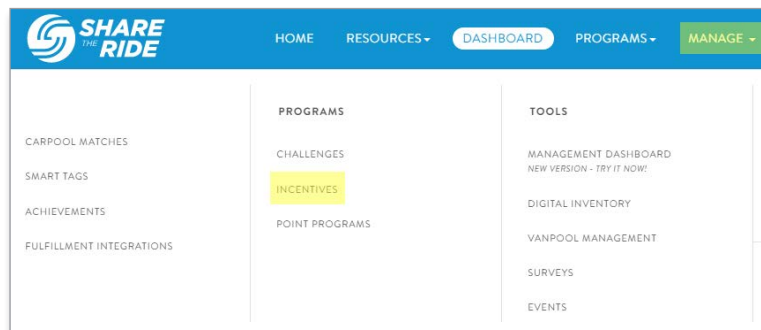




How to Clone a Contest

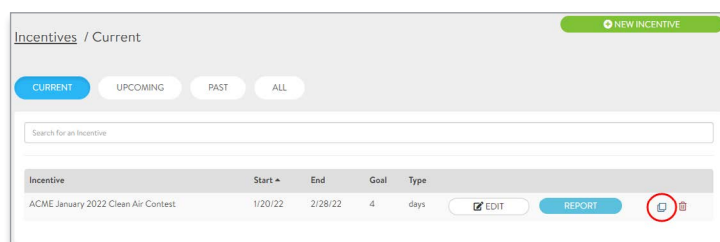
ON SHARETHERIDE.COM



So, you've set up your first contest on ShareTheRide.com—good job!

Cloning a contest lets you easily reuse it for a future date. To begin, log in to **ShareTheRide**. From your dashboard, click **MANAGE**, then **INCENTIVES**.

You will see a list of your network's incentives. To the right of each incentive is an icon that, if you hover over it, says **Copy/Clone this Incentive**. Click that.



The system will create a copy of the contest. To complete the process:

Update the contest name with the appropriate time period and remove the word Clone. Update the Incentive Description field, if necessary.

IMPORTANT: In Tags, use a unique identifier for each contest you create. Click the X to delete the cloned tag, then create a new one with your current or other identifier.

Incentive Name *Required
ACME January 2022 Clean Air Contest: Clone

Incentive Reward *Required
Enter for a chance to win a \$25 Bashas gift card.
What the user will receive upon completing the incentive

What Type Of Incentive Reward Is This? *Required
Contest

TERMINOLOGY
Click to view terminology changes with this reward type.

Incentive Description *Required
ACME Industries is proud of their products and employees and we want to encourage alternate modes for all your trips, including trips to work. We are no longer including trips with rocket equipped propulsion, but we do like thinking outside the box. If you use roller skates as a mode then please select walk.
For text formatting, Markdown Syntax is allowed. You can find an excellent Markdown cheat-sheet here.

Incentive Description (mobile)
u, br, del, and image tags are not available on mobile devices.
Log at least four alternative mode trips in the month to enter the contest.
For text formatting, a limited set of Markdown Syntax is allowed. You can find an excellent Markdown cheat-sheet here.

Tags
acme2022jan
Used for reporting and filtering purposes.



TRIPLOG ELIGIBILITY

Use the **From** and **To** fields to set the new start and end dates for the contest.

In **Final Trip Log Entry Cutoff Date**, select the last day members can track trips to qualify for the contest. We recommend six days into the following month.

We suggest setting the **Join Cutoff Date** to match the **Final Trip Log Entry Cutoff Date**.

TRIPLOG ELIGIBILITY

Trip Logs Must Be Between The Following Dates

From	<small>*Required</small>	To	<small>*Required</small>
2022-02-01		2022-02-28	

Final Trip Log Entry Cutoff Date	<small>*Required</small>	Join Cutoff Date	<small>*Required</small>
2022-03-06		2022-03-06	

All items on the checklist of sections in the top right corner of your screen should now be green or blue.

Finally, click the green **CREATE INCENTIVE** button.

CONGRATULATIONS! You have cloned a contest in **ShareTheRide**.

Basic Information	
User Eligibility and Network	
Triplog Eligibility	
Details	
Redemption	



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

ShareTheRide.com
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