Working with Drivers Schedule

Follow these steps to manage your drivers schedule.

Your team must create a driver schedule for game day. Before you begin, students must be <u>marked as attending game day by your teacher</u>. If they are not, they will not appear in the Available Students list when creating the drivers schedule. Based on your team roster size, your team will have a minimum number of drivers. You must assign more than this minimum before you can save your driver schedule.

NOTE: This must be done on a computer. It is not mobile friendly.

Managing drivers

1. On the DRIVER SCHEDULE page, find the column on the left "Available Students".
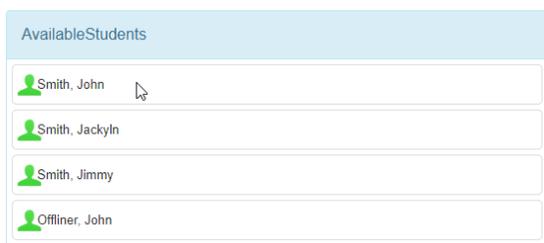
2. Click + hold down the left mouse button and drag the team member to the "Drivers" column. If there are already names in the "Driver" column, you can drop the "dragged" member above, below or in between the names in the list.
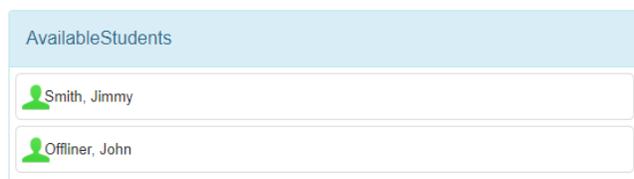
3. To rearrange drivers: Click + hold and drag the name up and down the list. Drop them in the position you wish for them to hold. The first driver on game day is at the top of the list.

4. To remove a driver: Click + hold and drag the member from the "Drivers" column back to the "Available Students" column.

5. Click SAVE when you are happy with the list. You can return and edit the drivers list anytime until hub cutoff date.

Exporting driver schedule

1. Click on the DOWNLOAD button and select a format. Excel is the recommended format.
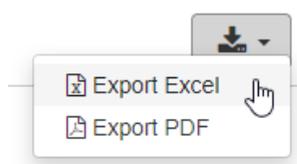
2. The file will be downloaded to your browser.