

FIT Planner App User Manual for VSB Students

Users Permission

For VSB users, their access is based on their VSB account location, this means:

- All VSB students can only access events set up by teachers at their school.

How to Log in

1. Visit <https://fitplanner.vsb.bc.ca/>
2. For VSB Staff & Students, select the **VSB Users** sign in button
3. Sign in with your VSB email and password

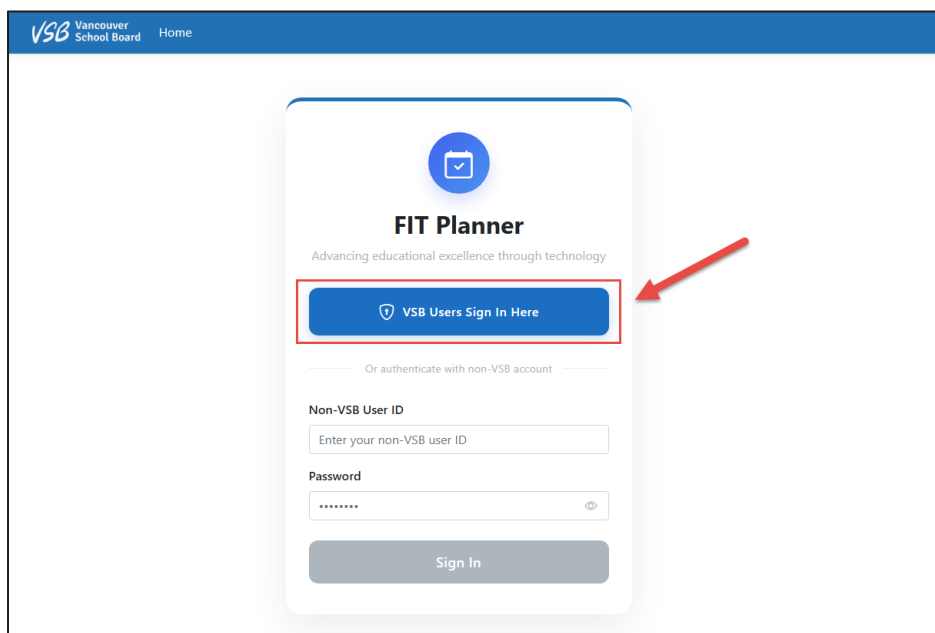


Figure 1. Log into the FIT Planner app

Navigating the Dashboard

Student Dashboard

The simple Student Dashboard lets students book available events on FIT days at their school. Students can book or edit their own event plans. The color coding means that:

Important Note

Students can book only **one event per FIT day**. If multiple events are booked on the same day, only the **last event booked will be saved**.

Red	No seat available	Yellow	Student has signed up for this event	Green	Seats available for students to sign up
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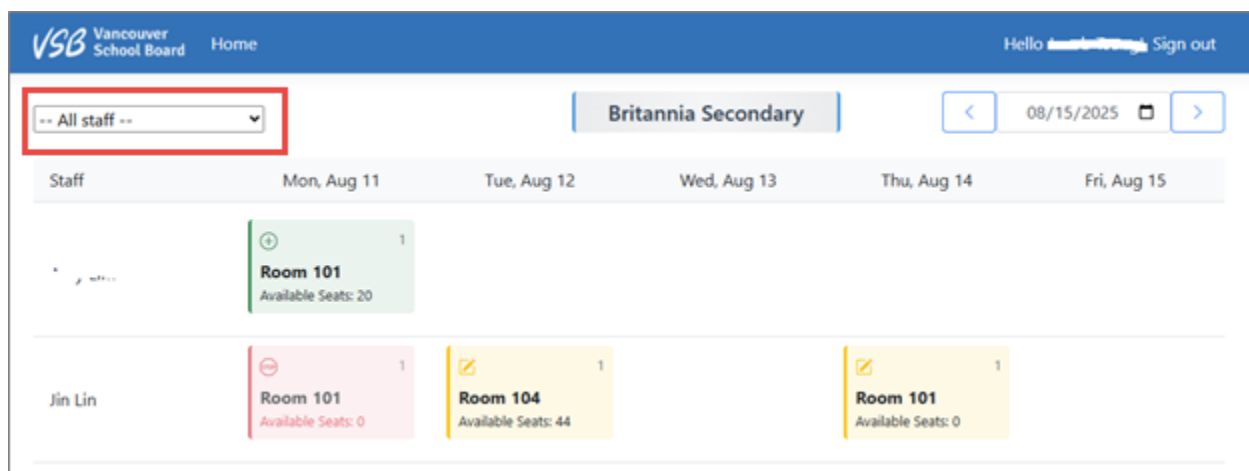


Figure 2. **Student view** of the FIT Planner App when they are logged in with their VSB account

How to book an event?

1. Navigate to a FIT day. You can use the staff filter dropdown to see a specific teacher's events.
2. Click on an available event (green)
3. Click **Add Plan**
4. The event will become yellow, indicating that the booking is successful

How to edit or cancel an event?

Please note that deleted plan cannot be restored and

1. Navigate to a FIT day
2. Click on an event you have booked (yellow)
3. If you are:
 - a. Updating the plan – make the edits, click **Save Plan**
 - b. Deleting the plan – click **Delete Plan**