

## HOW TO GUIDE: RECURRING CARPOOL TRIPS

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### ① CREATE A TRIP PROFILE

On the left side menu, click on **Create**.

Then click on **Trip Profile** – enter the information for your regularly scheduled commutes. You can create multiple recurring trip profiles for different recurring trips you may have.

### ② SEARCH COMMUTE OPTIONS

Once you've got a completed **Trip Profile**, press **Search** and then press **Commute Options**.

You will be provided a list of different commute options that fit your schedule. Choose the option that you would prefer.

### ③ FIND CARPOOL PARTNERS

Press on **Carpool Driver** if you will be a passenger or press on **Carpool Passenger** if you will be a driver. You will receive a list of matches prioritized by their location and trip schedules.

Search and click on the potential carpool partner that best suits your preferences. You can then message that partner through the app to determine if there is a match – your phone number and email will never be shared unless you agree to share it.

### ④ FINALIZE TRIP DETAILS AND CONFIRM CARPOOL

When getting closer to finalizing a potential carpool partner, most users will share their email or phone number to discuss trip details including the amount and form of payment, exact pick-up locations and the like – some carpool partners choose to meet in a public place to ensure fit before confirming carpool.

### ⑤ START CARPOOLING

Meet your driver or passenger at the designated pick-up location on time.

Enjoy the company of your carpool partner knowing that everyone is sharing the trip costs.

### ⑥ COMPLETE TRIP ON COMMUTE CALENDAR

When the trip is over, it's time to log your trip on your **Commute Calendar**. This can be set-up as an automatic function on your **Trip Profile** which only requires you to confirm each trip after it's been completed.

Completing your trip on the **Commute Calendar** will make you eligible for any rewards your organization might offer and provide you data on your fuel and cost savings, CO2 emissions reduced and calories burned.