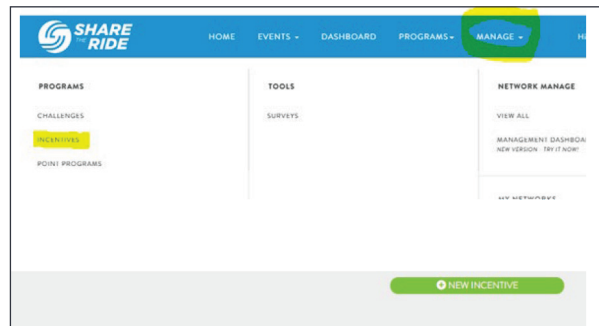


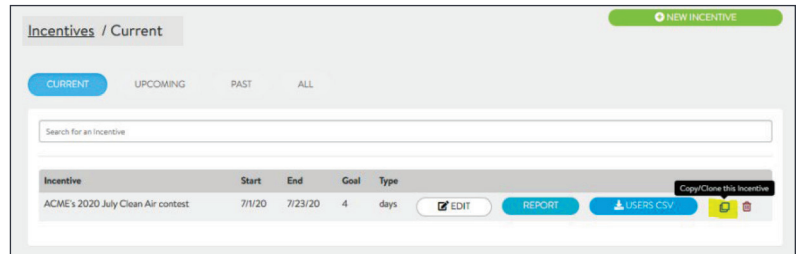
How to clone a contest in ShareTheRide

So, you've set up your first contest in ShareTheRide, good job! Cloning a contest lets you easily copy it to new dates. Here's how to do that.

To begin, log in to ShareTheRide. From your dashboard, click **MANAGE**, then **INCENTIVES**.



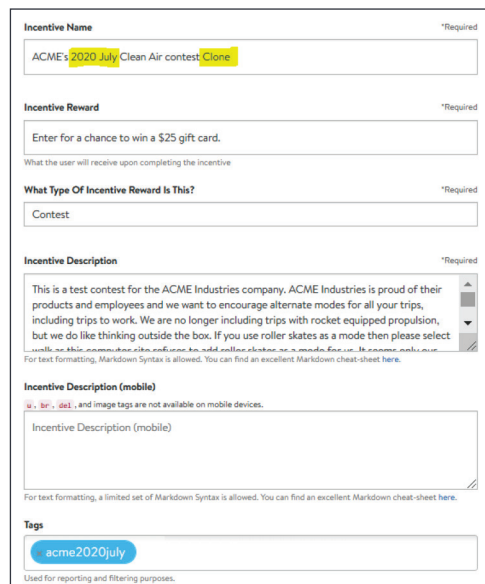
You will see a list of your network's incentives. To the right of each incentive is an icon that says **Copy/Clone this Incentive** if you hover over it. Click that.



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.

IMPORTANT: In *Tags*, help us help you by using a unique identifier for each contest you create. Update the cloned tag to indicate your new time period.



The screenshot shows the 'Incentive Name' form. The 'Incentive Name' field contains 'ACME's 2020 July Clean Air contest: Clone' with a 'Clone' button next to it. The 'Incentive Reward' field contains 'Enter for a chance to win a \$25 gift card.' The 'What Type Of Incentive Reward Is This?' field contains 'Contest'. The 'Incentive Description' field contains a long text block. The 'Tags' field contains 'acme2020july'.

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 new last date 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**.

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

Click the green **CREATE INCENTIVE** button.

From	*Required	To	*Required
8/1/2020		8/31/2020	
Final Trip Log Entry Cutoff Date	*Required	Join Cutoff Date	*Required
9/6/2020		9/6/2020	

Basic Information	
User Eligibility and Network	
Triplog Eligibility	
Details	
Redemption	

CREATE INCENTIVE

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



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