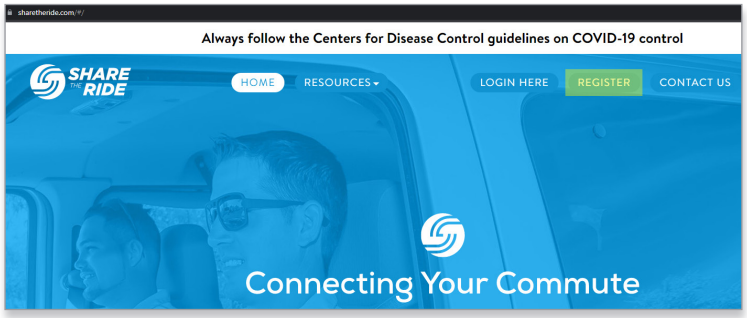
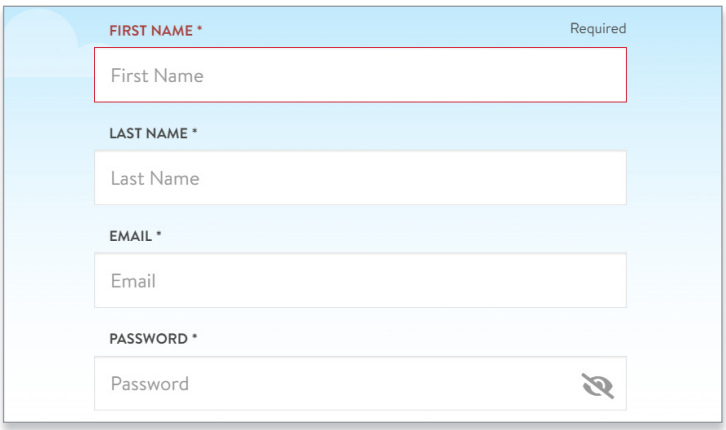
SHARE THE RIDE

How to Register
ON SHARETHERIDE.COM

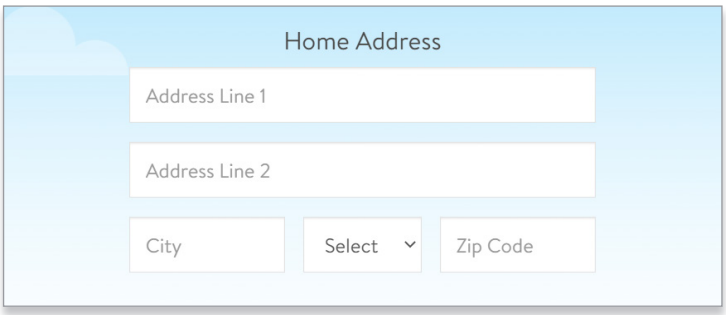


Go to **ShareTheRide.com** and click on **REGISTER** in the top right corner of the screen.

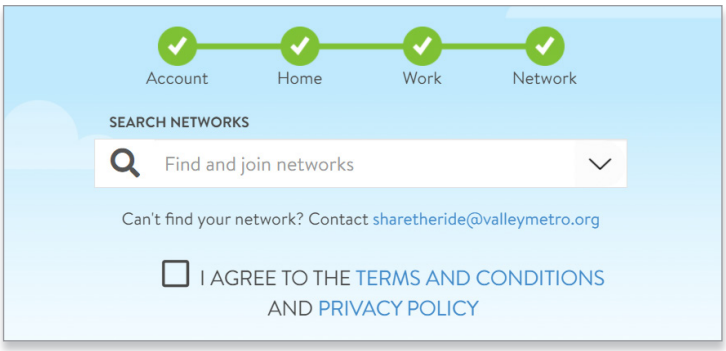
Fill in your name, email address and choose a password. We recommend using your work email address.



Fill in your home and work addresses.



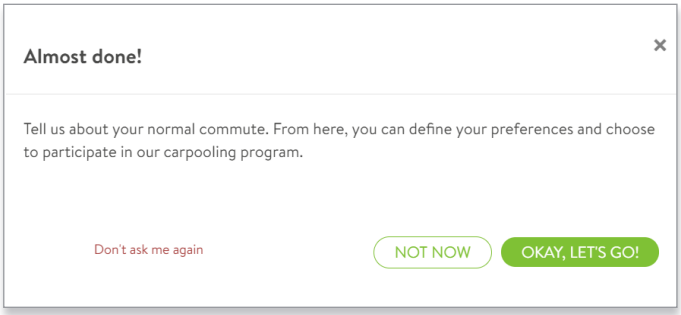
By registering with your work email address, you should be auto-joined to your employer's network if there is one. If you think your employer has a network but you do not see it, email *ShareTheRide@valleymetro.org* for assistance.



ShareTheRide will send a confirmation to the email address you entered. Check your email and confirm the account.

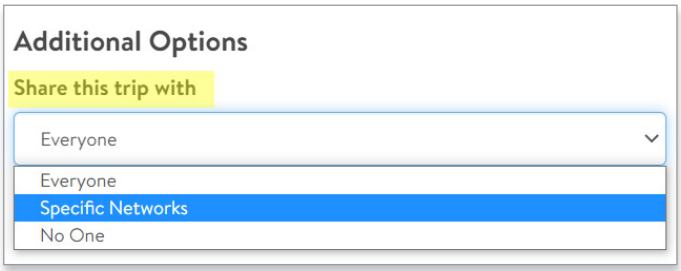
Once you log in, you will see an image of a dog on your dashboard. You may also see a pop up message that says, "Almost done!"

Click the green **OKAY, LET'S GO** button to finish setting up your account.

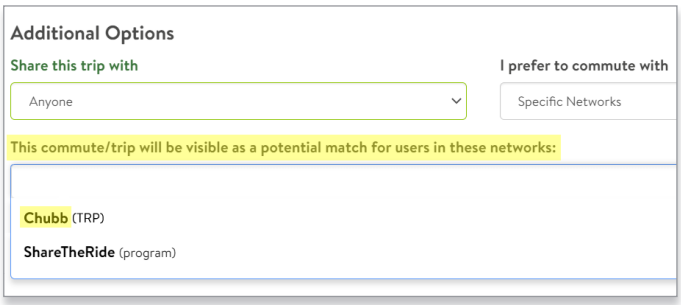


Under **Additional Options** in **Share this trip with,** choose who you want to match with:

- Everyone in the database
- Only your organization's participants
- Nobody – use this if you're not seeking a rideshare partner and just want to track your trips.

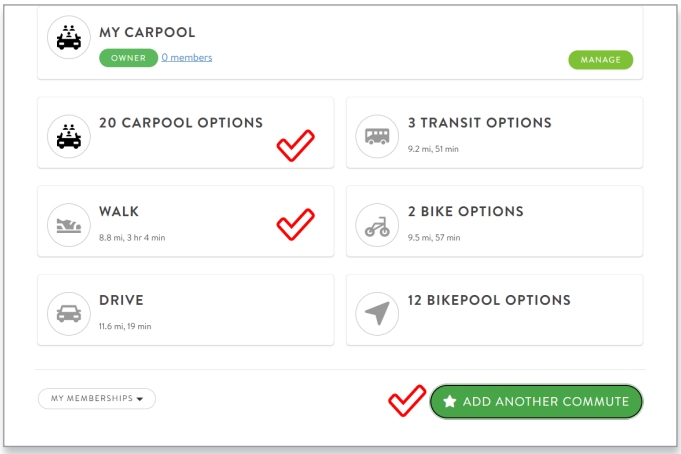


In the example at right, a Chubb employee selected Specific Networks, and under **This commute/trip will be visible as a potential match for users in these networks,** they chose their company.



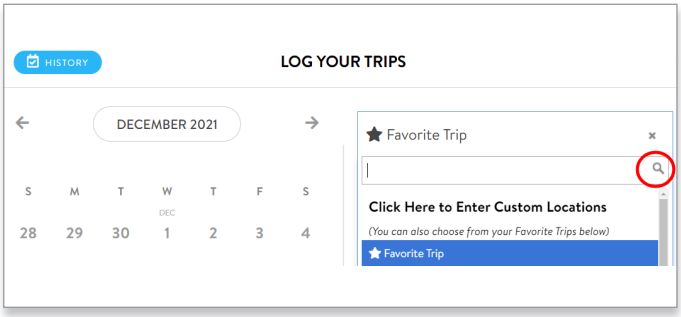
Save your selections and refresh your page.

You can now view your commute options for the modes you indicated. You can add different commutes if you regularly travel to a school or another location.

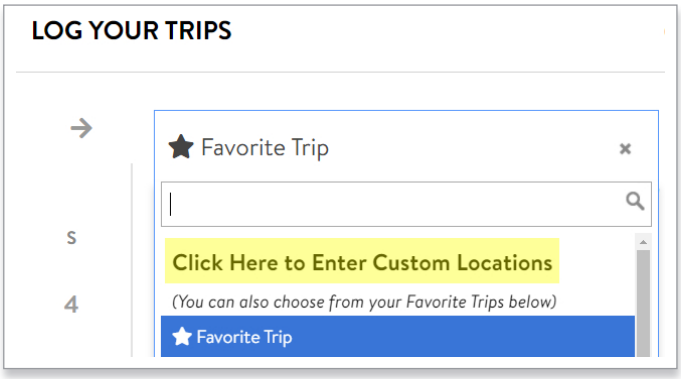


How to log a trip:

In the **LOG YOUR TRIPS** section of your dashboard, select the trip you wish to log. It should be listed as a **Favorite Trip.**

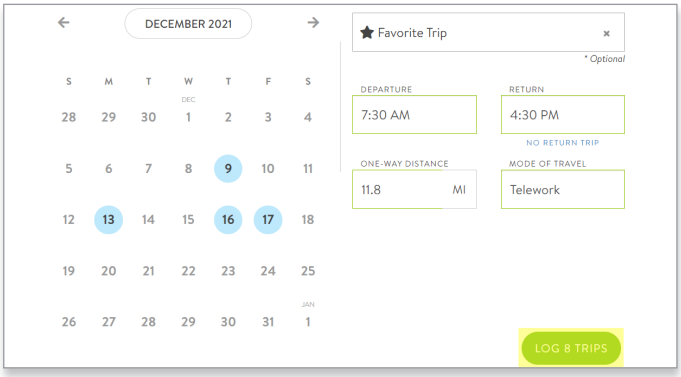


If the location you wish to add is not a favorite trip, select **Click Here to Enter Custom Locations.** A new set of fields will display where you can put the starting address, destination, departure and return times and mode of travel. The one-way distance will automatically calculate based on the addresses entered.

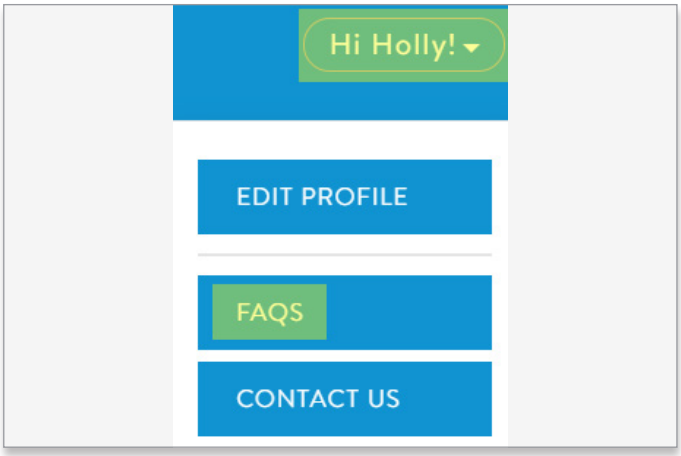


If you are selecting a favorite trip, you will need to click the days on the calendar that you want to track trips for. They will turn blue when they are selected. Enter your start and stop times. Select the mode you used. When you have these items set, then click the green **LOG TRIPS** button in the lower right the corner of the calendar.

The system will remember these options the next time you sign in to log trips.

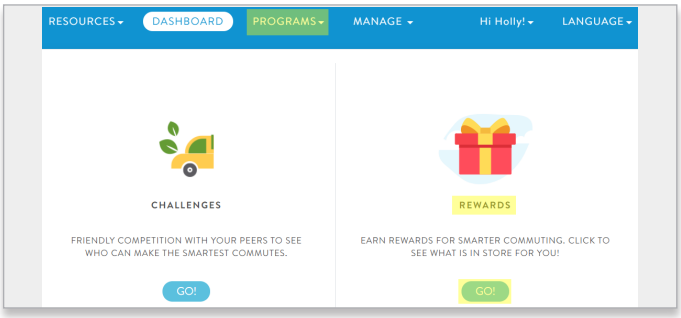


If you get stuck, there are tips in the **FAQ** area of your dashboard. Click on Hi, (your name) and **FAQS** from the list that will appear below.



How to enter contests:

At the top of the page click on **PROGRAMS,** then click on the blue GO! button under **REWARDS.**

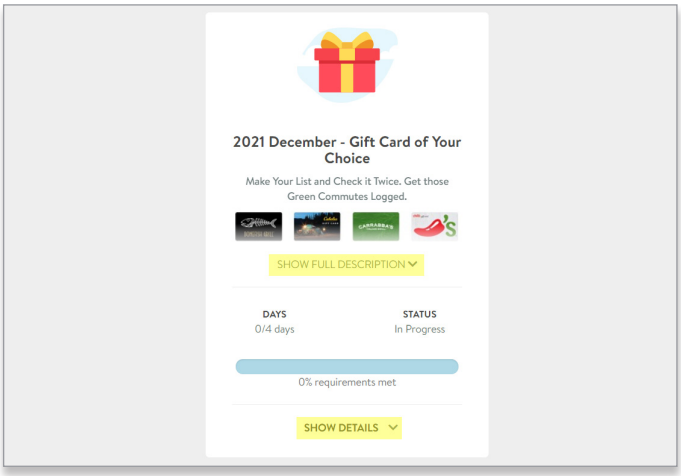


Contests, their details, and the enter button are listed in the **ACTIVE** tab.

To learn more about a contest, click **SHOW FULL DESCRIPTION.**

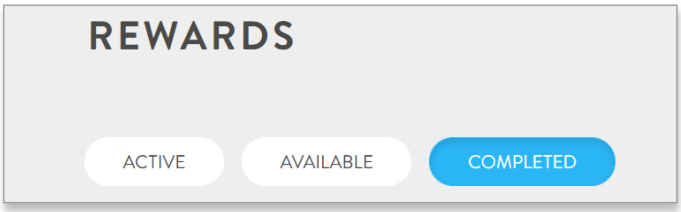
To see how to qualify and enter, click **SHOW DETAILS.**

Remember there may be contests for your organization in addition to Valley Metro's contests. You can enter as you become eligible by tracking the required trips.



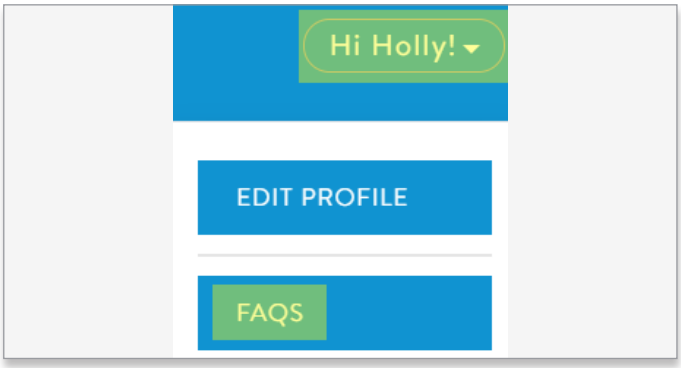
Once you enter a contest, it will move to the **COMPLETED** tab.

This helps you keep track of what you have entered.



If you need help, there are tips in the **FAQ** area of your dashboard. Click on Hi, (your name) and **FAQS** from the list that will appear below.

Contest winners will be notified by email. Good luck and thank you for using **SHARETHERIDE!**



Sponsored by the Arizona Department of Environmental Quality, Maricopa Association of Governments, Maricopa County Air Quality Department and Valley Metro.

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VALLEY METRO