



2011/2012 Traffic and Yard Shift Registration

Welcome to the St. Matthew's Online Traffic and Yard Safety Shift Calendar for 2011-2012!

Great news! This year as part of re-registration YOU will be responsible for choosing the traffic and yard shift dates your family will be responsible for the 2011/2012 school year. After you select your dates, you will be able to input your email address/es to which you want reminders sent. There is an option to add a cell phone number to receive a text message reminder! You will also be able to immediately download the shift, date and time to your iCal or Outlook once your date is confirmed. It's easy!

Below are the easy steps you need to get started and each registered family is required to serve six traffic and two yard duty shifts per school year.

1. Go to <https://www.securedata-trans16.com/ap/stmatthewcatholicschool/index.php?page=10> (there is a direct link from the St. Matthew's home page).
2. Login using your unique username and password below (**please note they are case sensitive**)
Username: **Please see registration package**

Password: **Please see registration package**
3. Select the Shift Type you would like to schedule from the drop down box on the top left (Traffic AM, Traffic PM, Yard/Lunch). Below you will find the required amount of shifts your family is obligated to serve.
Yard Shifts Required: **Please see registration package**

Traffic Shifts Required: **Please see registration package**
4. Select a date. You can scroll back and forth through the school year. Available dates for a particular shift are shown in white. (2011/2012 school year begins on August 22, 2011). Shifts will be available on a first come, first served basis. Once a particular shift is full it will no longer be available to schedule.
5. Select time by clicking in the white box next to the time slot (on the right hand side of the screen). This will secure your shift and take you to the Selected Appointment Information View.
6. In the Selected Appointment Information View, input your desired email address/es and/or mobile phone number to receive shift reminders. (Note that you will only need to enter this information the first time. After that, it will already be in the system.). Then, click to finalize your appointment.
7. You will immediately receive a confirmation email where you will then have the ability to download the shift, date and time to your iCal or Outlook calendar.
8. Go back to Step 4 and repeat until you have registered the amount of traffic and yard shifts your family is required to serve.



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9. *****Once you have chosen your required amount of shift dates, click on the Appointments tab on the top menu and scroll down. From here you will see all of your existing appointments. Print all. This will list all of your traffic/yard shifts and is proof that you are registered with the new system. Add this printed sheet to your re-registration package and bring it with you to school when you re-register March 14-17. This proof that you have signed up for the required shifts is now mandatory for re-registration.*****

During the school year, if you are unable to fulfill your obligation, you are responsible for finding an alternate to serve in your place. Your family will or will not be credited depending on fulfillment of your assigned obligation, not by who actually serves. Please remember that only those who have a current Shield the Vulnerable certificate on file in the school office can be a substitute.

If your contact information changes at any time during the year, you are responsible for updating it in the system to receive your reminders.

We are very excited about this new system and know that it will make serving traffic/yard safety shifts easier for families. Please contact trafficandsafety@stmatthewcath.org or Diane Honey at 732.742.9350 if you have any questions, lost your user name/password again, or need additional assistance.

Thank you all for your continued support in helping to make sure our children stay safe.

The Traffic/Yard Safety Team