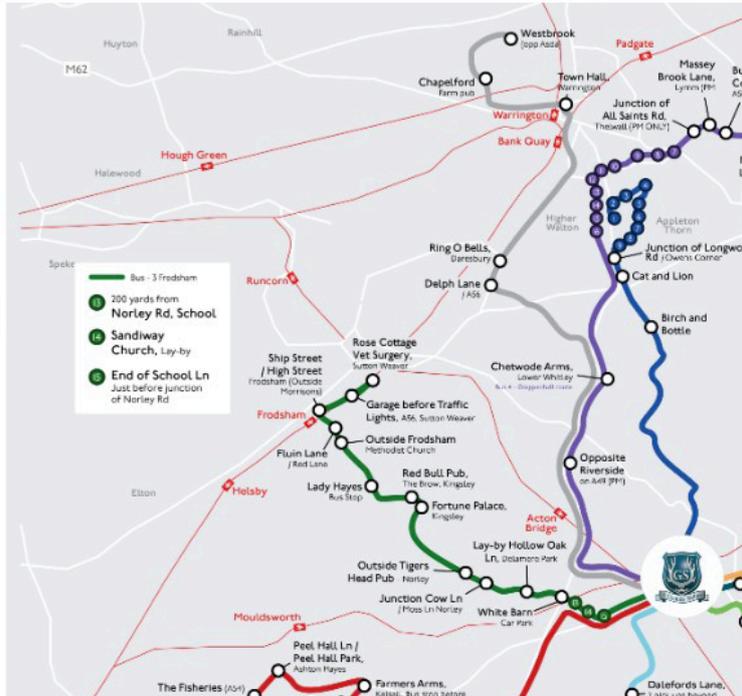


1. To get started, navigate to: grange.vectare.co.uk
2. Click "LOGIN" in the menu bar on the left hand side of the screen.

Find your nearest bus stop

TRAVELLING FROM
Please enter your postcode

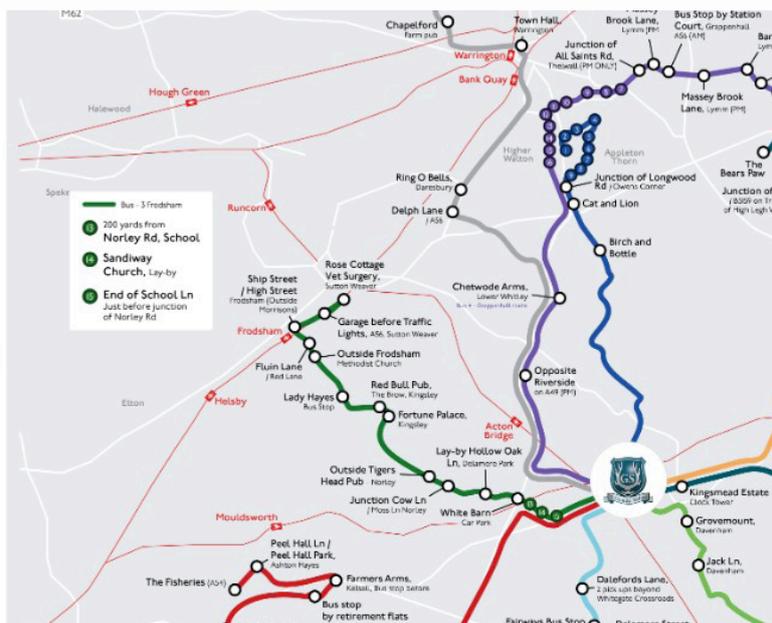
TRAVELLING TO
The Grange



3. Click "BOOK NOW"

TRAVELLING FROM
Please enter your postcode

TRAVELLING TO
The Grange



4. Click on 'Single Trip'

Bus 1 - Appleton | Bus 3 - Frodsham | Bus 4 - Grappenhall | Bus 5 - Kelsall & Taporley | Bus 6 - Knutsford | Bus 8 - Nantwich | Bus 9 - Great Sankey | Bus 10 - Crewe | Bus 11 - Altrincham

[Home](#) / [Book now](#)



Book now

Book your seat on the bus service

[Parent information](#) [Student information](#) [Journey information](#) [Confirmation](#)
Name, email etc. Name and year group Routes and stops Check details

Please select the type of ticket that you wish to purchase:

[Regular Travel](#) [Single Trip](#)

Some stops on this network are only served on request. This means that you can only use one of these stops if you contact us at least 24 hours before you wish to travel. You cannot book travel to/from request stops via the online booking system. Please contact us at contact@vectare.co.uk and we will make your booking for you.

5. Fill in your personal details



Book now

Book your seat on the bus service

[Parent information](#) [Student information](#) [Journey information](#) [Confirmation](#)
Name, email etc. Name and year group Routes and stops Check details

First name

Surname

Email address

Mobile telephone

Postcode

[Previous](#) [Next](#)

6. Select your child's name

[Home](#) / [Book now](#)



Book now

Book your seat on the bus service

[Parent information](#) [Student information](#) [Journey information](#) [Confirmation](#)
Name, email etc. Name and year group Routes and stops Check details

Select students for this booking

Test Test - Year 1

[View and edit students](#) - if you make any changes in another tab, refresh this page to ensure they are reflected

[Previous](#) [Next](#)

7. Please fill out the booking form based on your travel requests

Parent information Name, email etc.	Student information Name and year group	Journey information Routes and stops	Confirmation Check details
Journey 1 			
Route	<input type="text" value="Select one"/>		
Stop	<input type="text" value="Select one"/>		
Date	<input type="text" value=""/> 		
Travel details	<input type="checkbox"/> AM Only	<input type="checkbox"/> Return	
	<input type="checkbox"/> PM Only		
Students	<input checked="" type="checkbox"/> Test Test		
+ Add another journey			
			Previous Next

9. Click "Next"

<input type="text" value="Bus 1 - Appleton"/>		
 <input type="text" value="Appleton Fairways"/>		
<input type="text" value="29-02-2024"/> 		
<input type="checkbox"/> AM Only	<input type="checkbox"/> Return	
<input checked="" type="checkbox"/> PM Only		
AM Departure (Mon-Fri): 07:40 PM Arrival (Mon-Fri): 16:30		
<input checked="" type="checkbox"/> Test Test		
+ Add another journey		
		Previous Next

10. Click "Pay now"

[Home](#) / [Book now](#)

Book now

Book your seat on the bus service

[Parent information](#) [Student information](#) [Journey information](#) [Confirmation](#)
Name, email etc. Name and year group Routes and stops [Check details](#)

Parent information	
First name	Test
Surname	Test
Email address	testbooking@vectare.co.uk
Mobile telephone	07000000000
Postcode	ab11 1ab

Test Test	
Year group	Year 1
Bus 1 - Appleton Appleton Fairways 29-02-2024 PM Only 1 trip	£7.31
Subtotal	£7.31
Totals	£7.31

Totals	
Subtotal	£7.31
Total	£7.31

Enter discount code [Add discount](#)

[Previous](#) [Pay now](#)

IMPORTANT: Your child's seat is only guaranteed if you receive a booking confirmation email.

How to change your child's Ad-hoc route / stop / date for a single journey



1. To get started, navigate to: grange.vectare.co.uk

2. Click "LOGIN" - You will then be able to login through iSAMS and enter your login credentials

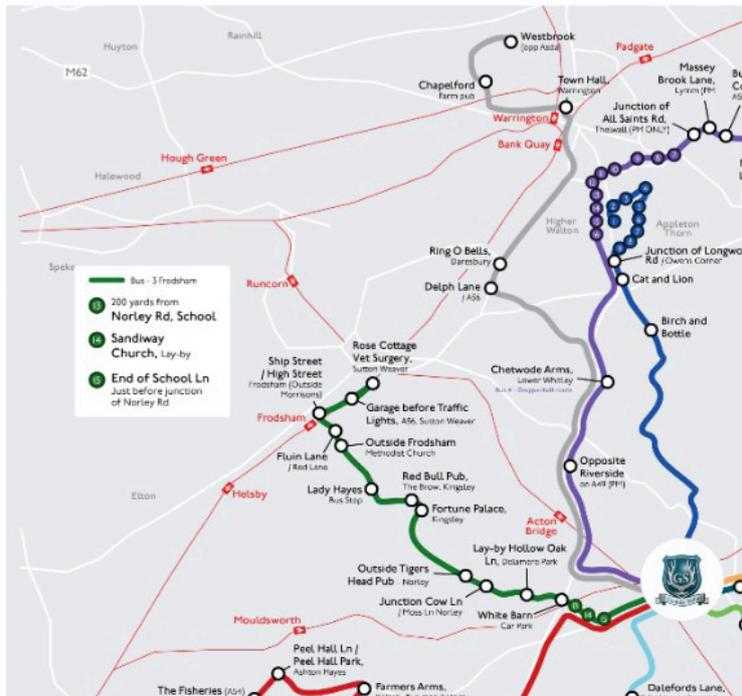
Find your nearest bus stop

TRAVELLING FROM

Please enter your postcode

TRAVELLING TO

The Grange

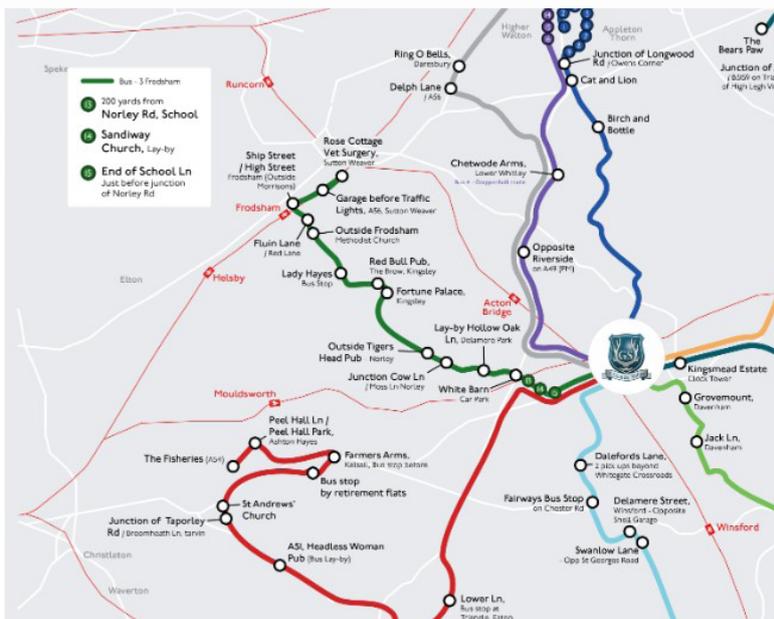


3. Click "MY ACCOUNT"

CALCULATE



THE GRANGE SCHOOL



4. Click on 'Journey Calendar'

Bus 1 - Appleton | Bus 3 - Frodsham | Bus 4 - Grappenhall | Bus 5 - Kelsall & Taporley | Bus 6 - Knutsford | Bus 8 - Nantwich | Bus 9 - Great Sankey | Bus 10 - Crewe | Bus 11 - Altrincham

My account

My account

Manage personal details and orders

- Passengers
- Orders
- Journey calendar**
- Claim orders
- Waiting list
- Live tracking

5. Click which trip you would like to change

Journey calendar

View travel for a specific day

← 28-02-2024 →

The list of trips is limited to 10 trips at a time

There are no trips booked for this day

August							September							October						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6						1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

November							December							January						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5			1	2	3					1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4				1	2	3					1	2	3	4	5	6	7
5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14
12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21
19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28
26	27	28	29				25	26	27	28	29	30	31	29	30					

6. Click the flag symbol to change your child's booking route, stop or date for a journey

October						
S	M	T	W	T	F	S
3						1
10	2	3	4	5	6	7
17	9	10	11	12	13	14
24	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31				

January						
S	M	T	W	T	F	S
3	1	2	3	4	5	6
10	8	9	10	11	12	13
17	15	16	17	18	19	20

← 29-02-2024 →

The list of trips is limited to 10 trips at a time

Change this stop

Test Test

Bus 1 - Appleton - Appleton Fairways 16:30

7. Click on the various drop downs to make the requested change

i Stops outside of this bookings fare zone will be disabled. If you think you should be able to make this change please contact us using the app or website.

Route*

Bus 3 - Frodsham

Stop*

Searching...

Please note: If you want to change a single booking outside its existing fare zone please contact us using the app or website.

8. Click "Submit"

Stops will change depending on the route selected above

Journey*

Bus 3 - Frodsham - Evening journey - 16:05

To show journeys please select a route and stop

Date*

07-03-2024

Submit

9. You will receive a confirmation email outlining the change you had made

How to make a regular booking:



1. To get started, navigate to: grange.vectare.co.uk

2. Click "LOGIN" - You will then be able to login through iSAMS and enter your login credentials

Find your nearest bus stop

TRAVELLING FROM
Please enter your postcode

TRAVELLING TO
The Grange

CALCULATE

LOGIN

SIGN UP

CHECK AVAILABILITY

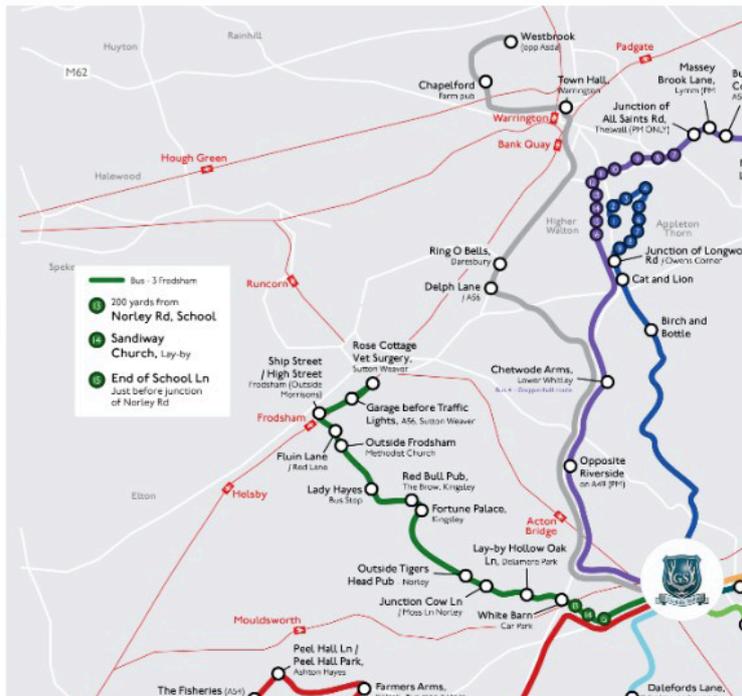
BOOK NOW

SCHOOL BUS SERVICE MAP

FREQUENTLY ASKED QUESTIONS

SCHOOL BUS GUIDE

ORDER NEW SWIPE CARD



3. Click "BOOK NOW"

TRAVELLING FROM
Please enter your postcode

TRAVELLING TO
The Grange

CALCULATE

LOGOUT

MY ACCOUNT

CHECK AVAILABILITY

BOOK NOW

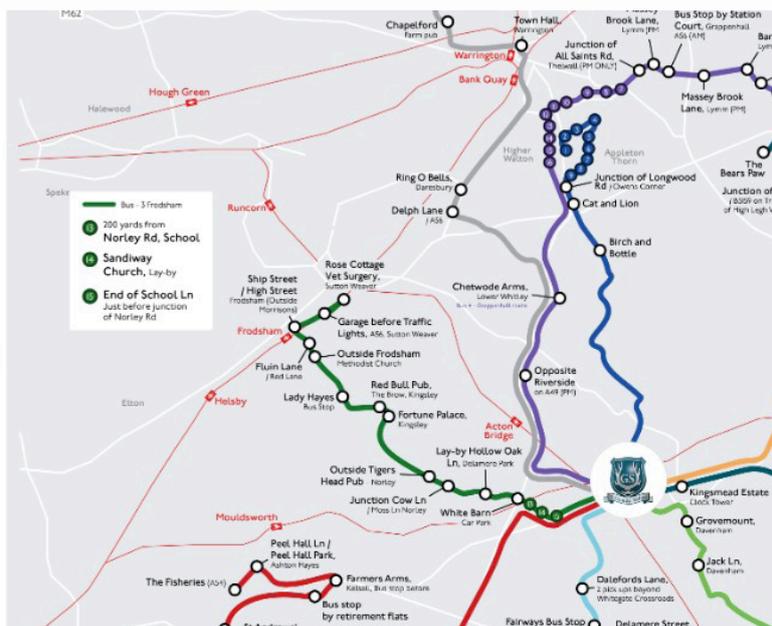
SCHOOL BUS SERVICE MAP

FREQUENTLY ASKED QUESTIONS

SCHOOL BUS GUIDE

ORDER NEW SWIPE CARD

CONTACT US



4. Click on 'Regular Travel'

Bus 1 - Appleton | Bus 3 - Frodsham | Bus 4 - Grappenhall | Bus 5 - Kelsall & Taporley | Bus 6 - Knutsford | Bus 8 - Nantwich | Bus 9 - Great Sankey | Bus 10 - Crewe | Bus 11 - Altrincham

[Home](#) / [Book now](#)



Book now

Book your seat on the bus service

[Parent information](#) [Student information](#) [Journey information](#) [Confirmation](#)
Name, email etc. Name and year group Routes and stops Check details

Please select the type of ticket that you wish to purchase:

[Regular Travel](#) [Single Trip](#)

Some stops on this network are only served on request. This means that you can only use one of these stops if you contact us at least 24 hours before you wish to travel. You cannot book travel to/from request stops via the online booking system. Please contact us at contact@vectare.co.uk and we will make your booking for you.

5. Fill in your personal details



Book now

Book your seat on the bus service

[Parent information](#) [Student information](#) [Journey information](#) [Confirmation](#)
Name, email etc. Name and year group Routes and stops Check details

First name

Surname

Email address

Mobile telephone

Postcode

[Previous](#) [Next](#)

6. Select your child's name

[Home](#) / [Book now](#)



Book now

Book your seat on the bus service

[Parent information](#) [Student information](#) [Journey information](#) [Confirmation](#)
Name, email etc. Name and year group Routes and stops Check details

Select students for this booking

Test Test - Year 1

[View and edit students](#) - if you make any changes in another tab, refresh this page to ensure they are reflected

[Previous](#) [Next](#)

7. Please fill out the booking form based on your travel requests

Parent information Name, email etc.	Student information Name and year group	Journey information Routes and stops	Confirmation Check details
--	--	---	-------------------------------

Journey 1 🗑️

Route

Stop

Journey

Mon	Tue	Wed	Thu	Fri	<input type="checkbox"/> All AM	<input type="checkbox"/> Return
<input type="checkbox"/> All PM						

Terms

Spring Summer

Students

Test Test

[+ Add another journey](#)

[Previous](#) [Next](#)

9. Click "Next" to go to the booking confirmation stage

Mon Tue Wed Thu Fri

<input checked="" type="checkbox"/> All AM	<input checked="" type="checkbox"/> Return					
<input checked="" type="checkbox"/> All PM						

AM Departure (Mon-Fri): 07:40
PM Arrival (Mon-Fri): 16:30

Spring Summer

Test Test

[+ Add another journey](#)

[Previous](#) [Next](#)

10. If you choose **"Pay all now"** you will be taken to a payment page now to make payment for your order. If you choose **"Pay 1st term now"** you will be taken to a payment page now for the first term. You will receive an email with a link to pay for any subsequent terms when they are due.

Parent information	Student information	Journey information	Confirmation
Name, email etc.	Name and year group	Routes and stops	Check details
Parent information			
First name			Test
Surname			Test
Email address			testbooking@vectare.co.uk
Mobile telephone			07000000000
Postcode			ab11 1ab
Test Test			
Year group			Year 1
Bus 1 - Appleton Appleton Fairways			
Summer Return travel			£595.72
106 trips from 07:40 16-04-2024 until 16:30 05-07-2024			
Subtotal			£595.72
Totals			£595.72
Totals			
<input checked="" type="checkbox"/> Per pupil			
<input checked="" type="checkbox"/> Per term			
- Summer			£595.72
Subtotal			£595.72
Total			£595.72
Enter discount code			Add discount
<div style="display: flex; justify-content: flex-end; gap: 10px;"> Previous Pay 1st term now Pay all now ? </div>			

IMPORTANT: Your child's seat is only guaranteed if you receive a booking confirmation email.

[↑ Return to top](#)

How to change your child's regular route / stop / date for a single journey



1. To get started, navigate to: grange.vectare.co.uk

2. Click "LOGIN" - You will then be able to login through iSAMS and enter your login credentials

Find your nearest bus stop

TRAVELLING FROM
Please enter your postcode

TRAVELLING TO
The Grange

CALCULATE

LOGIN

SIGN UP

CHECK AVAILABILITY

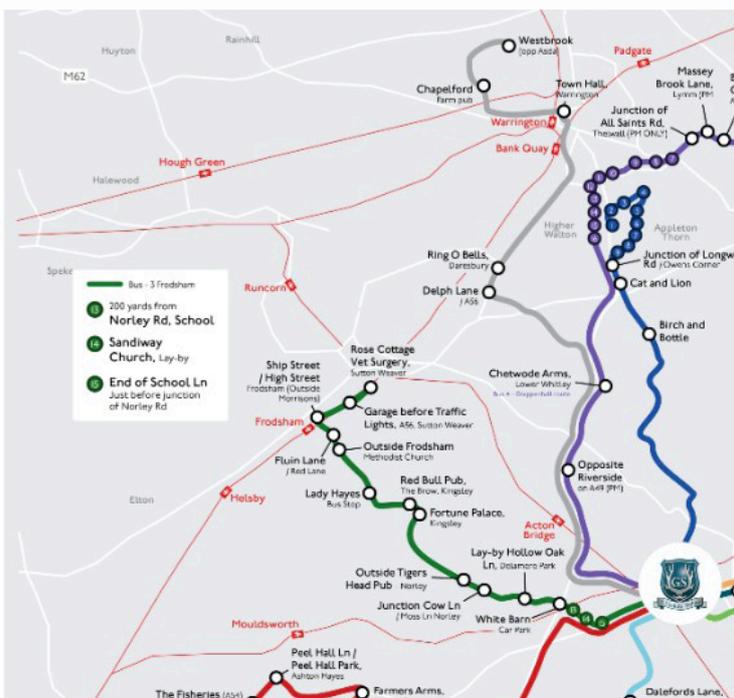
BOOK NOW

SCHOOL BUS SERVICE MAP

FREQUENTLY ASKED QUESTIONS

SCHOOL BUS GUIDE

ORDER NEW SWIPE CARD



3. Click "MY ACCOUNT"

CALCULATE

LOGOUT

MY ACCOUNT

CHECK AVAILABILITY

BOOK NOW

SCHOOL BUS SERVICE MAP

FREQUENTLY ASKED QUESTIONS

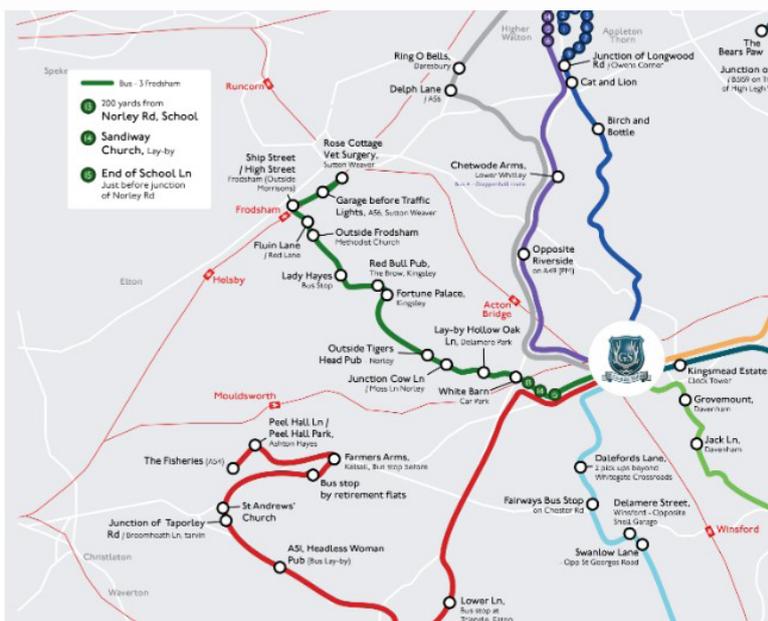
SCHOOL BUS GUIDE

ORDER NEW SWIPE CARD

CONTACT US

PRIVACY NOTICE

 **THE GRANGE SCHOOL**



4. Click on 'Journey Calendar'

Bus 1 - Appleton | Bus 3 - Frodsham | Bus 4 - Grappenhall | Bus 5 - Kelsall & Taporley | Bus 6 - Knutsford | Bus 8 - Nantwich | Bus 9 - Great Sankey | Bus 10 - Crewe | Bus 11 - Altrincham

My account

My account

Manage personal details and orders

- Passengers
- Orders
- Journey calendar**
- Claim orders
- Waiting list
- Live tracking

5. Click which trip you would like to change

Journey calendar

View travel for a specific day

← 28-02-2024 →

The list of trips is limited to 10 trips at a time

August							September							October						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6					1	2	3								1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

November							December							January						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5						1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4					1	2	3	1	2	3	4	5	6	7
5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14
12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21
19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28
26	27	28	29				25	26	27	28	29	30	31	29	30					

2 trips

- Test Test
 - Bus 1 - Appleton - Appleton Fairways 07:40
- Test Test
 - Bus 1 - Appleton - Appleton Fairways 16:30

Please note: If you would like a permanent change of day, route, stop as opposed to a one-off change, please contact us via the app or website.

6. Click the flag symbol change your child's booking route, stop or date for a journey

October							January						
F	S	S	M	T	W	T	F	S	S	M	T	W	T
1	2	3					1	2	3	4	5	6	7
8	9	10	2	3	4	5	8	9	10	11	12	13	14
5	16	17	9	10	11	12	15	16	17	18	19	20	21
12	23	24	16	17	18	19	22	23	24	25	26	27	28
19	30		23	24	25	26	29	30	31				
			30	31									

← 29-02-2024 →

The list of trips is limited to 10 trips at a time

Change this stop

- Test Test
 - Bus 1 - Appleton - Appleton Fairways 07:40
- Test Test
 - Bus 1 - Appleton - Appleton Fairways 16:30

7. Click on the various drop downs to make the requested change

Bus 1 - Appleton - Appleton Fairways - 29-02-2024 - 07:40

i Stops outside of this bookings fare zone will be disabled. If you think you should be able to make this cha

Route*

Bus 1 - Appleton

Stop*

Appleton Fairways

Please note: If you want to change a single booking outside its existing fare zone please contact us using the app or website.

8. Click "Submit"

Stops will change depending on the route selected above

Journey*

Bus 1 - Appleton - Morning journey - 07:40

To show journeys please select a route and stop

Date*

29-02-2024

Submit

9. You will receive a confirmation email outlining the change you had made

[↑ Return to top](#)

How to mark your child as 'not travelling'



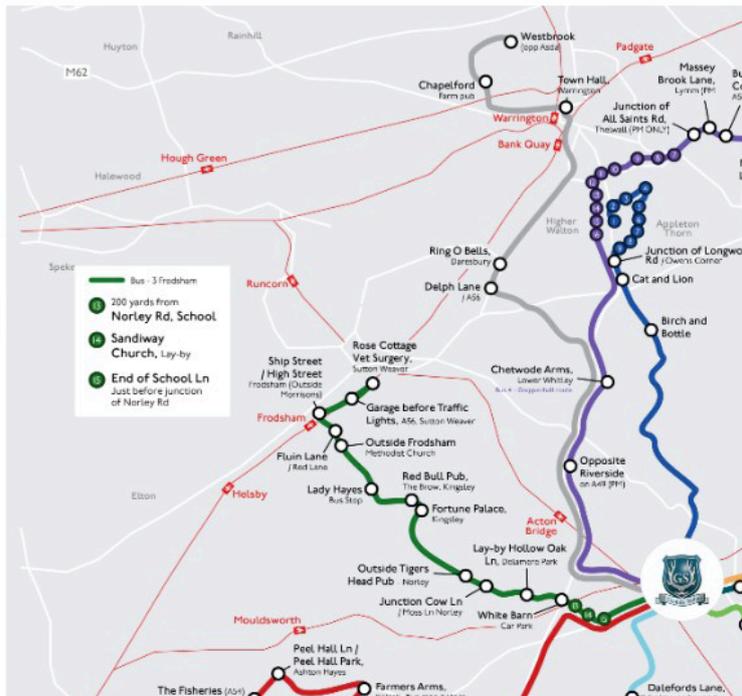
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Find your nearest bus stop

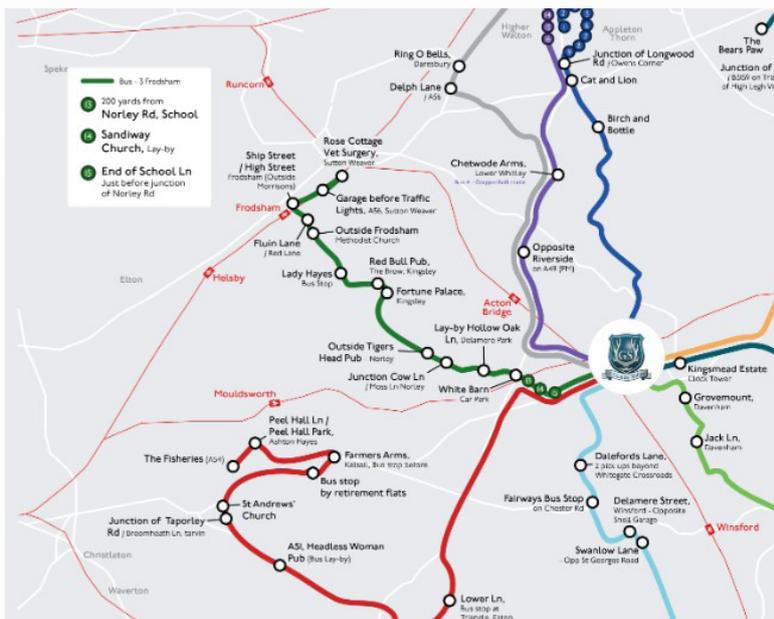
TRAVELLING FROM
Please enter your postcode

TRAVELLING TO
The Grange



3. Click "MY ACCOUNT"

 **THE GRANGE SCHOOL**



4. Click on 'Journey Calendar'

Bus 1 - Appleton | Bus 3 - Frodsham | Bus 4 - Grappenhall | Bus 5 - Kelsall & Taporley | Bus 6 - Knutsford | Bus 8 - Nantwich | Bus 9 - Great Sankey | Bus 10 - Crewe | Bus 11 - Altrincham

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Manage personal details and orders

- Passengers
- Orders
- Journey calendar**
- Claim orders
- Waiting list
- Live tracking

5. Click which trip you would like to change

Journey calendar

View travel for a specific day

← 28-02-2024 →

The list of trips is limited to 10 trips at a time

There are no trips booked for this day

August							September							October						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6						1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

November							December							January						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5			1	2	3					1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4				1	2	3					1	2	3	4	5	6	7
5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14
12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21
19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28
26	27	28	29				25	26	27	28	29	30	31	29	30					

6. Click the stick figure symbol with the cross through

October						
S	M	T	W	T	F	S
3						1
10	2	3	4	5	6	7
17	9	10	11	12	13	14
24	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31				

January						
S	M	T	W	T	F	S
3	1	2	3	4	5	6
10	8	9	10	11	12	13
17	15	16	17	18	19	20

← 07-03-2024 →

The list of trips is limited to 10 trips at a time

Test Test 🗑️ 🗨️

Bus 3 - Frodsham - Rose Cottage Vet Surgery, Sutton Weaver 16:45

Mark as not travelling

7. Click 'Yes' to confirm you would like to mark your child as 'not travelling'

The screenshot shows a user interface for managing school trips. On the left, there are two calendar views for October and January. The main area displays a list of trips, with the first one being "Test Test" on 07-03-2024. Below it, another trip "Bus 3 - Frodsham - R Weaver" is partially visible. A confirmation dialog box is overlaid on the screen, asking "Are you sure?" and providing "Yes" and "No" options. The "Yes" button is highlighted with a blue circle. The dialog also contains the text: "Marking this trip as not travelling will free up this seat to be used by another student. Are you sure that you would like to continue?"

October

S	M	T	W	T	F	S	S
							1
0	2	3	4	5	6	7	8
7	9	10	11	12	13	14	15
4	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

January

S	M	T	W	T	F	S	S
	1	2	3	4	5	6	7
0	8	9	10	11	12	13	14
7	15	16	17	18	19	20	21

← 07-03-2024 →

The list of trips is limited to

Test Test

Bus 3 - Frodsham - R Weaver

16:45

Are you sure?

Marking this trip as not travelling will free up this seat to be used by another student. Are you sure that you would like to continue?

Yes **No**