

# HOME TO SCHOOL TRAVEL WITH SKILLS SMC BOOKING GUIDE



CALL: 0115 648 2303 | OR EMAIL: [SMC.BOOKINGS@SKILLS.CO.UK](mailto:SMC.BOOKINGS@SKILLS.CO.UK)

# Welcome to Skills Motor Coaches Home to School booking portal

Skills were founded in 1919 and have operated coach and bus services throughout our history in and around the East Midlands. We are proud to stay true to our values set down by our founder Arthur Skill of “fair and honest dealings” and will do our utmost to welcome all our customers on board. Our partnerships are built and developed over many years and we have been honoured to transport pupils to and from educational institutes.

Skills' aim is to improve the home to school travel experience by implementing an efficient, easy to use, secure and adaptable system from booking through to travel on the day and all steps in between.

## Our goals

- ✓ *Improving the home to school experience from booking to travel.*
- ✓ *Innovate our service whilst providing quality assured transport.*
- ✓ *Provide greater assurance to students and parents.*
- ✓ *Offer a transport partnership to match the stature of our clients*



Skills has developed a unique booking system and customer app to optimise the home to school experience. Our emphasis has been on improving safety for our passengers and relieving concerns for parents and guardians.

Our “Search My Coach” application stores pupil’s tickets and allows them to ‘tap on’ to our services. At this point, the registered parent or guardian will receive a push notification indicating what time, service and stop the pupil has tapped onto. More so, both pupil and parent can track their booked service as it makes its way through their booked route. We will also keep our app users updated with any route delays or diversions via our push notification service.

We have used our experience in the industry to improve the service we are offering to our clients.



Register



Purchase



Validate



Track

# Skills SMC Pass Portal

Thank you for enquiring with Skills, please see our guide below to help you through the booking process.

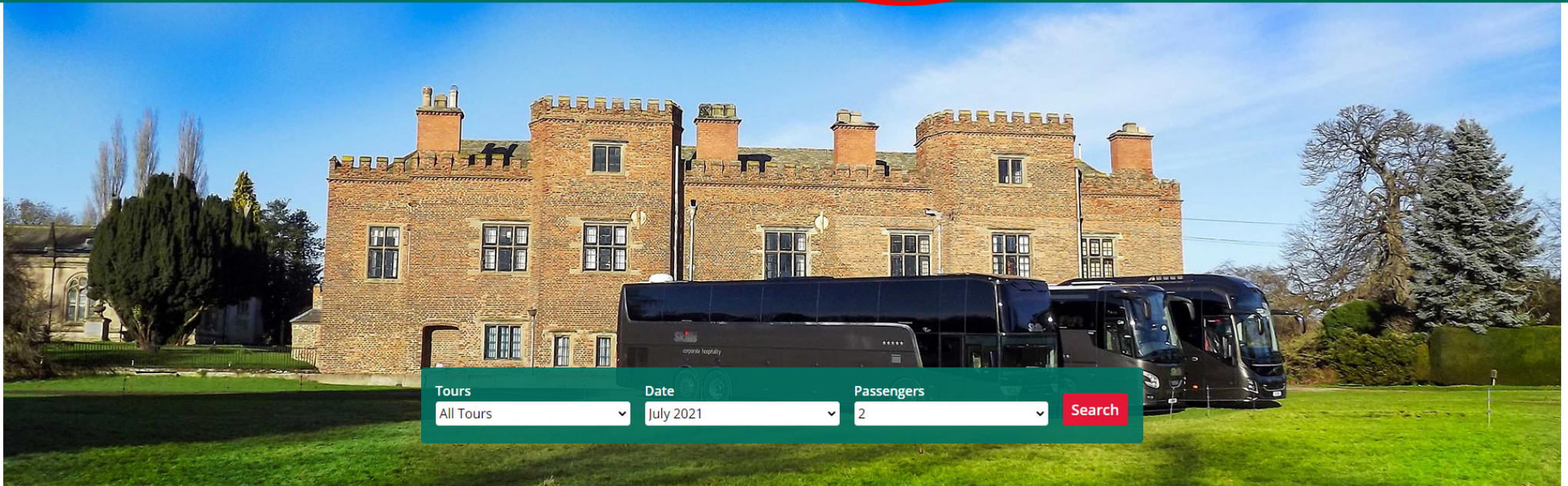
You can find us on: [www.skills.co.uk](http://www.skills.co.uk)



Click here to enter  
our Booking Portal.



[Home](#) [About Us](#) [Holidays](#) [Day Trips](#) [Groups](#) [Coach Hire](#) [SMC Pass Portal](#) [Contact Us](#)



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# Signing In...



View route map information here.

Find your closest stop and booking costs here.

A screenshot of the Skills website's 'Register / Login' section. On the left, a sidebar menu titled 'Register / Login' contains a 'Quick Guide' with links to 'Route Maps', 'Price Checker', 'FAQs', and 'Privacy Policy'. The 'Route Maps' and 'Price Checker' links are underlined in red. Red arrows point from the text boxes on the left to these links. The main content area is titled 'Sign In' and features input fields for 'E-Mail ID\*' and 'Password\*', a 'Forgot Password?' link, and a green 'Login' button. A red arrow points from the text box on the right to the 'E-Mail ID\*' field. Below the login section, there is a horizontal line with 'OR' in the center, followed by the text 'Not registered yet?' and a green 'Register Now' button. A red arrow points from the text box at the bottom to the 'Register Now' button.

For those with an account, welcome back and put your details here.

Simple and easy registration process.



# Registration...



School/College

School/College: \* -- Select School/College -- Confirm

Download the "Search My Coach" app

Choose your pupils school.

## Input your details.

Please note:

- If you have selected 'Parent' you will add pupils later.
- If you select 'self', then you are booking transport for yourself.
- The email and password you submit here will be your login details.
- Please check your emails to verify your account.



Registration

Select your account type here.

☒ Self ☐ Parent

Register For: \*

First Name: \* First Name\*

Last Name: \* Last Name\*

Address Line 1: \* Address Line 1\*

Address Line 2

City\*

Postcode\*

Phone No.: \* Phone No.\*

E-Mail: \* E-Mail\*


Confirm E-Mail: \* Confirm E-Mail\*

Password: \* Password\*

Confirm Password: \* Confirm Password\*

Password strength:  
- Use at least 8 characters including 1 Uppercase character, 1 Numeric character, 1 Special character

☐ YES, I accept the Skills Group [Terms and Conditions](#).  
Please have a look at our [Privacy Policy](#), for information on how we use your data.

☐ I'm not a robot 

OR

E-Mail: \* E-Mail\*

# Your Account...

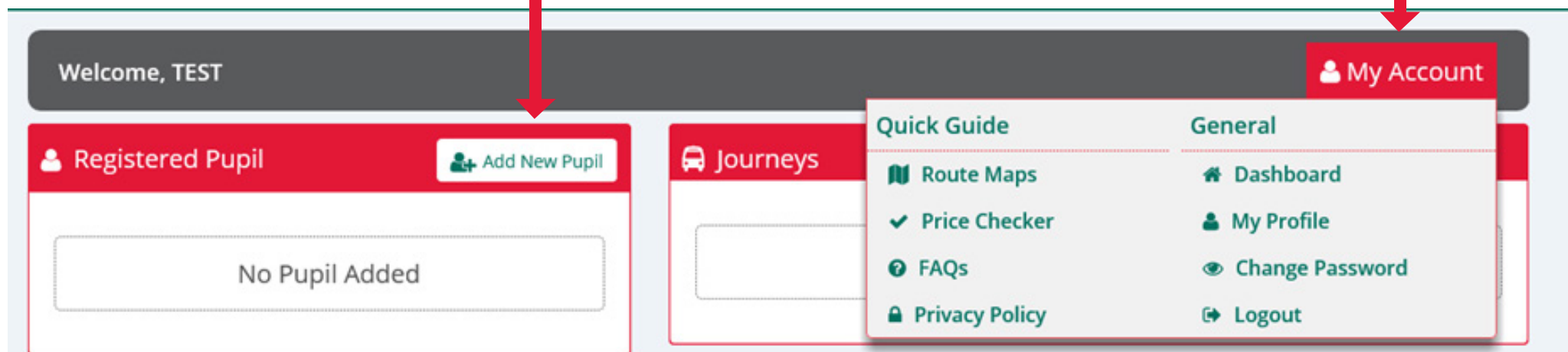
Once you have verified your email you will be able to access our dashboard.

From here you can register a pupil and review your booked journeys.



Register your  
pupil here.

Access our helpful  
dashboard here to  
manage your account.



# Pupil Registration...



Please register one pupil at a time and be mindful of the following:

- Select the correct school or college.
- Select the year that the pupil will be at point of travel, not necessarily at the point of booking.
- Select whether you wish to utilise the Skills “Search My Coach” App as the pupils travel pass or be issued with a smartcard.
- The email and password submitted will become the login for your pupils dashboard and “Search My Coach” application.

## Add Pupil

First Name: \*

John

Last Name: \*

Smith

School/College: \*

College

Date of Birth: \*

Date of Birth\* (DD / MM / YYYY)

Pupil Year \*  
(At time of travel)

21/22 Year 7

Postcode: \*

Postcode\*

Travel By: \*

☒ Mobile App. ☐ Smartcard

Note: The below details will be used to login to the Mobile App. for travel and booking purposes.

User Email: \*

User Email\*

Password: \*

\*\*\*\*\*

Strong

Confirm Password: \*

\*\*\*\*\*

Strong

Save

Reset

# The Booking Dashboard...



The screenshot shows the Skills GROUP Booking Dashboard. At the top, a dark grey header bar contains 'Welcome, TEST' on the left and a red 'My Account' button on the right. Below this, the dashboard is split into two main sections. The left section, titled 'Registered Pupil' in a red bar, includes an 'Add New Pupil' button and a list of pupils. The first pupil, JOHN SMITH, is shown with details 'College 21/22 Year 7'. Three buttons are visible for this pupil: 'Buy Ticket', 'Edit Pupil', and 'Track'. The 'Buy Ticket' and 'Track' buttons are circled in red. Red arrows point from these circles to callout boxes below the dashboard. The 'Buy Ticket' button's arrow points to a box that says 'Book your travel here.' The 'Track' button's arrow points to a box that says 'Track the progress of vehicles here.' The right section, titled 'Journeys' in a red bar, has tabs for 'Current' (selected) and 'History'. Below the tabs is a large dashed box containing the text 'No Journey Available'.

Welcome, TEST

My Account

Registered Pupil

Add New Pupil

JOHN SMITH

College 21/22 Year 7

Buy Ticket

Edit Pupil

Track

Journeys

Current History

No Journey Available

Book your travel here.

Track the progress of vehicles here.

# Booking a Pupils Transport...



1. Journey Information    2. Confirm Details    3. Payment    4. Status

**Journey 1**

<p>Pupil: *</p> <p>John Smith</p> <p>D.O.B.: 03/10/2004 21/22 Year 7</p> <p>Postcode: NG21 0PL</p> <p>Travel By: MOBILE APP</p>	<p>Route: * <a href="#">Select From Map</a></p> <p>-- Select Route --</p> <p>Boarding Stop: *</p> <p>-- Select Stop --</p> <p>Destination: College</p>	<p><input type="radio"/> Regular Travel    <input type="radio"/> Single Trip</p> <p>Price: £0</p>
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[+ Add another journey](#)

Select your route and stop here.

Need help choosing your closest stop?

Choose your type of travel and confirm.

# Choosing your payment option...



1. Journey Information

2. Confirm Details

3. Payment

4. Status

Booking Confirmation

RUPERT SKILL

Journey 1

Trip Type: Return Yearly

Validity: 02 Sep 2021 - 09 Jul 2022

Route: TC7 : Mansfield

Stop: Linby Main St

School/College: Trent College

Total: £2015.15

Grand Total: £2015.15

Payment Options

Payment Options:

☐ Pay in Full

☒ Pay Termly

Payment Date	Amount
Pay Today	£757.10
20/12/2021	£660.34
04/04/2022	£597.71

Future termly payments will be debited from the card used today.

Amount to Pay: £757.10

☐ YES, I accept the Skills Group Terms and Conditions.  
Please have a look at our Privacy Policy, for information on how we use your data.

For security your payment will be processed using Opayo.  
The Opayo logo, featuring the word 'Opayo' in a blue, sans-serif font with a small 'by Elavon' tagline below it.

< Back

Next >

Please check the details of your booking.

You can either pay up front or prior to the start of each term.

# Booking Confirmation...



1. Journey Information
2. Confirm Details
3. Payment
4. Status

Your booking is confirmed. ☑

Thank you for your booking, it has been a success.

Booking ID: 75

Booked By: John Smith

E-Mail Address: Example@email.com

Mobile/Telephone:

Postcode: NG1 1XX

You can email/print  
your ticket or download  
our "Search My Coach  
App".

✉ E-Mail Booking

🖨 Print Ticket


# Your Dashboard...

From this page you can:

- Add more pupils.
- Track journeys.
- Book one off travel.
- Monitor Pupil Usage.




Welcome, Rupert


 My Account


 Registered Pupil

 Add New Pupil


John Smith

 Buy Ticket

 Edit Pupil

 Track

College  
21/22 Year 12

 Journeys

✓ Current

History

John Smith

BOOKING ID: 75

Booking Date: 21 July 2021

E-Mail ID: Example@email.com

Valid Between: 02 Sep 2021 and 09 Jul 2022

Travel Days: **Mon** **Tue** **Wed** **Thu** **Fri** **Sat**

Total Price: £700.18

Product: Return Yearly

Travel By: Mobile

View Usage

Print Ticket

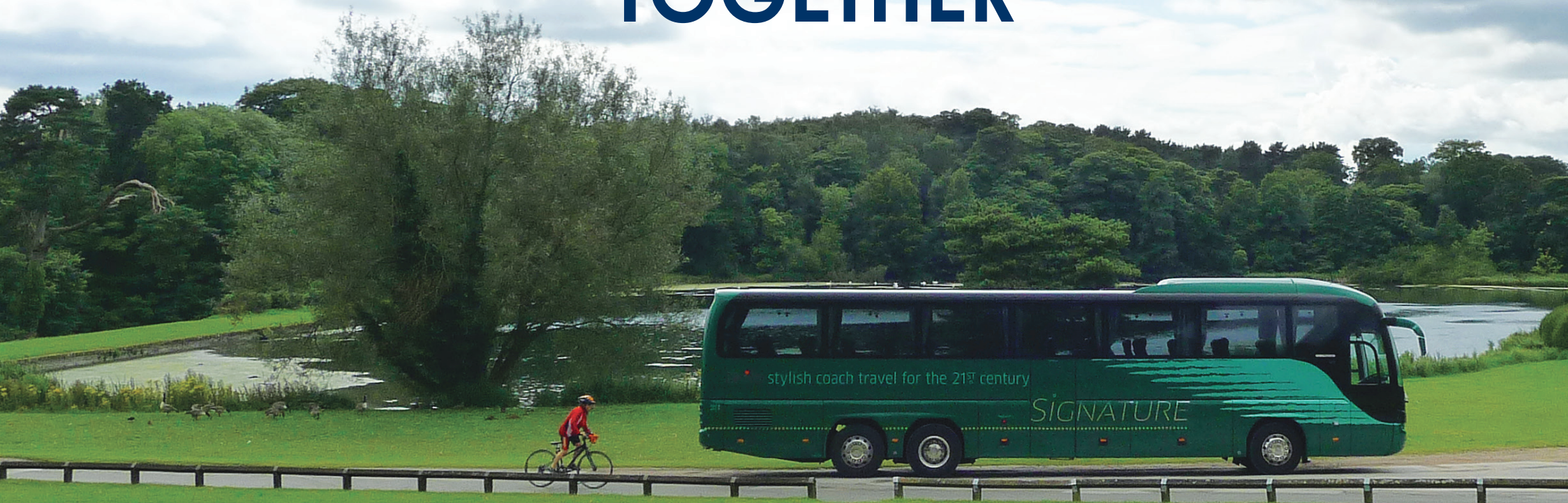
E-Mail Ticket

# Skills

GROUP

*Est 1919.*

## DRIVING THE FUTURE, TOGETHER



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