

# HOW-TO GUIDE: SETTING UP A STUDENT ACCOUNT ON THE ROUTREE MOBILE APP

## THE ROUTREE APP



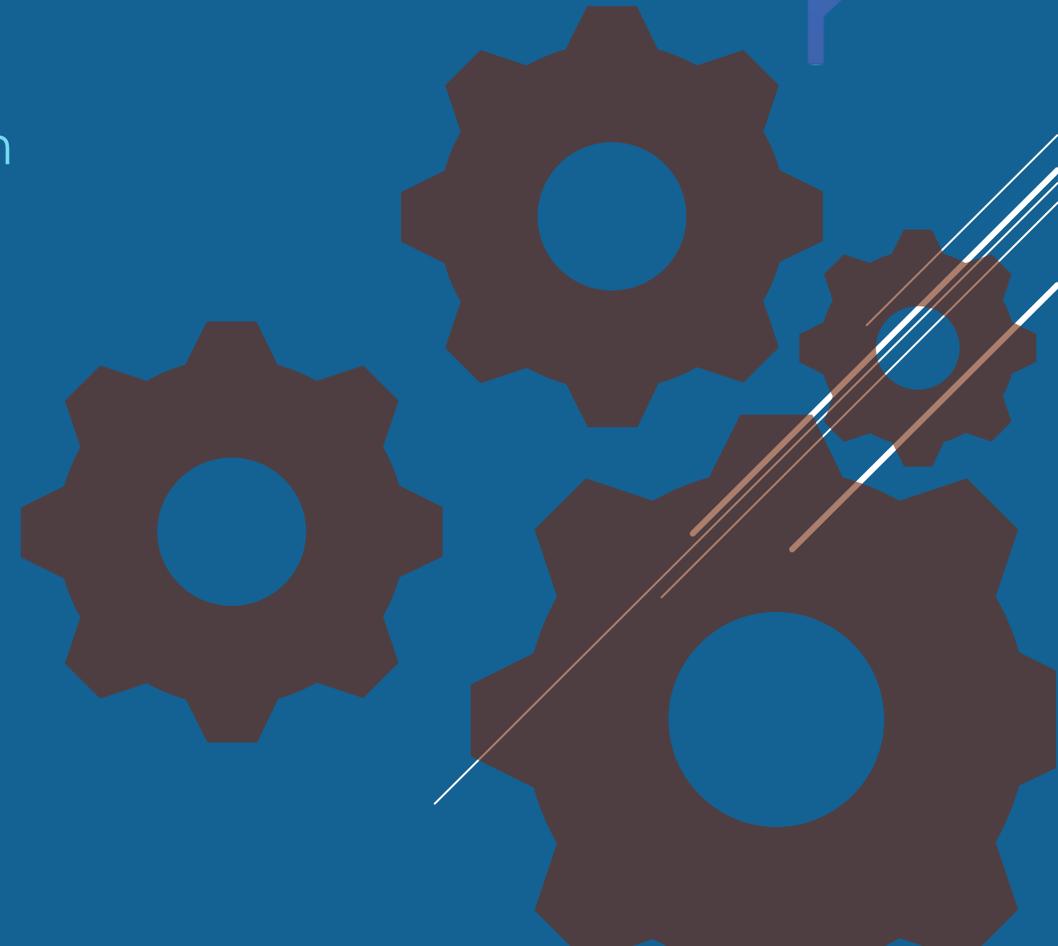
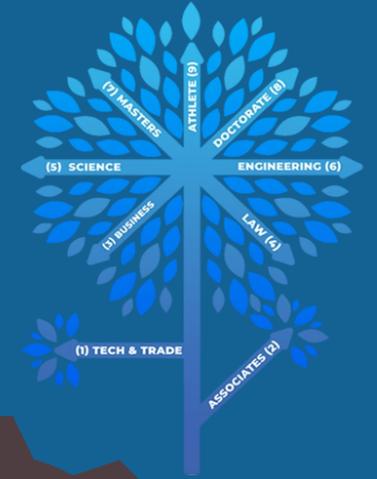
### PURPOSE

The guide provides high school students with step-by-step instructions to set up and optimize their Routree mobile app account for connecting with college admissions counselors.



# WHAT ARE THE PREREQUISITES?

- Being a high school student or athlete aiming to connect with college admissions counselors.
- Owning a compatible mobile device with access to the respective app store.
- Having valid personal and academic details ready for profile setup, including phone number, email, transcripts, and possibly test scores.



# STEP-BY-STEP INSTRUCTIONS



## ► Download and Launch the App:

- If you haven't already, download the Routree mobile app from your device's app store.

Available on  
IOS

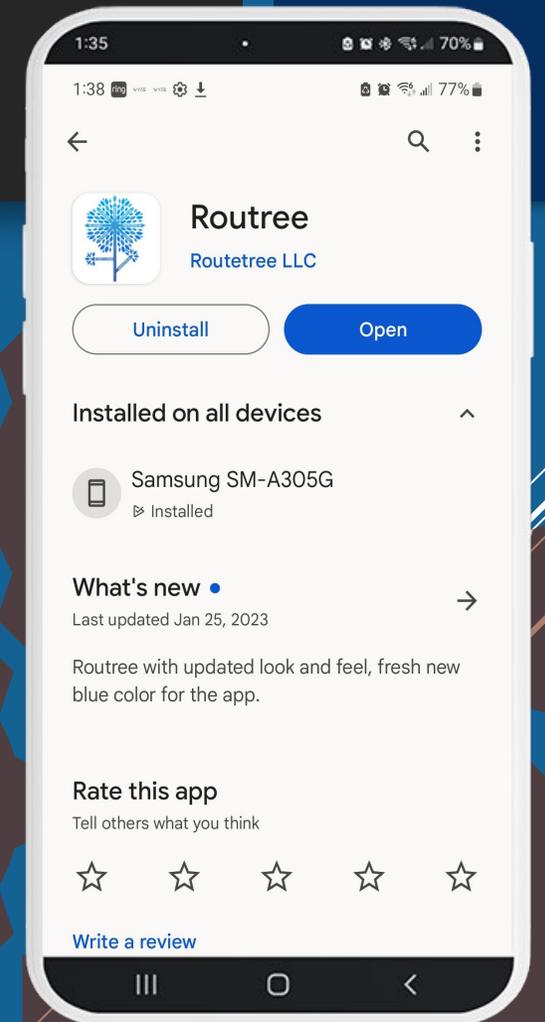
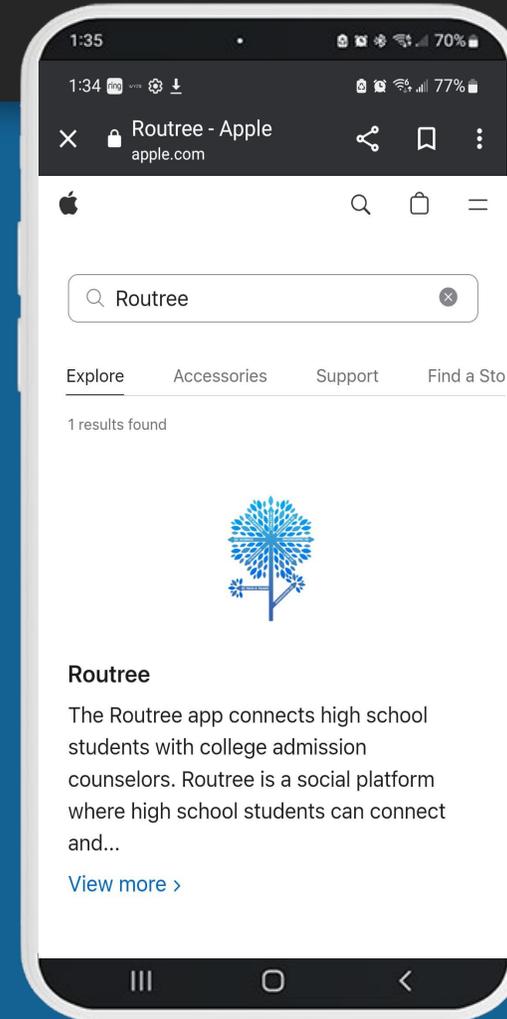


Available on  
Android



Scan QR Code

Once downloaded, open the app.

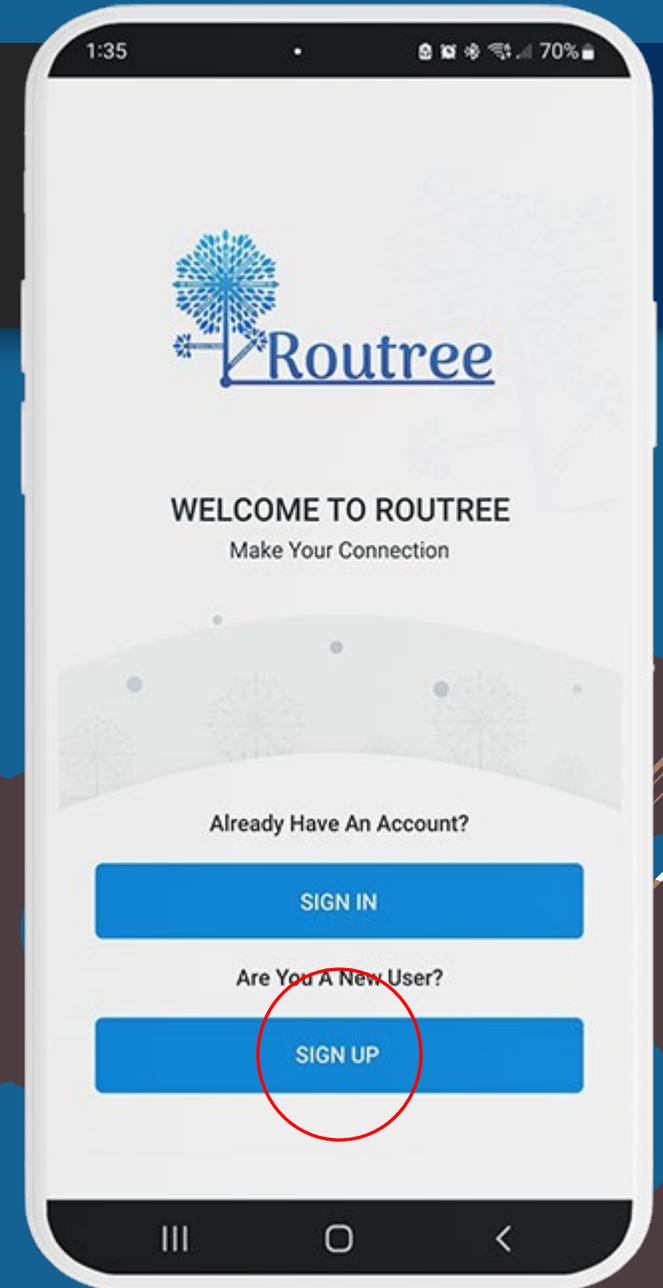


# STEP-BY-STEP INSTRUCTIONS



## ▶ Logging In:

- Once downloaded, open the app.
- Click on the 'Sign Up' button.

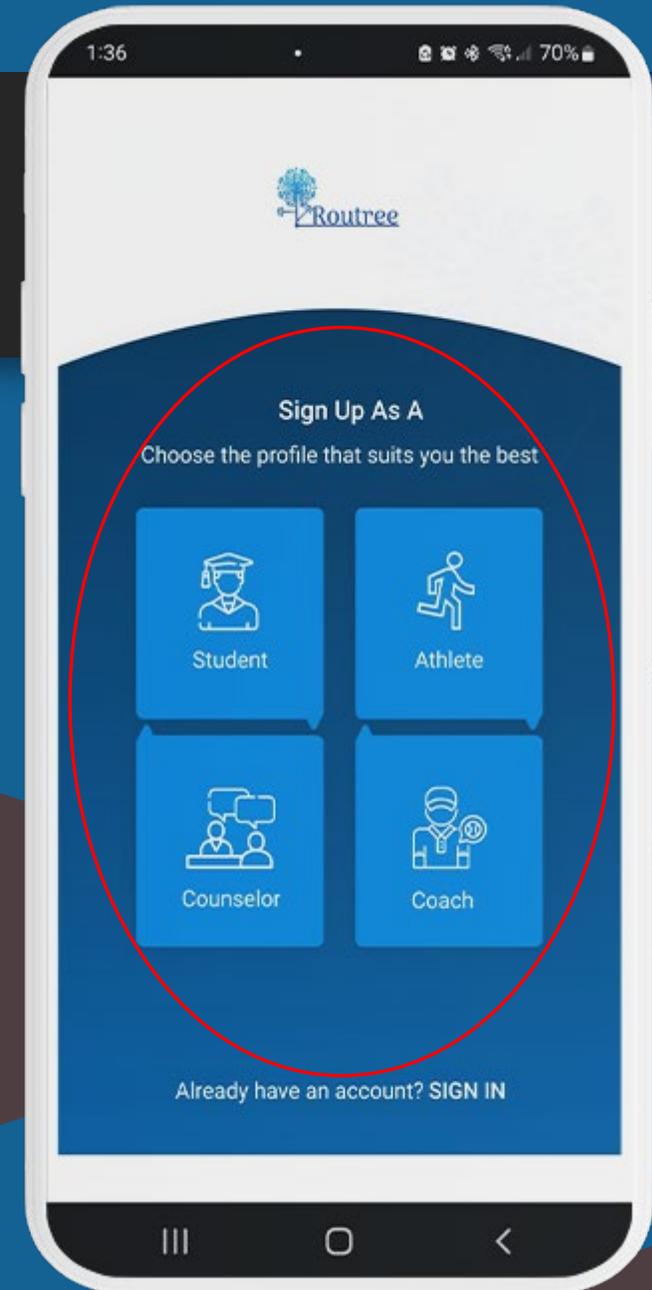


# STEP-BY-STEP INSTRUCTIONS



## ► Choose Your Profile Type:

- Upon launching, you will be prompted to select a profile type. Choose either 'Student' or 'Athlete' based on your primary interest.

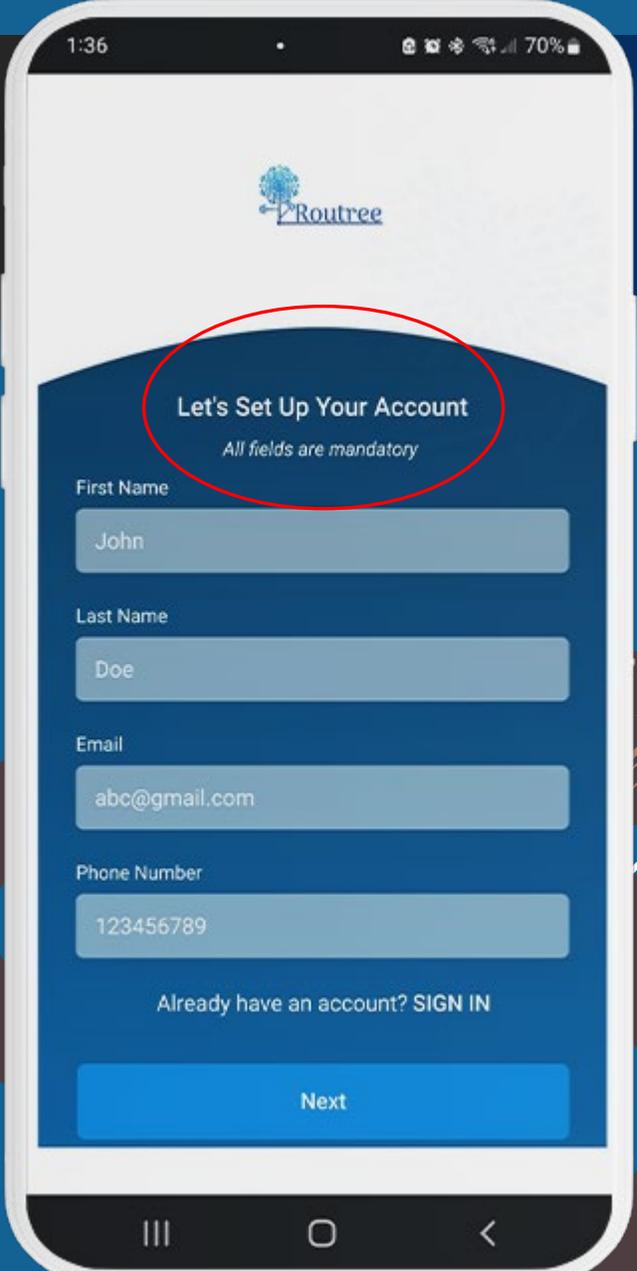


# STEP-BY-STEP INSTRUCTIONS



## ► Register Your Account:

- Enter the required details: Name, Email, and Phone Number.
- Ensure all details are correct and tap on the 'Next' button.

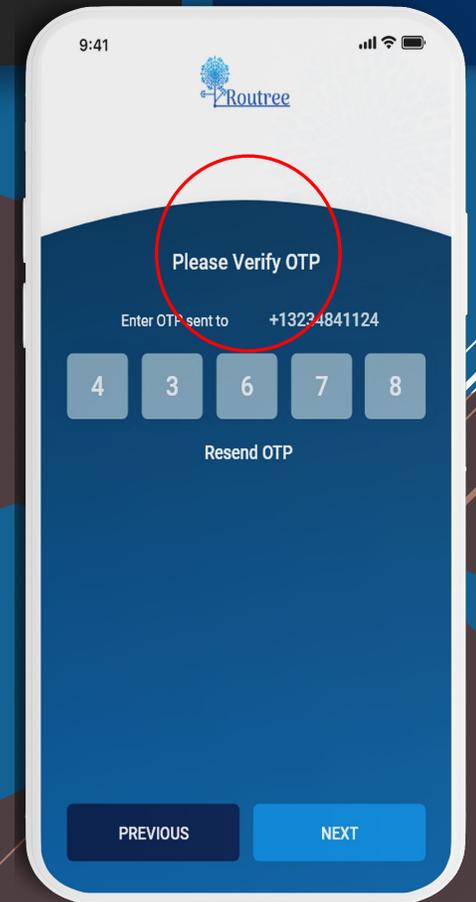
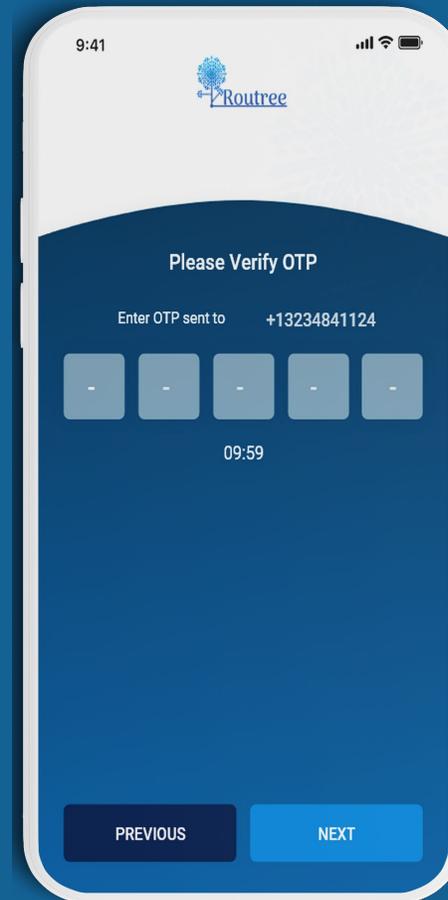
A white smartphone displaying the Routree registration form. The form is on a dark blue background. At the top, the Routree logo is visible. Below it, the text "Let's Set Up Your Account" is circled in red, with the subtext "All fields are mandatory" below it. The form contains four input fields: "First Name" with the value "John", "Last Name" with the value "Doe", "Email" with the value "abc@gmail.com", and "Phone Number" with the value "123456789". At the bottom of the form, there is a link "Already have an account? SIGN IN" and a blue "Next" button. The smartphone's status bar at the top shows the time 1:36 and 70% battery. The bottom of the phone shows the Android navigation bar with three icons: a square, a circle, and a triangle.

# STEP-BY-STEP INSTRUCTIONS



## ▶ Verify Your Phone Contact Information:

- After registration, you'll be prompted to verify your phone number.
- A code will be sent to the entered phone number. Input the verification code when prompted.
- Once verified, move on to completing your profile.



# STEP-BY-STEP INSTRUCTIONS



## ► Register Your Account:

- Enter your: Date of Birth, Select your gender preference.
- (If completing an Athlete profile enter your height and weight.)
- Ensure all details are correct and tap on the 'Next' button.

9:41

Routree

Please Fill In Your Personal Info



Date Of Birth  
MM/DD/YYYY

Select  
Select Preference

PREVIOUS NEXT

9:41

Routree

Please Fill In Your Personal Info



Date Of Birth  
MM/DD/YYYY

Select  
Select Preference

Height Weight  
5.6 ft 60 lbs

PREVIOUS NEXT

# STEP-BY-STEP INSTRUCTIONS



## ► Setting Up Your Full Student Profile:

- **Current High School:** Enter the name of your high school. If your school isn't listed, there's an option to add it to the database.
- **Year of Graduation:** Specify when you expect to graduate.
- **School GPA:** Enter your current Grade Point Average.
- **Test Scores:** Provide your most recent ACT and/or SAT scores, if available.
- **Awards/Certificates:** List any significant awards or certificates you've received.
- **Club Choices:** Choose 5 colleges or universities you're most interested in attending.

A smartphone screen displaying the Routree app interface. The screen shows a form titled "Please Fill In Your Educational Info" with a red circle around the title. The form includes sections for "Graduating Year" (with options 2016-2022), "GPA (Grade Point Average)" (with options 3.2-3.8), "SAT Score (Optional)" (with options 987-991), "ACT Score (Optional)" (with options 29-35), and "Clubs (Optional) (Max 5)" (with a dropdown menu for "Select Club Name"). The Routree logo is visible at the top of the app interface.

1:37 70%

Routree

Please Fill In Your Educational Info

Graduating Year

2016 2017 2018 2019 2020 2021 2022

GPA (Grade Point Average)

3.2 3.3 3.4 3.5 3.6 3.7 3.8

SAT Score (Optional)

987 988 989 990 991 992 993

ACT Score (Optional)

29 30 31 32 33 34 35

Clubs (Optional) (Max 5)

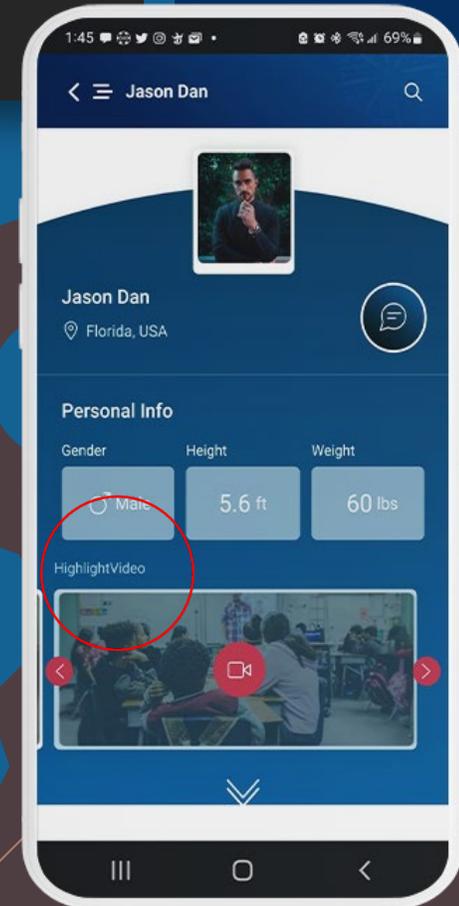
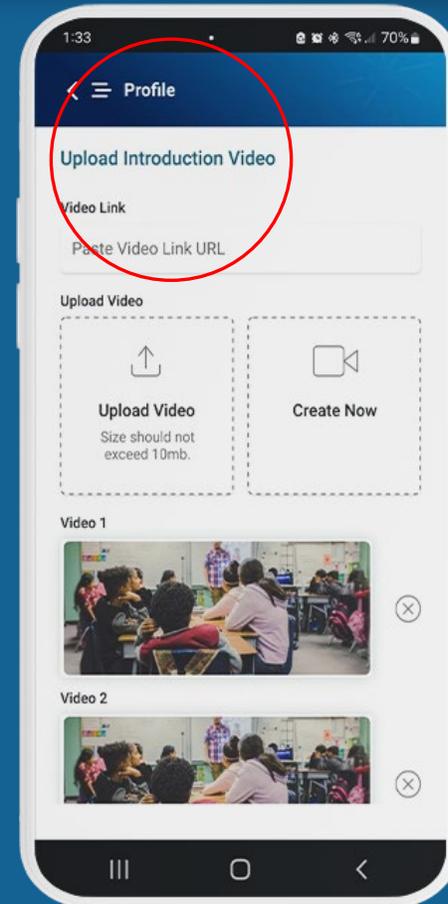
Select Club Name

# STEP-BY-STEP INSTRUCTIONS



## ► Setting Up Your Full Student Profile:

- **Intro Video:** Upload a 35-45 second video introducing yourself. This is a chance for counselors to get to know you, so make it count!
- **Athlete (Highlight + Intro Video):** Upload a 35-45 second video introducing yourself. This is a chance for counselors to get to know you, so make it count!

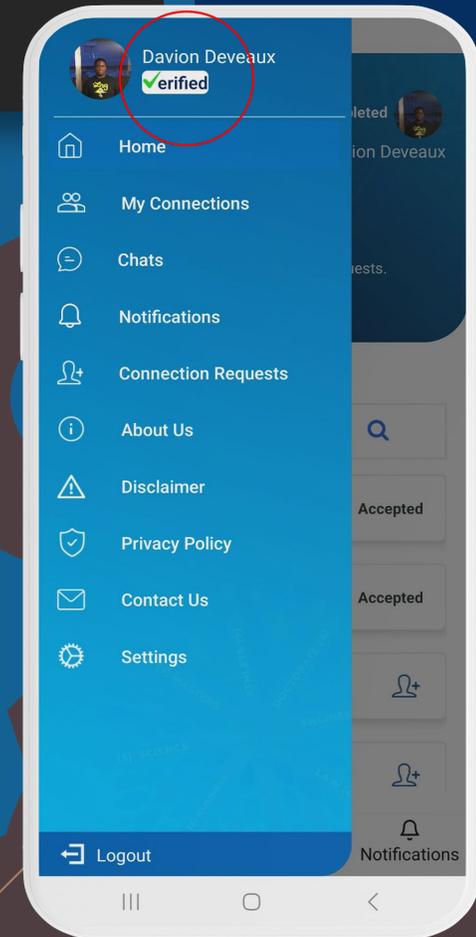
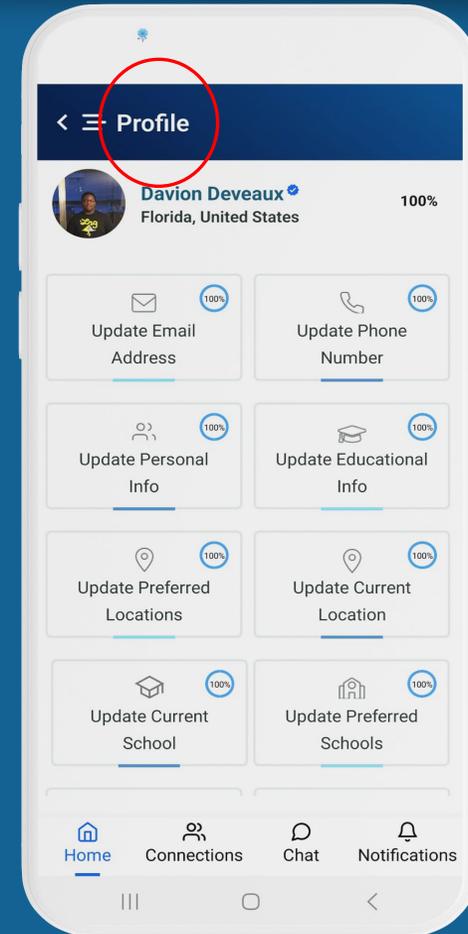


# STEP-BY-STEP INSTRUCTIONS



## ▶ Setting Up Your Full Student Profile:

- **Completed Profile:** Make sure all categories are at 100%
- **Preferred College Choices:** Choose 5 colleges or universities you're most interested in attending.
- **Preferred Location Choices:** Choose State, Island/Region for colleges or universities you're most interested in attending.
- **Upload your Transcripts:** Upload the most recent version of your academic transcript or grade report.
- **\* Transcript this information is important for your profile to be verified by the high school counselor at your school \***

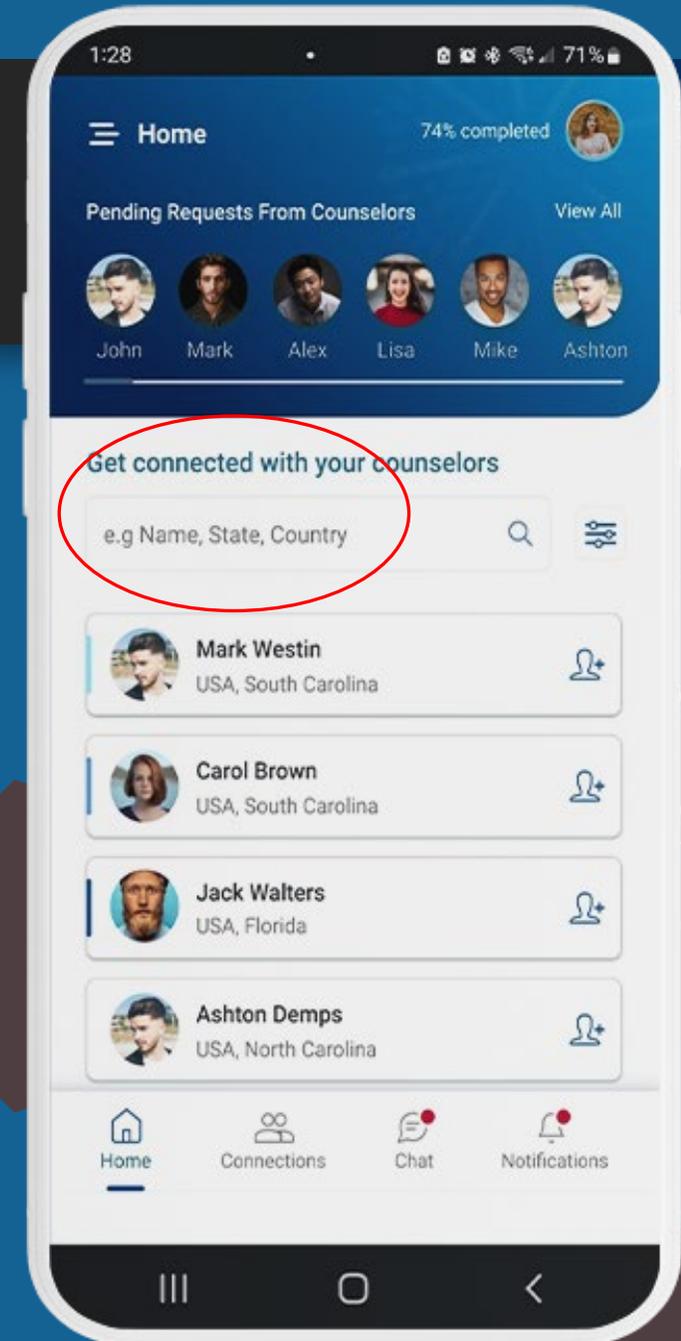


# STEP-BY-STEP INSTRUCTIONS



## ▶ Searching for Admissions Counselors:

- On the app's main screen, you will see a search bar.
- Enter the name of a college or university, or the state, or the country you're interested in.
- A list of admissions counselors/coaches for that search will appear.

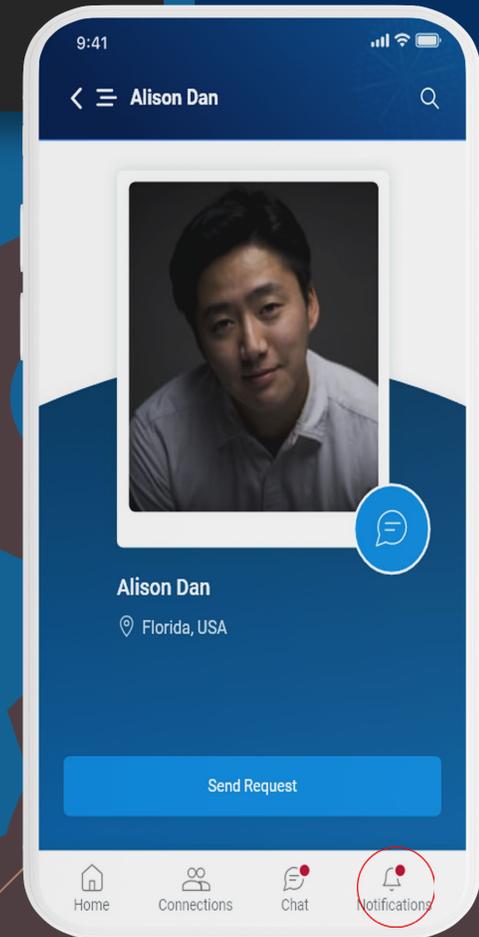
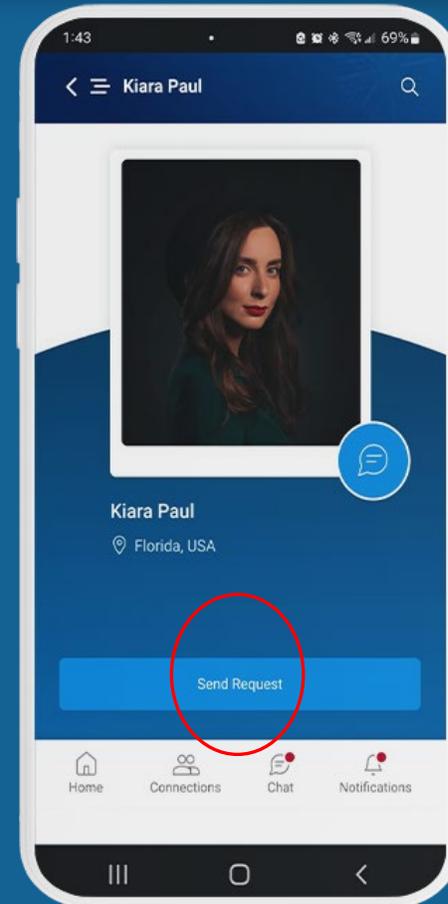


# STEP-BY-STEP INSTRUCTIONS



## ► Connecting with Counselors/Coaches:

- Browse through the list and select a counselor you wish to connect with.
- Tap on the 'Send Request' button.
- Once the counselor/coach accepts, you will receive a notification.

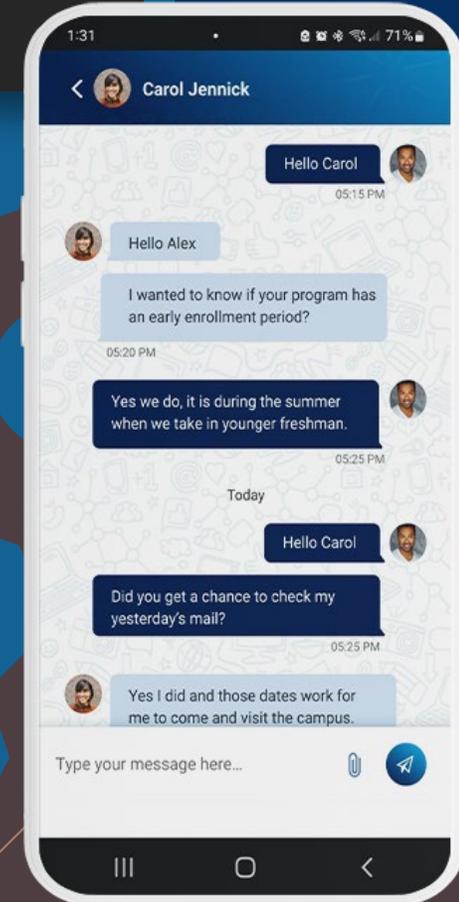
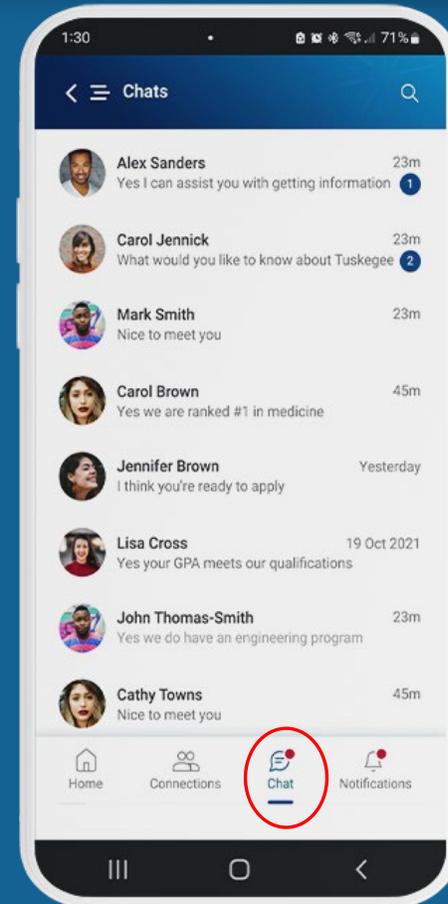


# STEP-BY-STEP INSTRUCTIONS



## ▶ Chatting with Admissions Counselors/Coaches:

- After a connection request is accepted, you can now chat directly with the counselor.
- To start a chat, tap on the counselor's profile and select the chat icon.
- Once the counselor/coach accepts, you will receive a notification.

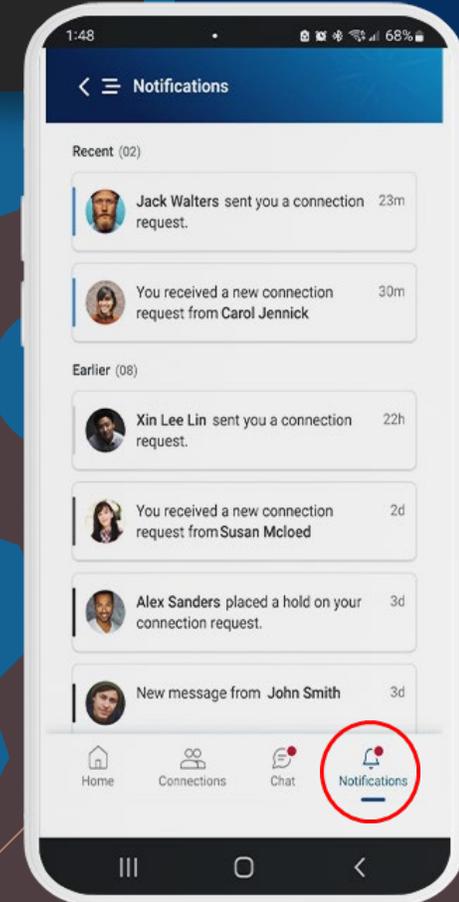
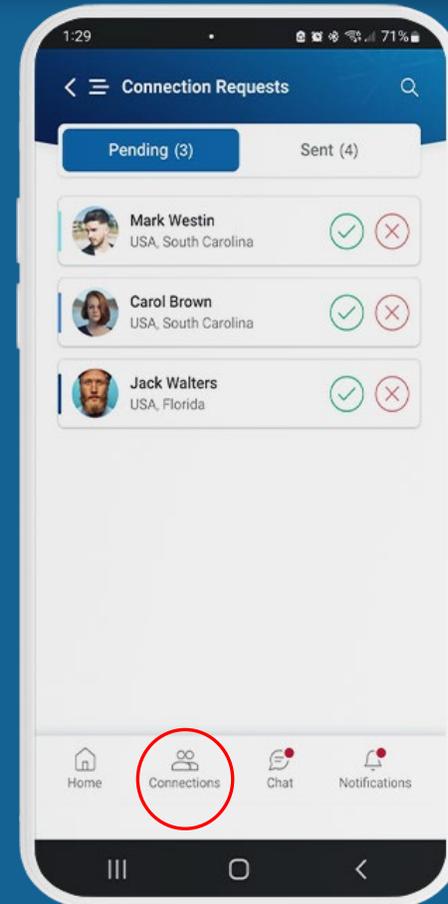


# STEP-BY-STEP INSTRUCTIONS



## ► Notifications and Messages:

- Your notification screen is where you'll find all your alerts, including messages from counselors.
- Your notification screen is where you'll find all your pending connection requests to you, and the status of connection request that you have sent.
- Regularly check this section to stay updated and respond promptly.





## IMPORTANCE

## TIPS

## BEST PRACTICES

- Always ensure you're using a secure connection, especially if accessing the portal from a public network.
- And that's it! You're all set up and ready to use Routree to its fullest potential. Best of luck with your college application journey!
- If you have questions or notice ways the Routree App can be improved, please let us know. Via email at [support@routree.com](mailto:support@routree.com)