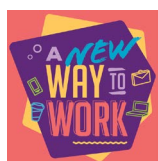


How to Create ACHIEVEMENT BADGES



ACHIEVEMENTS



 VIEW ACHIEVEMENTS


ShareTheRide achievement badges help promote trip tracking by awarding fun images on the User's dashboard after they track the required trips. Badges are customizable and shareable on social media.

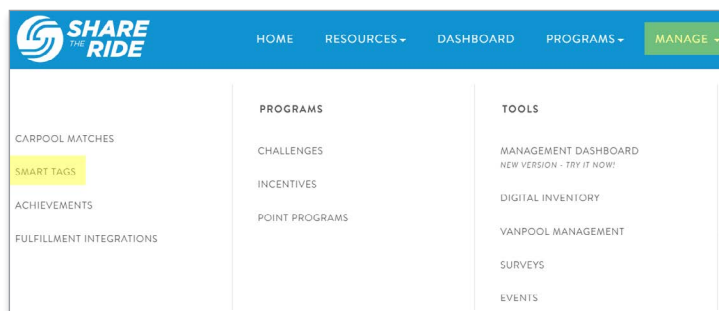
THIS IS A TWO-PART PROCESS: First, create the tag that defines what it takes for users to earn the achievement badge.

Second, you will create the Achievement Badge displayed on the user's dashboard after they meet the requirements. On the left are examples of earned badges.

Creating the tag:

Log in to ShareTheRide.com. In the blue navigation bar at the top of the screen, go to **MANAGE**, then **SMART TAGS** in the column on the left.

When the page opens, click the green button  **NEW TAG** in the upper right corner of the page.



Basic information:

In **TAG NAME**, tell what it takes to earn the badge. We suggest something like "Log 12 trips" or "Clean Air Hero." You can even create "Levels" by selecting the same modes but increasing numbers of trips required.

In **DESCRIPTION**, put notes to help you remember the details and why the tag was made. Note: Your users will not see this description.

BASIC INFORMATION

Tag Name *Required

ACME Company log 12 trips level 1

Description *Required

The user should log 12 green trips to get this 'tag' in the month of December 2021.

In **Network Restrictions**, select your network.

NETWORK RESTRICTIONS

Select Network Managers Can Use & Make Adjustments To This Tag *Required

ACME Industries 



In **CRITERIA**, we recommend selecting Triplog for the Evaluation Method, because most tags are based on the number of trips taken.

The **CRITERIA** panel will open with options.

Slide **Add a Triplog Start Date Restriction** and **Add a Triplog End Date Restriction** to the right to turn them on (blue). Select the dates during which people can earn the badge. This example is for December 2021.

CRITERIA

Select an Evaluation Method *Required

Select an Evaluation Method

Triplog

Network

Registration

User-data

Manual

Select an Evaluation Method *Required

Triplog

☒ Add a Triplog Start Date Restriction

Trips Before This Selected Date Will Not Count *Required

12/1/2021

☒ Add a Triplog End Date Restriction

Trip Logs After This Selected Date Will Not Count *Required

12/31/2021

In **What modes are eligible?**, select the mode(s) eligible to earn this badge.

Select a value in **What type of value should be considered?** In this example we used **Trips** to match the Tag Name.

Fill in the number of trips required to qualify for the badge. You can also add trip goals and mile goals.

In **Restrict eligible trips to specific sources?** we suggest leaving **No Restrictions Enabled**.

This allows users to qualify for the badge whether they track their trips on a computer or the **ShareTheRide** app.

What modes are eligible? *Required

Network

Transit

Vanpool

Walk

Hold CTRL and click to select or deselect multiple modes (Command + click for Mac users)

What type of value should be considered? *Required

Trips

How many eligible trips are required? *Required

12

ELIGIBLE TRIPS LOGGED

☐ Add a Trip Goal for One Day

☐ Add a Mile Goal for One Day

Restrict eligible trips to specific sources?

No Restrictions Enabled

Web Platform

Commute Tracker

Default setting (no selection) allows all sources to be eligible

The check marks on the upper right side of the page should be green. Click the green **CREATE TAG** button.

You are ready to create the **Achievement Badge** your users will see.

Basic Information ☒

Network Restrictions ☒

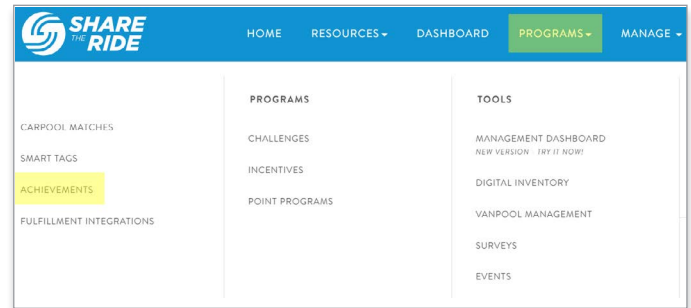
Criteria ☒

CREATE TAG

Creating the badge:

From your **ShareTheRide** dashboard, select **MANAGE** and **ACHIEVEMENTS**.

When the page opens, click the green **+ NEW ACHIEVEMENTS** button in the upper right corner of the page.



In **BASIC INFORMATION**, enter the **ACHIEVEMENT NAME**. *This will be visible to your users.*

Fill in the **DESCRIPTIONS** users will see before (locked) and after (unlocked) they complete the requirements to earn the **ACHIEVEMENT BADGE**. In this example it's 12, to match the information we put in the tag.

A screenshot of the 'BASIC INFORMATION' form. It has three sections: 'Achievement Name' with a text input field containing 'Acme December 2021 Hero'; 'Description (locked)' with a text area containing 'Congratulations! You are a December Hero!'; and 'Description (unlocked)' with a text area containing 'Log 12 trips in December 2021'.

In **Start Date**, enter the current date. This will make the badge visible on users' dashboards. In **End Date**, fill in the last date the achievement can be earned.

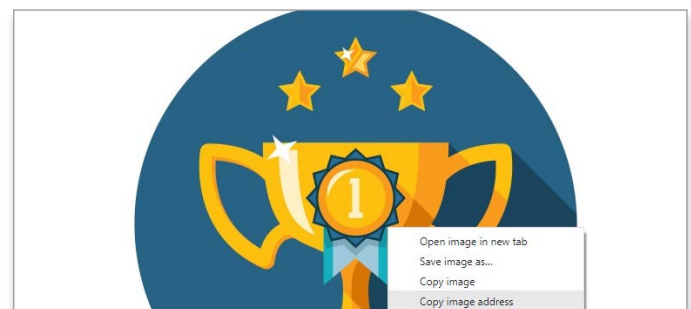
A screenshot of the date selection fields. 'Start Date (*optional) will not available until this date' has a calendar icon and the date '11/1/2021'. 'End Date (*optional) will not available after this date' has a calendar icon and the date '12/31/2021'.

In **Icon URL**, paste a link to the image for your badge.

A screenshot of the 'Icon URL' field, which is a text input box with the placeholder text 'Icon URL'.

When you find an image you like, right click on it to copy the image link/address. Paste the link into the Icon URL area. We use IMGUR for finding images and links.

Once the image has been uploaded, you'll see a thumbnail of it on the screen.



Click the blue **PREVIEW NOTIFICATION** button to check the image and resolution.

The next two buttons are grey, or not selected. We suggest you leave them that way.

PREVIEW NOTIFICATION



Achievement is Secret (details hidden until earned)



Achievement is Hidden (does not show in lists until earned)

In **Network Eligibility** select your network in the **Which Networks Are Eligible?** and **Which Networks Managers Can Edit/View Report?** fields.

NETWORK ELIGIBILITY

Which Networks Are Eligible?

ACME Industries X

Which Networks Managers Can Edit / View Report?

ACME Industries X

In **Claim Options**, search for the tag you just created in the box called **Achievement to be earned by acquiring the following tags** and select it.

CLAIM OPTIONS



Achievement to be claimed via URL/QR Code

Achievement to be earned by acquiring the following tags:

ACME Company log 12 trips level 1

Everything should be green and ready for you click the green **CREATE ACHIEVEMENT** button.

Once saved, a QR code will appear. Clicking the code will show you what the badge will look like when it is earned by a user.

NOTE: It takes time for the system to process tags and achievement badges. If your tag is not visible within a couple of hours, please contact ShareTheRide@valleymetro.org for assistance.

Basic Information



Network Eligibility



Claim Options



CREATE ACHIEVEMENT

