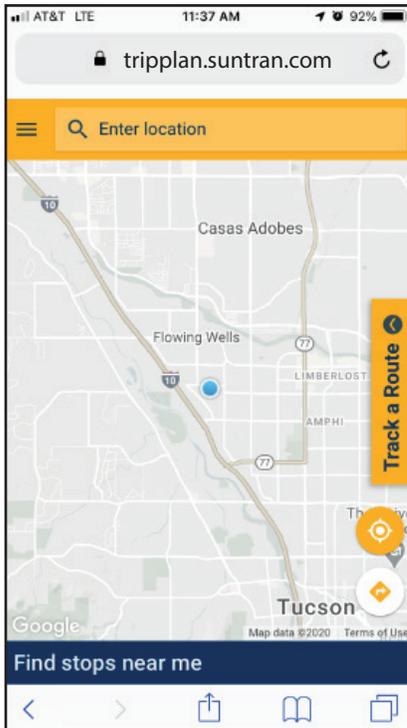


# Sun Tran Bus Tracker & Trip Planner – TUTORIAL

## GETTING STARTED

**Share Your Location** - When you first visit the page, it may ask to use your current location. Select 'Allow' to show your location and to find nearby routes.

**Home Screen** – The home screen will show your current location on the map.



From here you can click on:

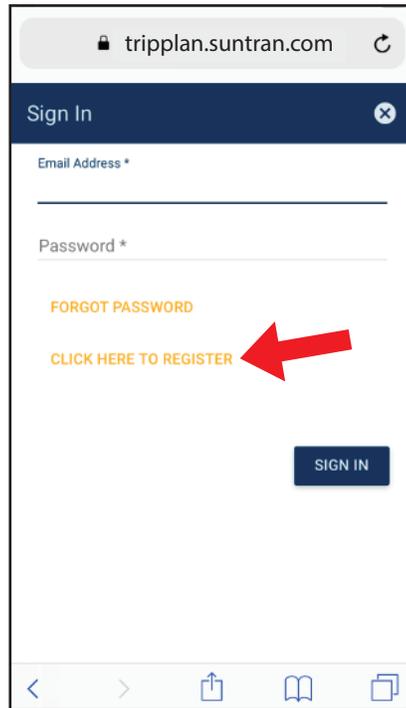
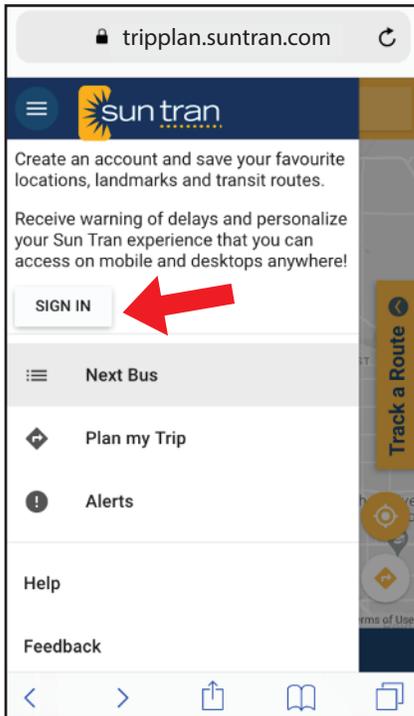
- (1) **Find stops near me** to locate nearby routes.
- (2) The yellow search bar to enter a starting point from your trip.
- (3) **Track a Route**, on the right side of the screen, to select a route(s) and view on the map.
- (4) The menu/hamburger icon (☰), in the top left corner, to see menu options\* for
  - **Next Bus** for interactive map.
  - **Plan my Trip** to find route trip times by entering a starting location and destination.
  - **Alerts** to view current route notifications.
  - **Sign In** to create an account.

\*These options are also accessible in the top right corner in the web version.

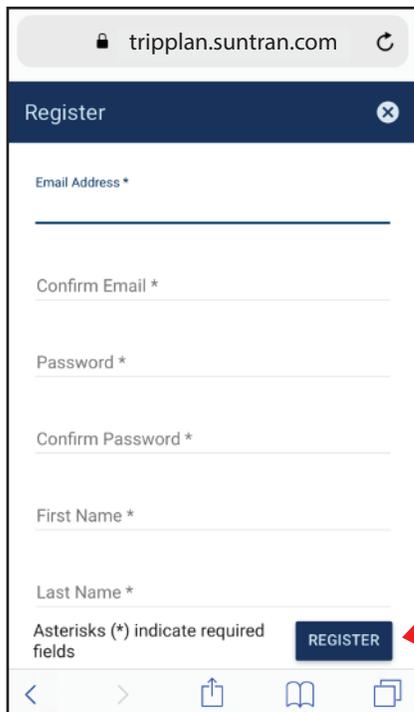
To return to the home screen, click on the hamburger icon and select **Next Bus**.

# Sun Tran Bus Tracker & Trip Planner – TUTORIAL

**Create an Account** – Create an account to receive alert notifications for routes and stops.

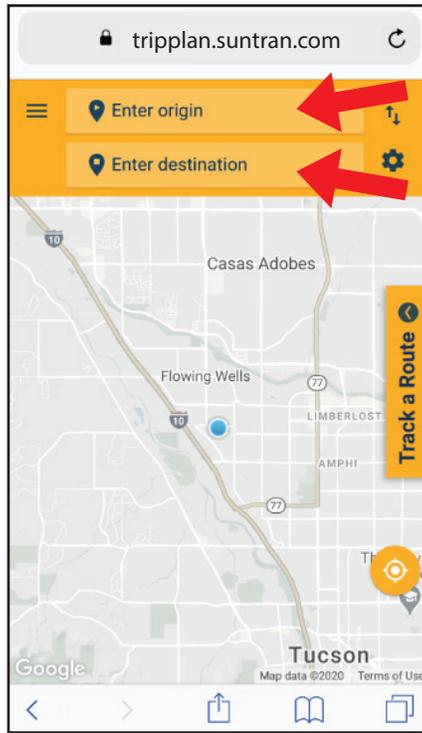
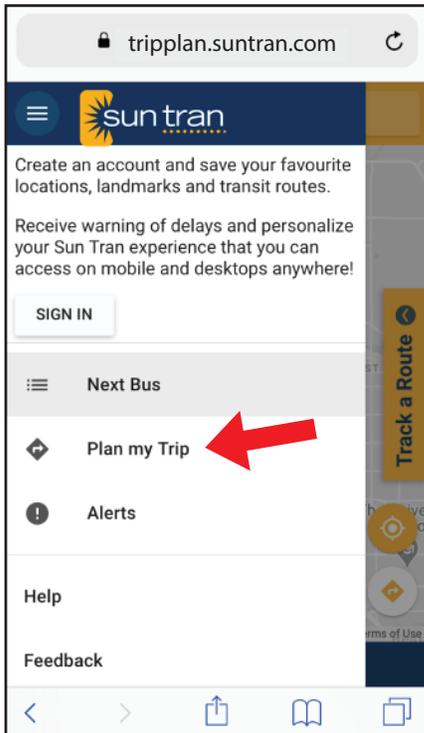


- (1) Click on the menu/hamburger icon, in the top left corner, and select **Sign In**.
- (2) Select **Click Here to Register**
- (3) Complete the required fields and click on the **Register** button.



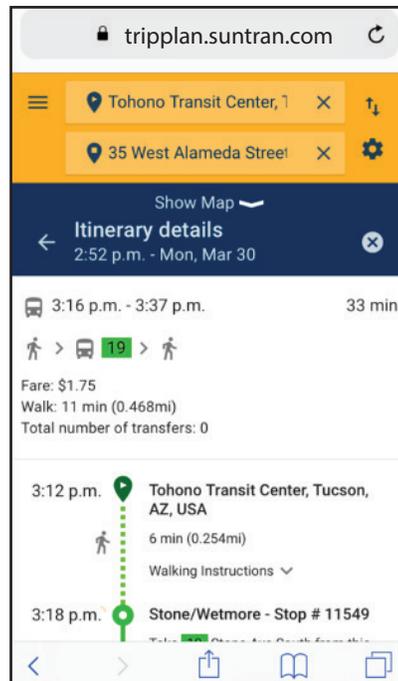
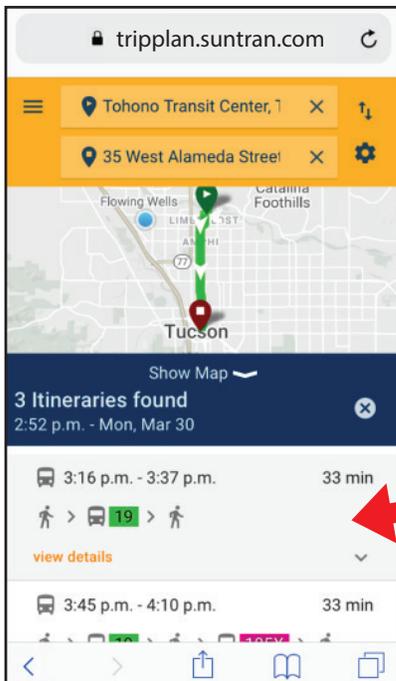
# Sun Tran Bus Tracker & Trip Planner – TUTORIAL

## PLAN MY TRIP



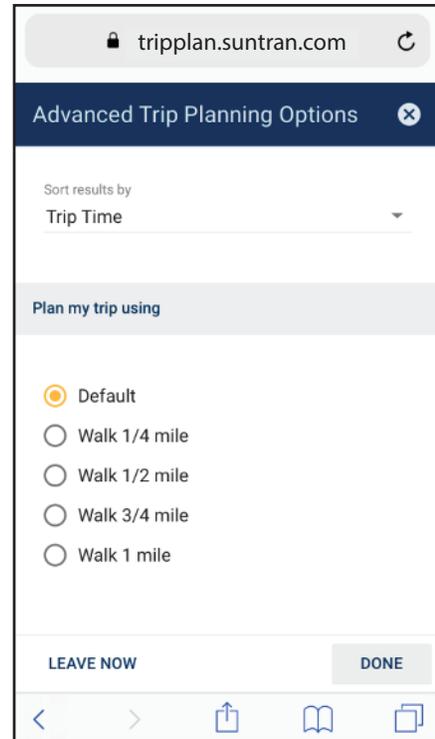
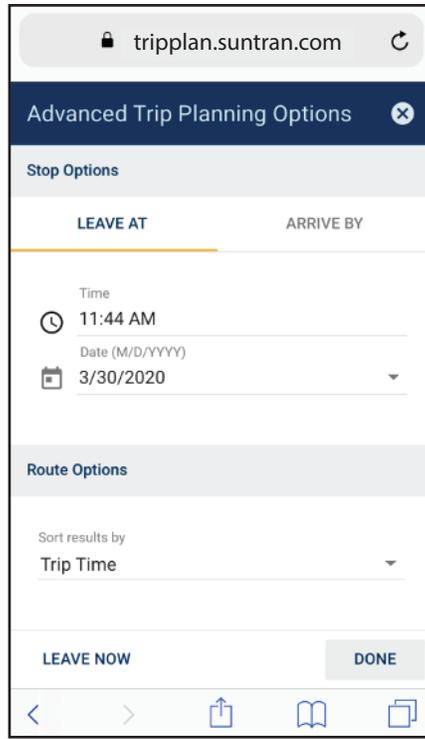
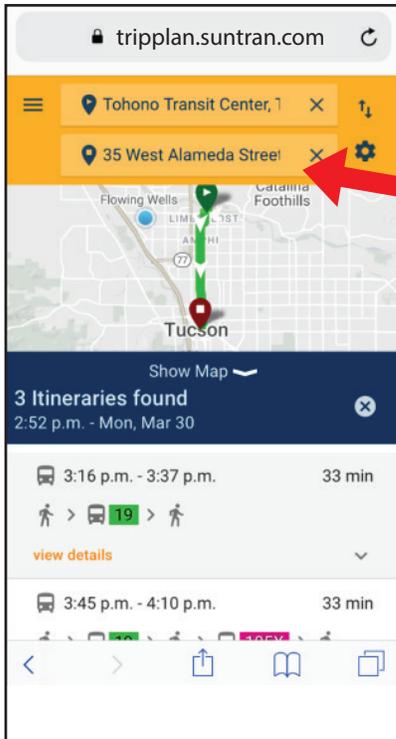
(1) Select the **Plan my Trip** button from the menu.

(2) Enter the **ORIGIN** and the **DESTINATION**. Click on the double arrow (↑↓) to reverse the starting and ending location. Click on the route option that works best for you and follow the directions.



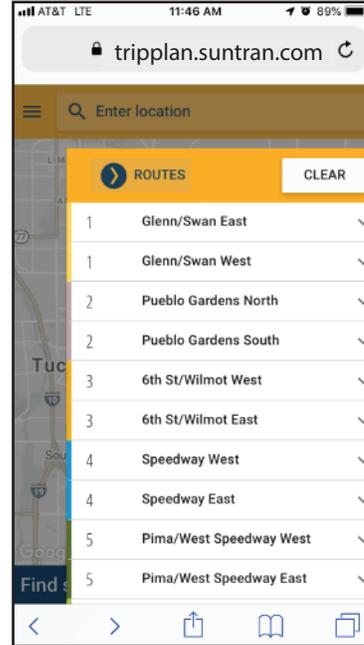
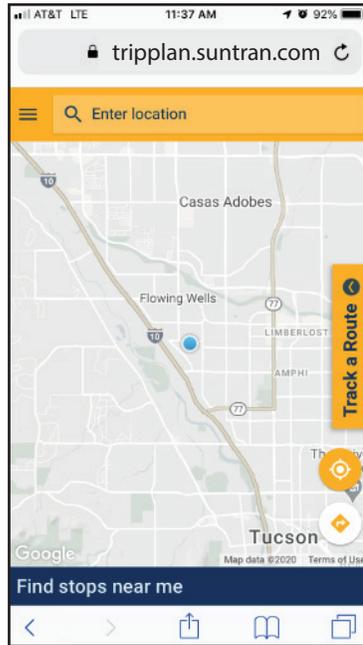
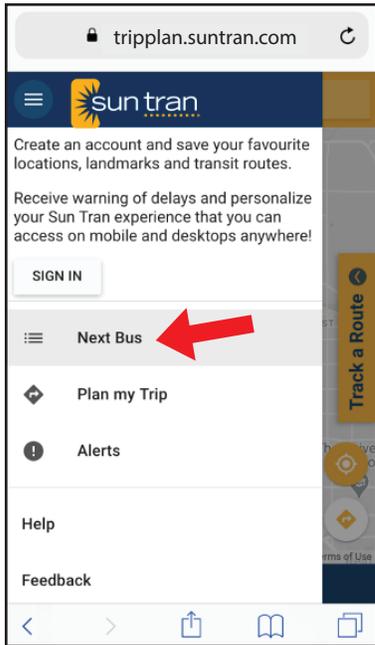
# Sun Tran Bus Tracker & Trip Planner – TUTORIAL

- (3) Click on the gear icon (  ) for Advanced Trip Planning Options. View defaults to 'Leave At.'
- a. To change the Departure Time, select a new Time and Date.
  - b. To change the Arrival Time, click on 'Arrive By'. Then select a new Time and Date.
  - c. Route Options: Click on the 'Sort Results By' dropdown menu to change search results
  - d. Plan my trip using: Select a walking distance to change search results
- (4) Click 'DONE'

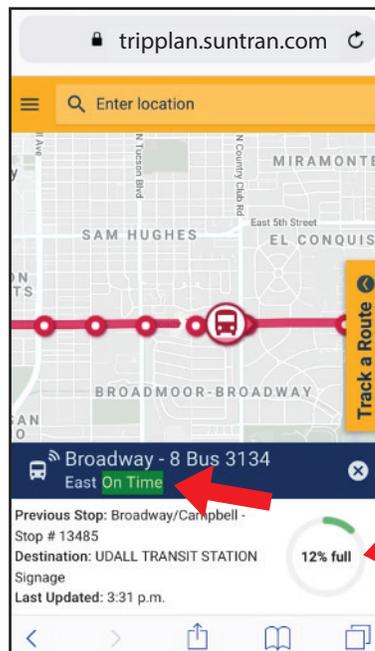
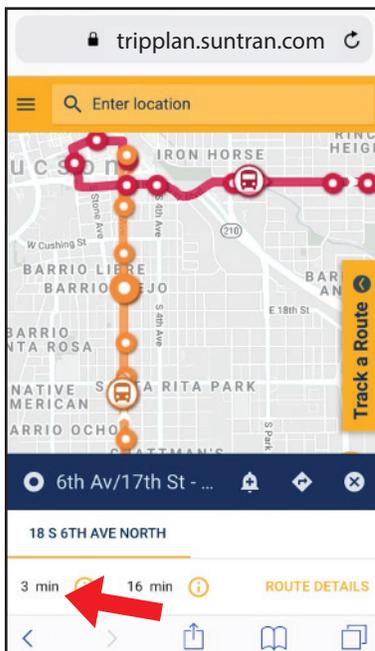


# Sun Tran Bus Tracker & Trip Planner – TUTORIAL

## TRACK A ROUTE ONLINE



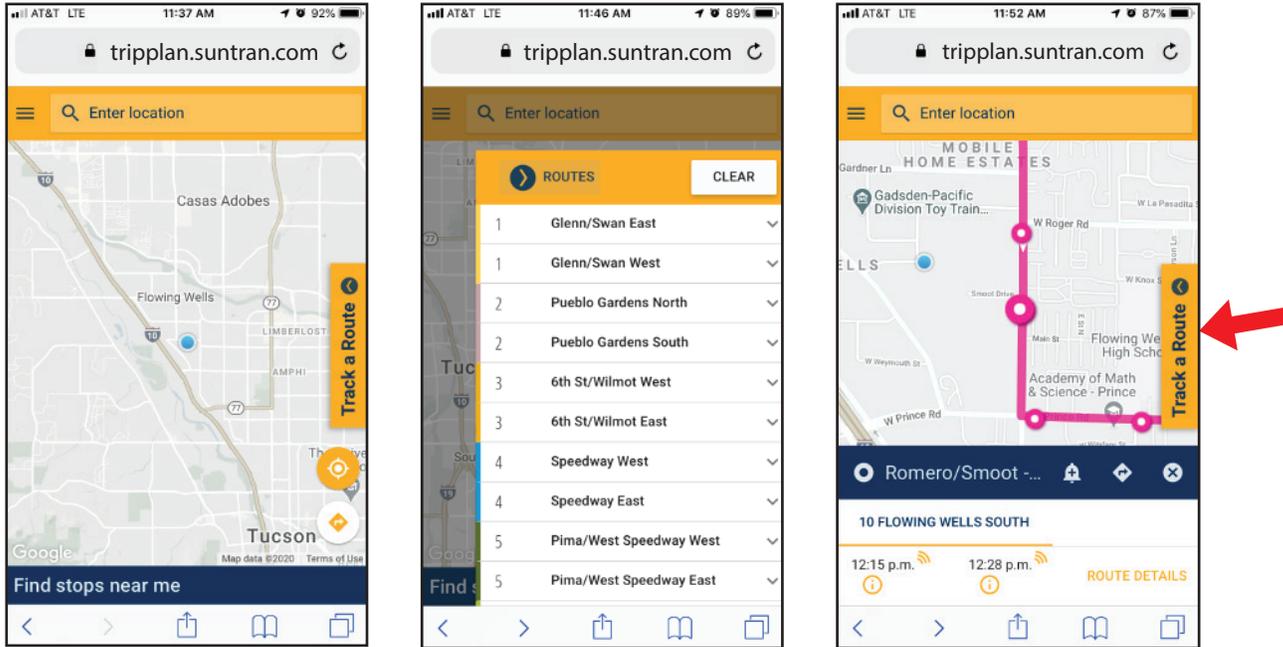
- (1) Select **Next Bus** from the menu.
- (2) To the right of the screen, click on **Track a Route** to select a route(s) and view on the map.
- (3) Scroll for a route(s). Select the Route Name and direction.
- (4) The route will appear on the map and show the real-time locations of buses on the route.
- (5) Zoom-in to select a stop or click the bus icon to view the bus information
  - a. When a stop is selected, real-time arrival times will display



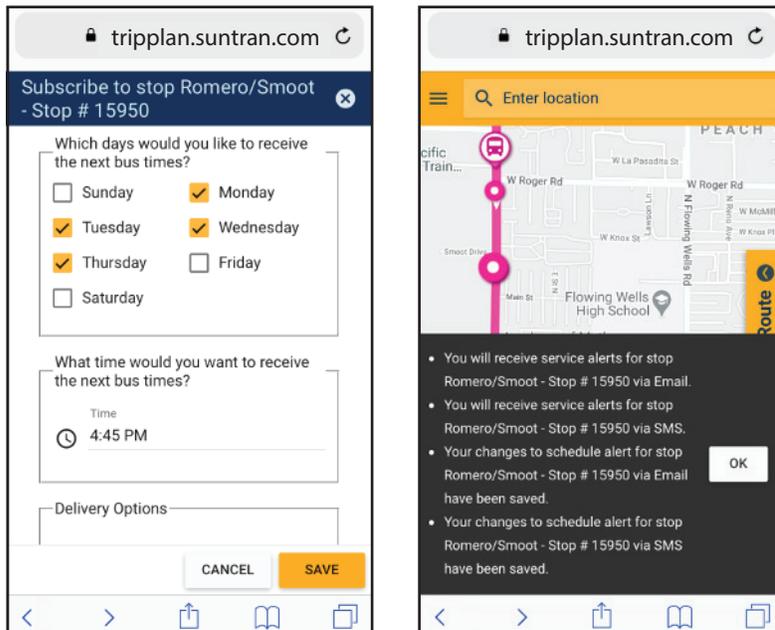
When the bus is selected, you can determine how full it is, and if it is on time.

# Sun Tran Bus Tracker & Trip Planner – TUTORIAL

To add a **Stop** alert for the bus stops you use:



- (1) Go to the main screen, select a route from **Track a Route** on the right side of the screen.
- (2) Scroll for a route. Select the Route Name and direction.
- (3) The route will appear on the map and show the bus stop locations on the route.
- (4) Zoom-in to select a stop. When a stop is selected, click on the bell icon (🔔) to subscribe to stop notifications, enter your alert preferences and click save.
- (5) Repeat steps 1-4 to add another stop notification.



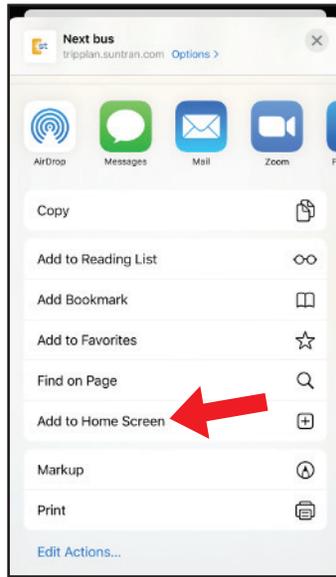
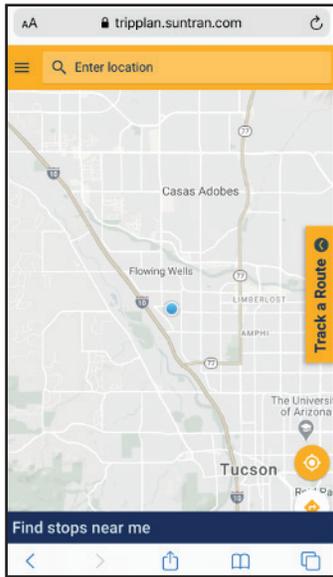
*The bus tracker will automatically send messages to your phone or email for when the bus will arrive at your stop.*

# Sun Tran Bus Tracker & Trip Planner – TUTORIAL

## SAVE AS FAVORITE TO DESKTOP OR MOBILE

To save on a **mobile phone**:

- (1) Open browser and enter URL: [tripplan.suntran.com](http://tripplan.suntran.com)
- (2) Click on share icon (🔗) to open options
- (3) Select preferred option
  - a. Add Bookmark
  - b. Add to Favorites
  - c. Add to Home Screen. Select this option to save the tracker to your home screen on your phone like an App.



To save on a **Desktop**:

- (1) Open browser and enter URL: [tripplan.suntran.com](http://tripplan.suntran.com)
- (2) Click on star (☆) icon in URL address bar to add to Favorites bookmark.