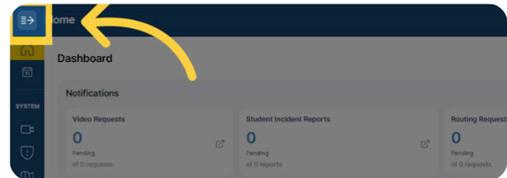


HOW TO REQUEST A VIDEO

This guide provides clear instructions on how to request a video using Beacon connect. Requesting a video is quick and easy with the Beacon Connect Video tool. With all your videos now in one place, you now have the option of *downloading* or *saving* and *viewing* them directly on Beacon Connect.

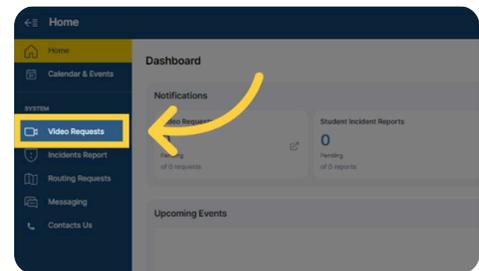
1. Expand your system tools (Optional)

Our first step is optional. Click the icon here to expand your system tools.



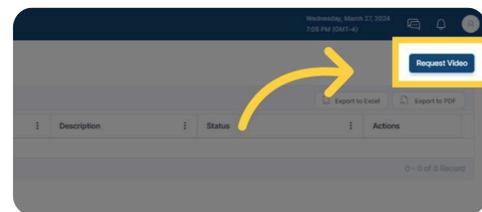
2. Select Video Requests

Click "Video Requests"
From this screen, navigate to the "Video Requests" section and click "Video Requests"



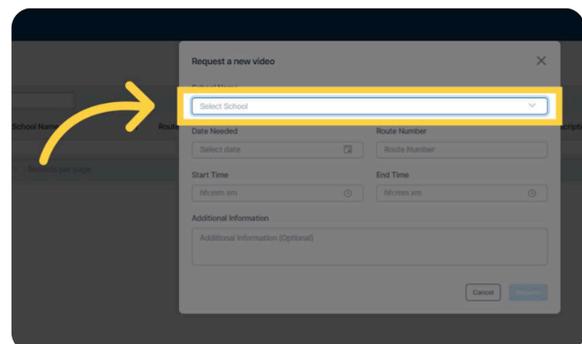
3. Click "Request Video"

Click "Request Video"
Once on this screen, click here to start your video request



4. Click "Select School"

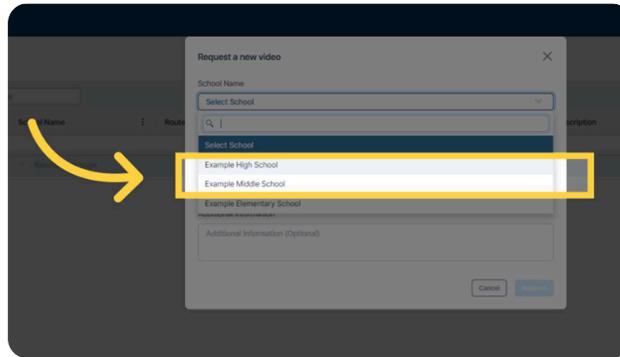
Click "Select School"
Let's start by clicking on "Select School"



5. Choose the School

Choose the school involved in your video request

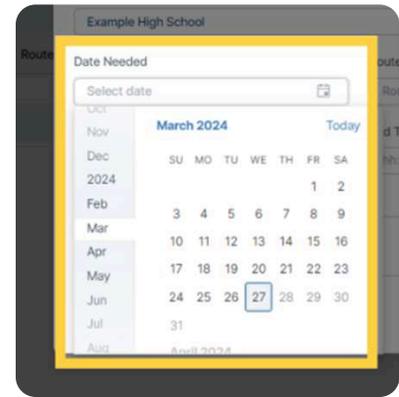
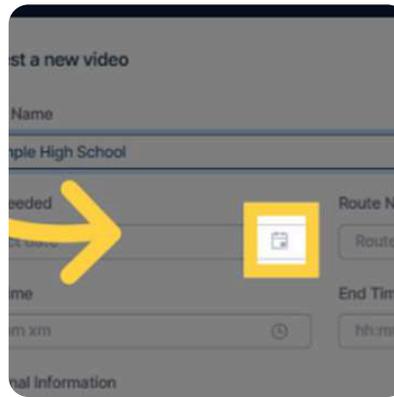
Choose the applicable school from the options.



6. Choose the Date

Click on the calendar icon.

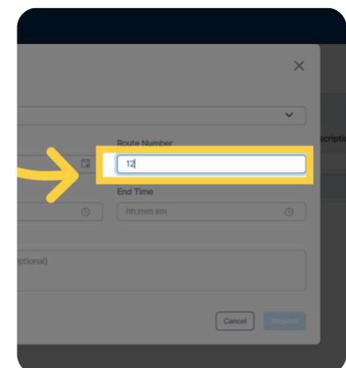
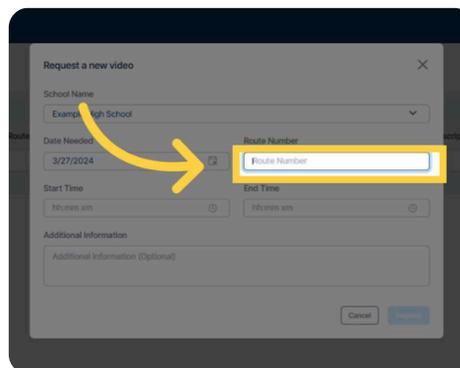
Choose the date you are requesting the video for
From this calendar, you will select the date you require the video from.



7. Select the Route Number

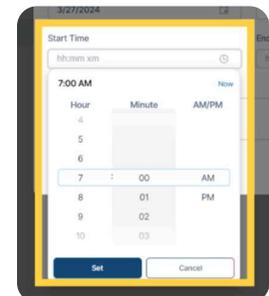
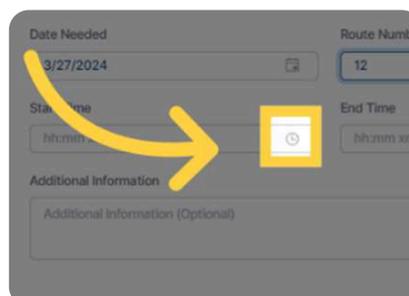
Click on *Route Number*

Fill in the applicable route
Enter the route number involved in your request.



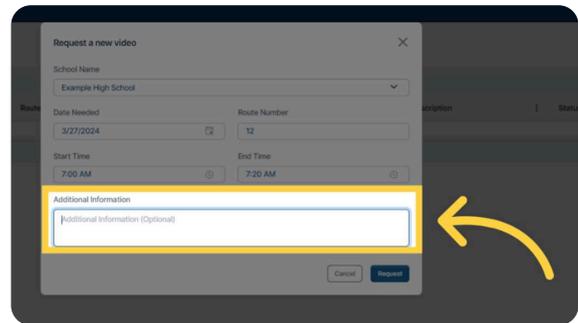
8. Select the Time

Click on the clock icon under *Start Time*. Adjust the Start Time for your video and confirm your selection by clicking on *Set*. Repeat this process for *End Time*.



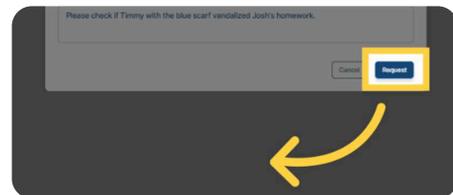
9. Additional Information

You can add any additional information for your video request by navigating to the *Additional Information* section. Type your request in the field provided.



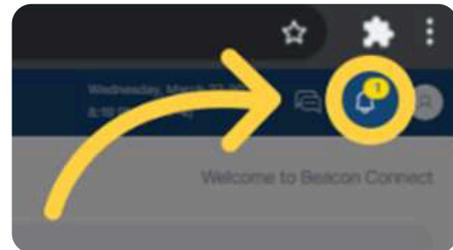
10. Send the Request

Verify that all the information you have entered is correct. Select *Request* to send your video request to the dispatch office.

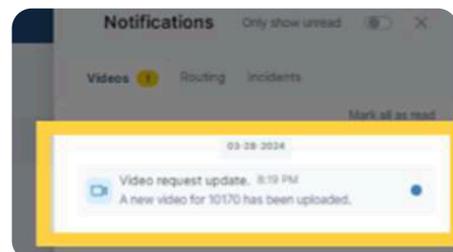


11. View and Download Video

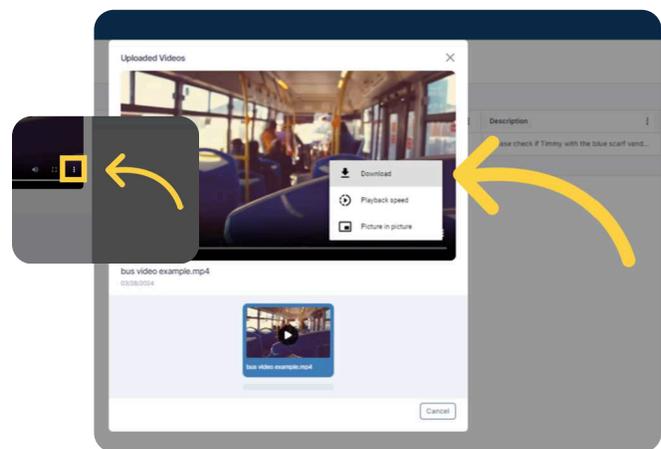
Once the dispatch office has completed your video request, you will receive a push notification on the bell icon in the top right corner of your Beacon Connect screen.



When you select the *bell icon* all notifications will be visible.



Click the notification you want to view to be brought directly to the location of the newly uploaded video. You can now play the video clip directly from your browser by clicking on the "Play" icon. You can also download the video directly to your device by clicking the three dots in the bottom right of the video player.



Thank you for requesting video through Beacon Connect!