

# 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
1. Sign in with your VSB email and password

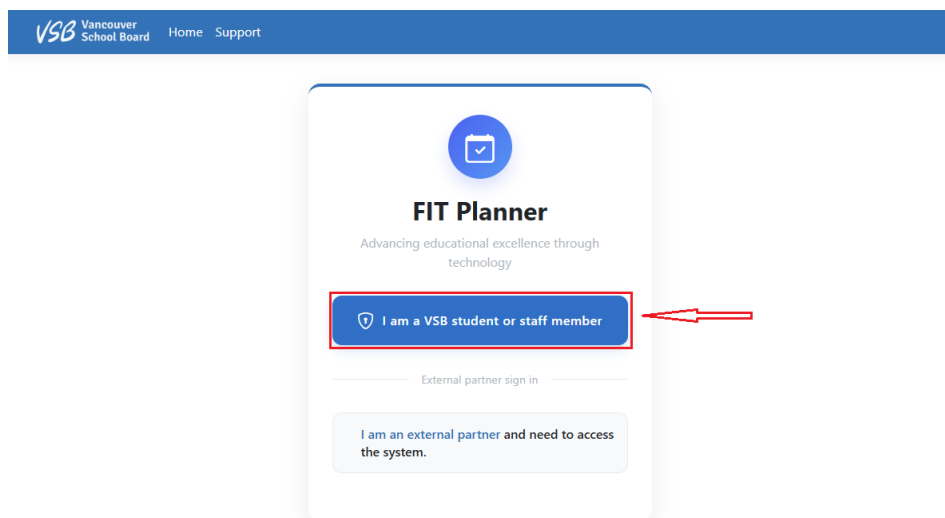



Figure 1. Log into the FIT Planner app

# 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**.

<b>Red</b>	No seat available	<b>Yellow</b>	Student has signed up for this event	<b>Green</b>	Seats available for students to sign up
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### Legend

-  Edit Cell (Your registered event)
-  Add Cell (Available for registration)
-  Full Cell (No available seats)
-  Empty Cell (No events scheduled)

### Icon Guide

-  Edit your registration
-  Register for this event
-  Event is full
-  Event has a title
-  Event has a description
-  Attendance has been taken

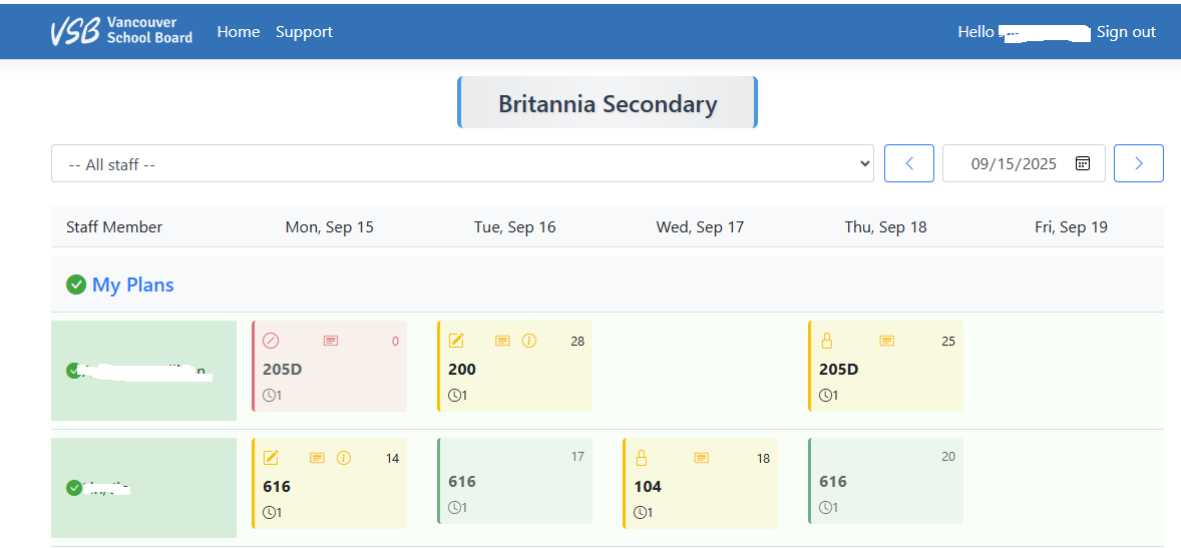


Figure 2. **Student view** of the FIT Planner App when they are logged in with their VSB account

### How to book an event?

2. Navigate to a FIT day. You can use the staff filter dropdown to see a specific teacher’s events.
3. Click on an available event (green)
4. Click **Add Plan**

5. 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**