CATHEDRAL BAPTIST CHURCH

Setup instructions

Transportation Schedule

Jonesboro, Arkansas · October 2026

This booklet walks through every part of the Transportation Schedule: who gets a ride, who drives, and how the weekly pickup texts go out.

Leaders · pickup texts, drivers, waivers, and the weekly send

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1. What the Transportation Schedule does

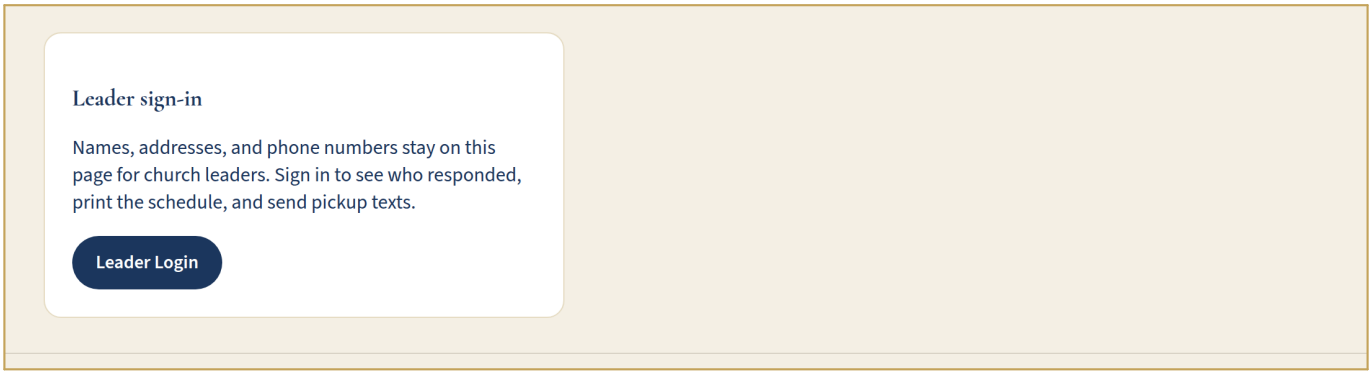
The Transportation Schedule is the church's pickup desk. Leaders use it to ask households if they need a ride, collect YES replies, print the van list, and text that list to the driver for the day. When a rider replies YES, that name and address are texted to the driver (and any bus monitor) checked for that calendar day. The Pickup log keeps a searchable record of who was texted, their YES or NO, who actually rode, who drove that day, and driver notes.

It lives on the church website at Typical Week → Transportation Schedule. Names, addresses, and phone numbers stay behind Leader Login. The public waiver form is separate; signed waivers appear on this page automatically.

Sunday has Sunday School (10:00 AM), Sunday morning service (11:00 AM), and Sunday night service (6:00 PM). Wednesday has AWANA and Meal and a Message (both 6:00 PM). You can add another ride if the church needs one.

2. Open the page and sign in

Open **https://www.cathedralbaptist.net/typical-week/transportation-schedule/** and sign in with a leader login that can view transportation. Ken Beaver and the administrator already have that access.



Leader sign-in card on the Transportation Schedule page.

1. Go to the Transportation Schedule page from Ministries or from Leader Login → Transportation.
2. If you see Leader sign-in, click Leader Login and sign in.
3. After sign-in you return to the ministries home. Open Transportation again.
4. The calendar, ride buttons, and pickup list then appear.

3. The top bar



Navy bar at the top of the Transportation Schedule.

1. Print schedule opens a printer-friendly YES list for the ride you have selected. The gold printer icon on the schedule card does the same thing.

2. Ministries goes back to A Typical Week.
3. Leader Login opens the leader sign-in page.

4. The week calendar

The week strip is how you pick a calendar day. Sunday and Wednesday are the usual pickup days. The navy square is the day you have selected.



Week calendar and the five built-in rides.

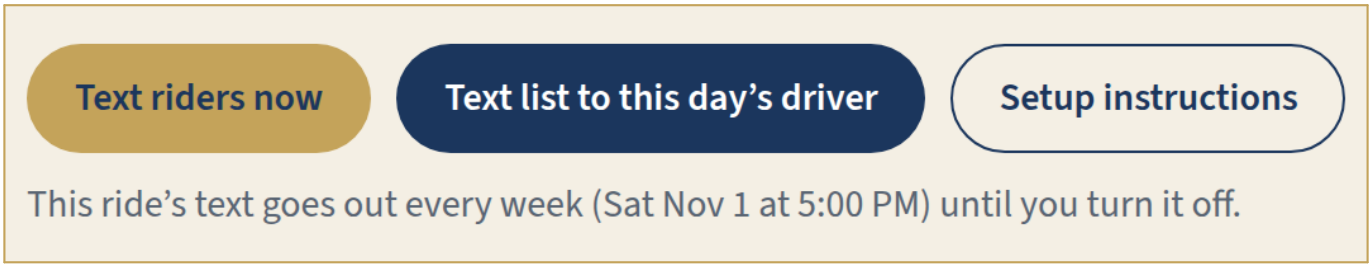
1. Click Previous week or Next week to move by seven days.
2. Click a day square to select that date.
3. A day with no Sunday or Wednesday ride will say there is no church pickup.

5. Choose the ride

The white cards under the calendar are the rides. Click one to work on that pickup. The page jumps to the weekday for that ride in the week you are viewing (Sunday rides jump to Sunday; AWANA and Meal and a Message jump to Wednesday).

1. Click Sunday School, Sunday morning service, Sunday night service, AWANA, or Meal and a Message.
2. The pickup list under the buttons is now for that ride on that date.
3. People who replied YES for that ride show on the list and on the printable sheet.

6. Text riders now



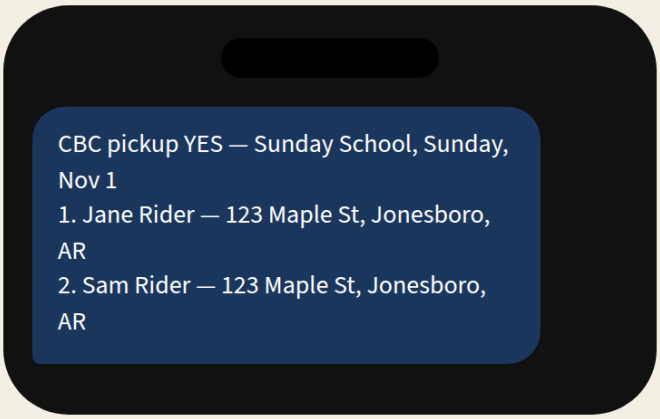
The three buttons under the calendar. Setup instructions opens this PDF.

Text riders now sends the ask immediately to every household checked for this ride. The text looks like: "Cathedral Baptist Church: Do you need a ride to Sunday School on Sunday, Nov 1? Reply YES or NO. Reply STOP to opt out."

1. Select the ride and the date.
2. Confirm the households under Signed waivers are checked for this ride.
3. Click Text riders now.
4. A green note reports how many texts went out and how many were skipped (no phone, STOP, or not checked for this ride).

7. Text the list to this day's driver

Each YES reply is already texted to the driver checked for that day. **Text list to this day's driver** sends the current YES names and addresses again, to the drivers and bus monitors checked for that calendar day. It does not include YES/NO reply language. Use it when you want the driver to have the latest list in hand.

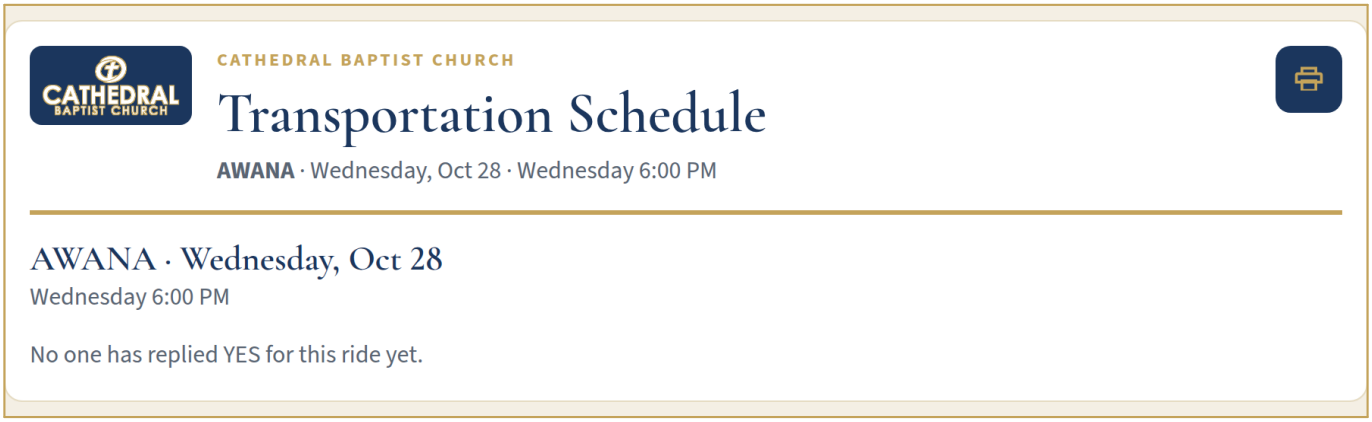


Example of the list the driver receives.

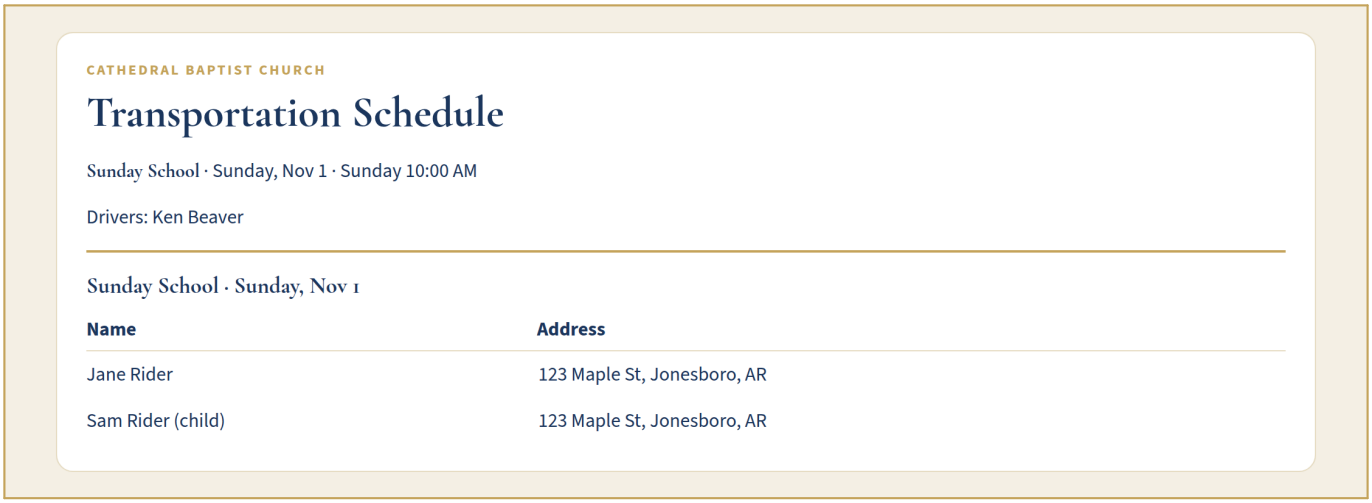
1. Select the ride and date.
2. Check the driver for that day under Drivers and bus monitors for this week.
3. Wait until YES replies are in, or add people by hand.
4. Click Text list to this day's driver.

8. Print the pickup list

Print the pickup list from the gold printer icon in the top-right corner of the Transportation Schedule card, or from Print schedule in the navy bar. Both open the same print window. Choose Save as PDF to keep a copy.



Gold printer icon in the top-right corner of the schedule card.

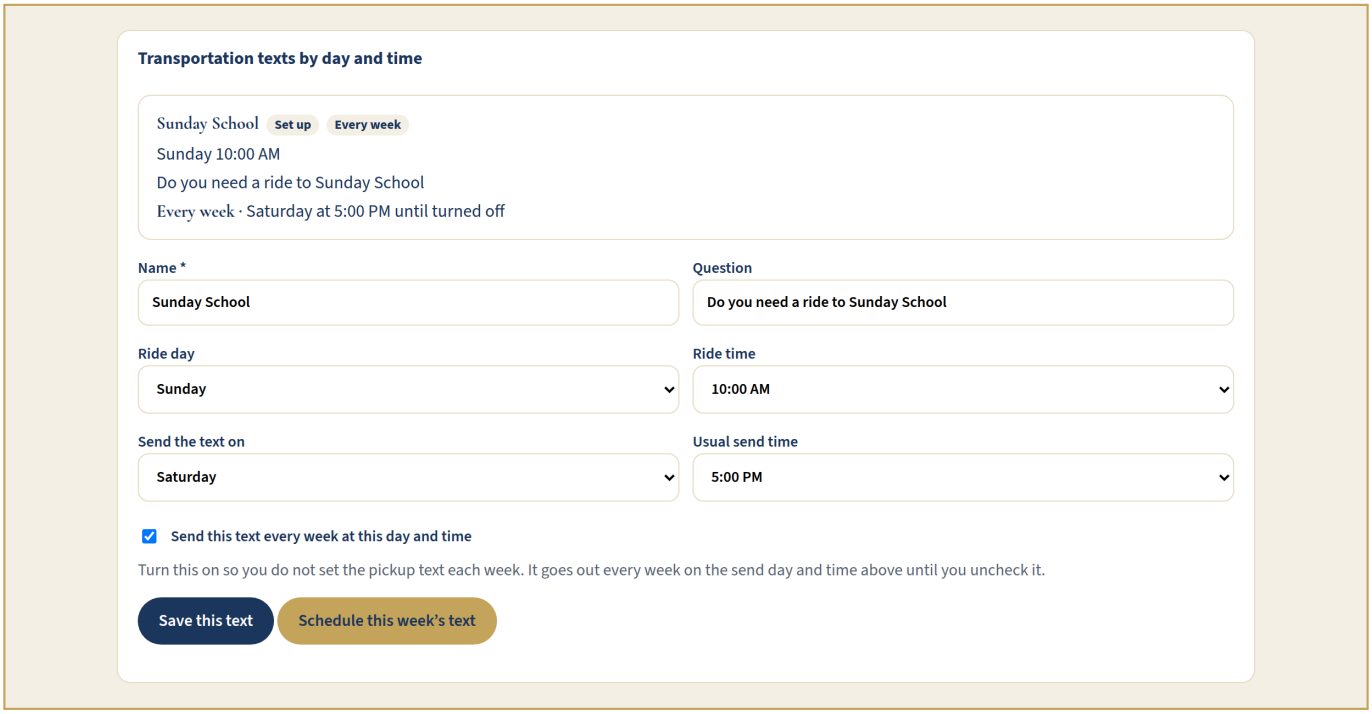


What the printed YES list looks like.

1. Select the ride so the card shows that day’s list.
2. Click the gold printer icon in the top-right corner of the Transportation Schedule card.
3. You can also click Print schedule in the navy bar.
4. In the print window, choose Save as PDF (or print on paper).
5. The printer icon does not appear on the PDF or the printed page.
6. The PDF shows the church name, the ride, the date, the driver, and each YES name with address.

9. Send the same text every week (until you turn it off)

You do not set the pickup text every week. Open Transportation texts by day and time, check **Send this text every week at this day and time**, and save. The ask then goes out every week on that send day and time until you uncheck it.



Weekly send checkbox on Transportation texts by day and time.

1. Open the fold Transportation texts by day and time.
2. Click the ride you want (Sunday School, Sunday morning service, Sunday night service, AWANA, Meal and a Message, or a ride you added).
3. Set Send the text on (the weekday the ask leaves) and Usual send time.
4. Check Send this text every week at this day and time.
5. Click Save this text.
6. The ride card shows an Every week tag and the send day and time. A note under the gold and navy buttons also says the text goes out every week until you turn it off.
7. To stop the weekly send, uncheck the box and click Save this text again.

Usual starting times already on the page: Sunday School and Sunday morning service send Saturday at 5:00 PM. Sunday night service sends Sunday at 2:00 PM. AWANA and Meal and a Message send Wednesday at 2:00 PM. Change any of those before you save.

Leave the Transportation Schedule tab open around send time, or open it shortly after. The page checks for due weekly texts when it loads and about every 45 seconds while it stays open. If the time has already passed when you open the page, the text goes out then.

10. Set the wording, ride day, and send time

Each ride has a name, the question in the text, the day and time of the ride, and the day and time the ask is sent.

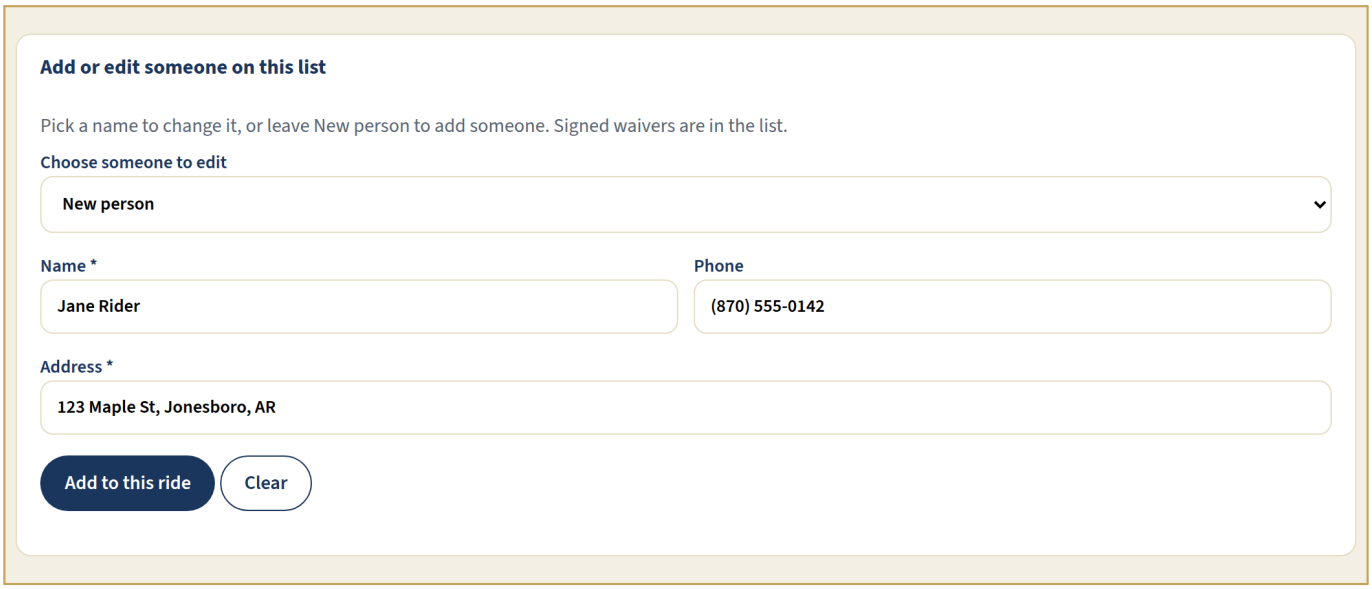
1. Open Transportation texts by day and time.
2. Click Edit on a ride card, or fill in the form to add a new ride.
3. Name is what leaders see on the page (for example Sunday School).
4. Question is the sentence inside the text (for example Do you need a ride to Sunday School).
5. Ride day and Ride time are when the van runs.
6. Send the text on and Usual send time are when the ask leaves.
7. Click Save this text.
8. Sunday and Wednesday built-in rides stay on the page. You can change their wording. Extra rides you add can be removed.

11. Schedule a one-time text for this week

If weekly send is off, or you need a different time just this week, use **Send this week at** and **Schedule this week's text**. That queues one send. It does not repeat the following week unless weekly send is on.

1. Select the ride.
2. Set the date and time under Send this week at.
3. Click Schedule this week's text.
4. The green note confirms the day and time.

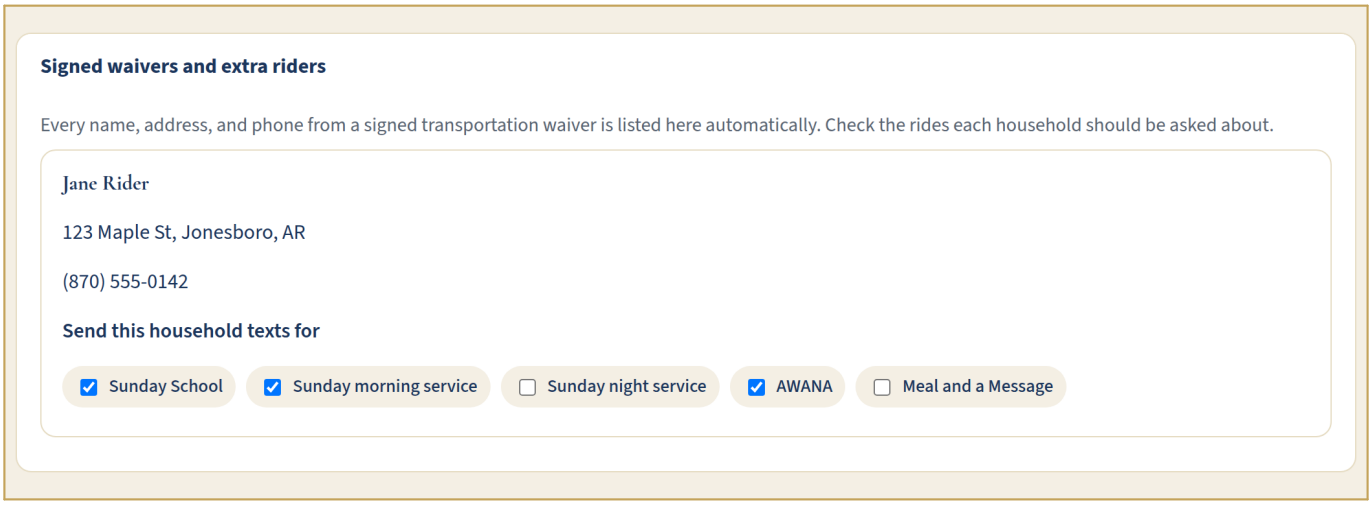
12. Add or edit someone on the list



Add or edit someone on this list.

1. Open Add or edit someone on this list.
2. To change a person already on a waiver or on the extra list, choose their name in Choose someone to edit.
3. To add someone new, leave New person, type name, phone, and address, and click Add to this ride.
4. Saving puts them on the selected ride as YES with the name and address you typed.

13. Choose which rides each household is asked about



Household checkboxes for which rides get a text.

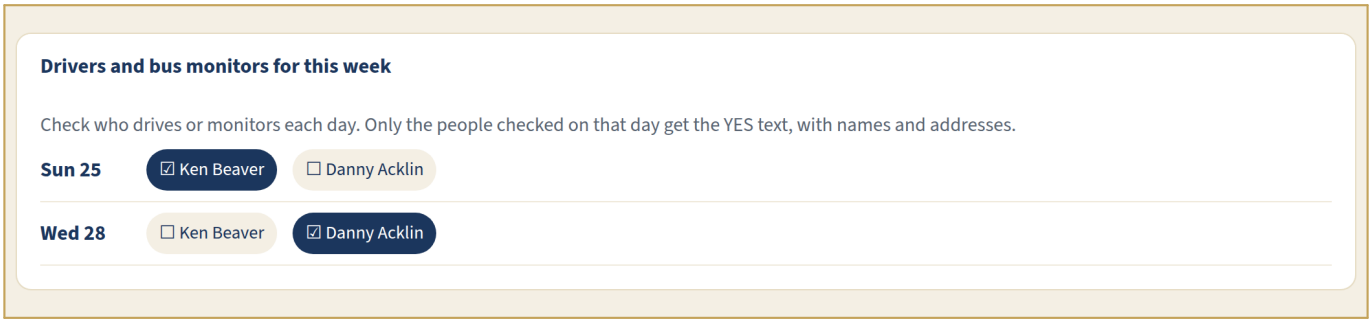
A household only receives the ask for the rides you check. Unchecked rides are skipped when you click Text riders now or when a weekly send fires.

1. Open Signed waivers and extra riders.
2. Find the household.

3. Check Sunday School, Sunday morning service, Sunday night service, AWANA, Meal and a Message, or any extra ride they should be asked about.

4. The choice saves when you click the box.

14. Assign drivers and bus monitors for the week



Drivers and bus monitors assigned by day.

Assignments are by calendar day, not by each ride on that day. When a rider replies YES, the name and address are texted to whoever is checked on that day. The people checked on Sunday get Sunday School, Sunday morning, and Sunday night. The people checked on Wednesday get AWANA and Meal and a Message.

1. Open Drivers and bus monitors for this week.

2. On each day, check who drives or monitors.

3. A YES reply for a ride on that day is texted to those checked names, with the rider's name and address.

4. Add a phone number on the driver card first, or the YES text cannot be delivered to them.

15. Add or edit drivers and bus monitors



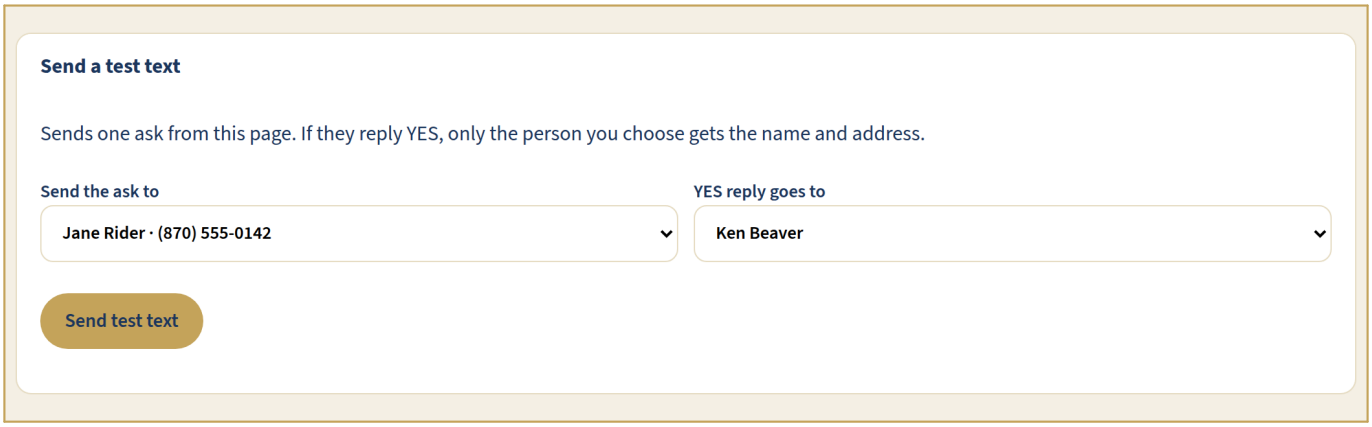
Ken Beaver and Danny Acklin start as drivers.

1. Open Drivers and bus monitors.

2. Click Add or edit.

3. Enter name, choose Driver or Bus monitor, enter a phone, and click Add.
4. Click Edit on a card to change a phone number.

16. Send a test text



Send a test text fold.

A test sends one ask from this page. If the phone replies YES, only the person you chose under YES reply goes to receives the name and address. Use this before Sunday or Wednesday to prove the ride works.

1. Open Send a test text.
2. Choose who receives the ask, or type a phone number.
3. Choose who should get the YES list, or type that phone.
4. Optionally type a test name and address so the YES list has something to show.
5. Click Send test text.

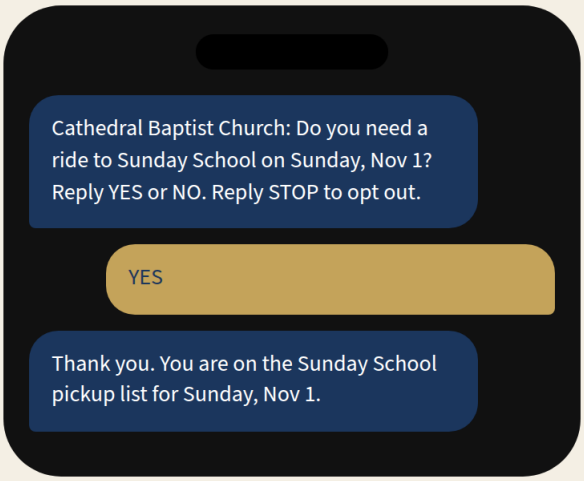
17. Signed waivers

Every signed transportation waiver is listed under Signed waivers and extra riders. You do not re-type those households. Extra people you add by hand appear in the same list.

The public waiver is https://www.cathedralbaptist.net/transportation-waiver/. Families may check a box to receive ride texts. Message and data rates may apply. The church Privacy Policy and Terms are linked in the site footer.

18. How riders reply YES or NO

When a rider replies YES, two things happen at once. Their name and address go on the printable list for that ride, and that list is texted to the driver (and any bus monitor) who is checked for that calendar day. Sunday YES replies go to the Sunday driver. Wednesday YES replies go to the Wednesday driver. A NO reply leaves them off the list.



What a rider sees when the ask arrives.

1. The household receives the ask for the ride and date.
2. They reply YES (or yeah, yep, sure) to get on the list, or NO to stay off it.
3. YES adds their name and address to the printable list.
4. That same YES list is texted to the driver and bus monitors checked for that day under Drivers and bus monitors for this week.
5. The rider gets a short thank-you confirming they are on the list.

19. STOP and HELP

Reply **STOP** at any time to opt out. That phone is skipped on later sends. Reply **START** or **UNSTOP** to opt back in. Reply **HELP** for help. Message and data rates may apply.

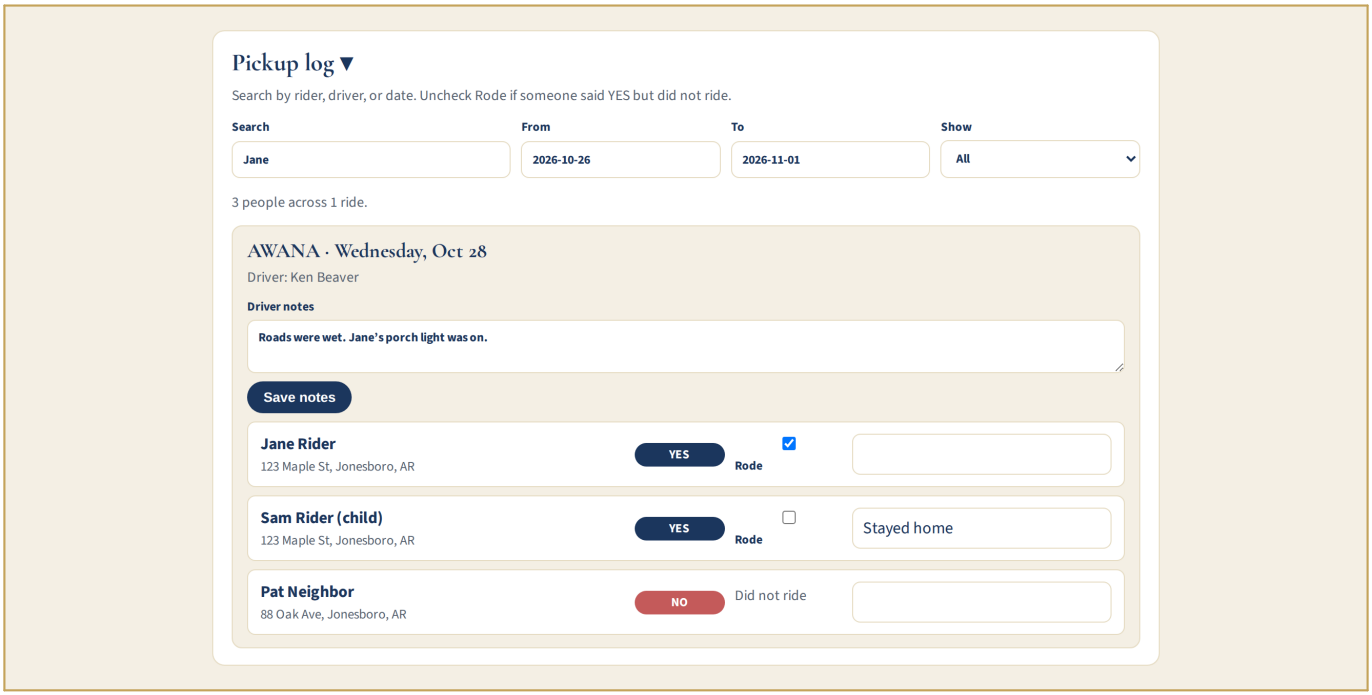
20. If a text does not arrive

The church number is ready on this page. Carrier approval for application-to-person texts (the A2P campaign) must show Verified before every carrier will deliver. Until that approval finishes, a test can show “Test text sent” on the website and still not reach the phone.

1. Confirm the green or gray note under the buttons. Twilio must be connected and a church number on file.
2. Confirm the household has a phone and is checked for that ride.
3. Confirm the household has not replied STOP.
4. Send a test text to your own phone first.
5. If the website says the text sent and the phone never gets it, wait for the A2P campaign to show Verified, then try one test again.
6. Add a phone number on each driver card so YES lists can reach them.

21. Pickup log — who rode, who drove, and YES or NO

The Pickup log is a fold on the Transportation Schedule page. It records every ride text, the YES or NO reply, who actually got a ride, and who the driver was that day. Search by rider name, driver name, address, or date. If someone replied YES but did not ride, uncheck Rode so the log stays true. Driver notes stay with that ride.



Pickup log with search, driver, YES or NO, Rode, and driver notes.

1. Open Pickup log on the Transportation Schedule page.
2. Search by the rider's name, the driver's name, or pick a date range.
3. Use Show to filter Picked up, Said YES, Said NO, No reply yet, or Said YES, did not ride.
4. Each ride lists the driver for that day and every person who was texted, with YES, NO, or No reply.
5. Uncheck Rode if someone said YES but did not actually ride.
6. Type a short note on a person, or Driver notes for the whole ride, then Save notes.

This PDF is the Setup instructions link beside Text riders now and Text list to this day's driver. Open it any time from the Transportation Schedule page.

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