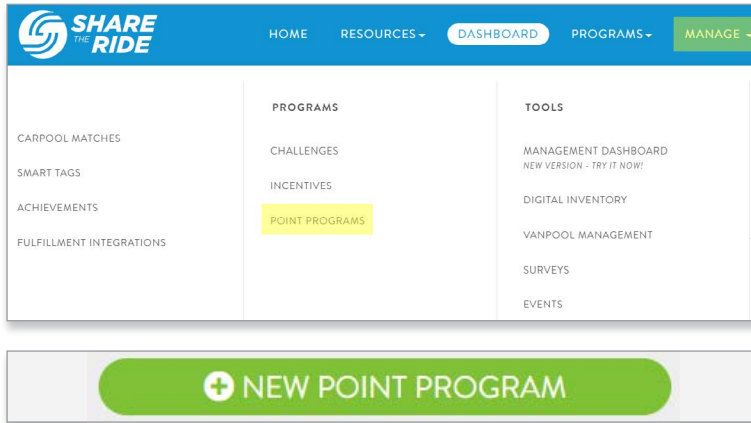


How to Create A FUEL AFTER DARK INCENTIVE



NOTE: Before creating your FAD incentive, Valley Metro needs to create a “digital item” to support you. Please email ShareTheRide@valleymetro.org and request a digital item for a Fuel After Dark program.



After confirming the digital item has been created, log in to ShareTheRide.com. From the blue navigation bar at the top of the page, click **MANAGE** and then **POINT PROGRAMS**.

Click **+NEW POINT PROGRAM**

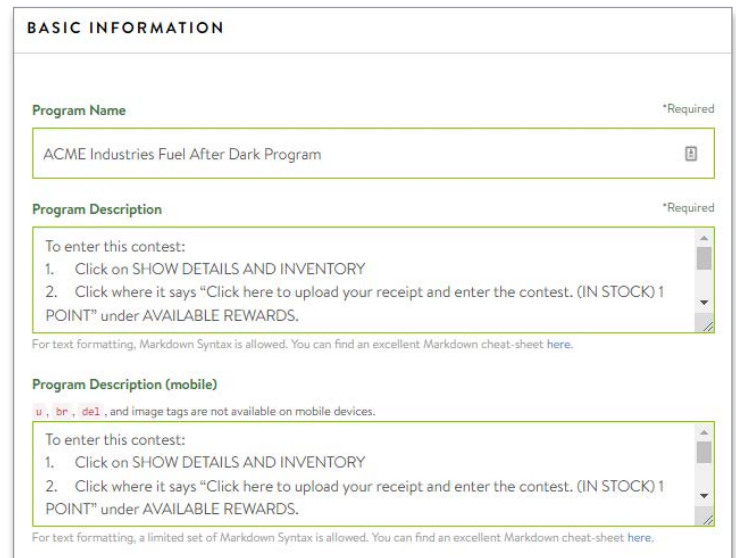
BASIC INFORMATION

In **Program Name**, enter the contest’s name. We suggest “(Your organization) Fuel After Dark program.”

In **Program Description**, tell how your employees can enter the contest. This is a place for detail, we suggest something like this:

To enter this contest:

1. Click on SHOW DETAILS AND INVENTORY
2. Click where it says “Click here to upload your receipt and enter the contest. (IN STOCK) 1 POINT” under AVAILABLE REWARDS.
3. Confirm by clicking on REDEEM POINTS (Don’t worry—we gave you plenty of free points.)
4. Select the date the fuel was purchased and the time to the closest increment.
5. Click CHOOSE FILE to upload your saved fuel receipt. The purchase must be made after sunset on the day specified.
6. Winners will be drawn after the end date and notified by email.



The screenshot shows the 'BASIC INFORMATION' form with two main sections: 'Program Name' and 'Program Description'. Both are marked as '*Required'. The 'Program Name' field contains 'ACME Industries Fuel After Dark Program'. The 'Program Description' field contains a list of instructions for entering the contest. Below the main description, there is a 'Program Description (mobile)' section with a note that some formatting tags are not available on mobile devices. The form also includes a link to a Markdown cheat-sheet.

Copy and paste the Program Description to the **Program Description (mobile)** field. Leave **Tags** blank. Do not enter a tag.

Enter the **Point of Contact Name** and **Point of Contact Email** address users should contact for more info. This is usually the Transportation Coordinator or a general TRP email.

Tags

Tags

Used for reporting and filtering purposes.

Point of Contact Name *Required

Wile E. Coyote

Point of Contact Email *Required

wileecoyote@acmeindustries.com

Help requests will be sent here instead of the the system administrator.

NETWORK ELIGIBILITY

In **Which Networks Are Eligible?** select your network. Note that your network automatically includes your new users. There is no need to list both your main network and your new user network (if you have one) as eligible.

In **Exclude These Networks**, select any subnetworks you have that are not eligible.

In **Which Networks Managers Can Edit/View Report?** select your network.

NETWORK ELIGIBILITY

Which Networks Are Eligible? *Required

ACME Industries

Exclude These Networks

TNT Testing Facility

Use this option if you chose a parent network and want to specifically exclude a subset of users within that greater set

Which Networks Managers Can Edit / View Report? *Required

ACME Industries

TRIP LOG ELIGIBILITY

Select the current date in **From**.

Choose any date for **To**. We suggest at least a year in the future.

Set the **Final Trip Log Entry Cutoff Date** to match your **To** date.

Skip the **Eligible Days of the Week** fields.

TRIP LOG ELIGIBILITY

Trip Logs Must Be Between The Following Dates

From *Required

2022-01-01

To *Required

2022-03-31

Final Trip Log Entry Cutoff Date *Required

2022-04-07

When must users have their trip logs entered and rewards chosen by?

Eligible Days Of The Week

SUN MON TUE WED THU FRI SAT



DETAILS

Leave **Restrict Eligible Trips To Specific Sources?** blank; do not restrict sources.

In **Which Modes Are Eligible For Points?** select any mode. In this example, we picked Drive Alone.

In **How Many Points Are Awarded For Each Trip Log?** enter zero.

In **Is There A Maximum Number Of Points That Can Be Earned Per Day? If So, Enter A Number.** enter zero.

In **Do Users Automatically Start With Any Points? If So, How Many?** specify a number. Each time a user uploads a receipt, a point will be deducted. In our example we assigned 100 points.

There is no need to make changes to any other settings in **DETAILS**.

DETAILS

Restrict Eligible Trips To Specific Sources?

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

Web Platform

Commute Tracker

Strava

More

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

Which Modes Are Eligible For Points?

*Required

Bike

Carpool

Compressed Work Week

Drive Alone

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

How Many Points Are Awarded For Each Trip Log?

*Required

DRIVE ALONE

0

Is There A Maximum Number Of Points That Can Be Earned Per Day? If So, Enter A Number.

Enter a number

Do Users Automatically Start With Any Points? If So, How Many?

100

☐

Hide user points totals

This will hide a user's point total from the 'Rewards' cards

☐

Display this Program as Completed

When a user has redeemed the maximum number of all active inventory items, this program will display in the 'Completed' section

IF A User Becomes Eligible For This Program After The Start Date, What Trips Should Be Rewarded?

By default, a user will receive points for any eligible trip taken within the program start and end dates. If desired, you can change this behavior and only allow points for trips taken after the user has joined a participating network.

Points Are Awarded For Any Eligible Trip Taken During This Program.

🕒 DEFAULT

Points Are Only Awarded For Eligible Trips Taken After Joining This Program.

🕒 CUSTOM

Available In Commute Tracker

When selected, users of the Commute Tracker app will be able to view this Point Program.

🕒 AVAILABLE IN COMMUTE TRACKER

INVENTORY

Click the blue **+ADD ITEM** button.

When the **New Item** box opens, click **EDIT**.

+ ADD ITEM

New Item

Qty: Unlimited

Per User: Unlimited

Cost: REQUIRED

Actions

EDIT

X

Basic Redemption

Options will now show.

In **Item Name**, enter the instructions your users will see. We suggest: Click here to upload your receipt and enter this contest.

Leave the **Item Quantity** and **Limit Per User** fields blank (unlimited).

In **Cost**, enter 1.

In **Item Delivery**, choose the digital item that Commute Solutions has created for you. In this example, it is ACME Industries RAD. Leave **Sort Order** set to 1.

In **Available From** and **Until (end of day)**, enter the dates this digital item is available for use for this contest.

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

INVENTORY

+ ADD ITEM

Click here to upload your receipt and enter this contest.

Actions

EDIT X

Qty: Unlimited

Per User: Unlimited

Cost: 1

Digital Inventory Item

Item Name

Click here to upload your receipt and enter this contest.

Item Quantity ⑦

Limit Per User ⑦

Cost ⑦

Unlimited

Unlimited

1

UNLIMITED

UNLIMITED

Item Delivery ⑦

Sort Order ⑦

ACME Industries RAD

1

Available From

Until (end of day)

1/1/2022

4/7/2022

Basic Information	✓
Network Eligibility	✓
Trip Log Eligibility	✓
Details	✓
Inventory	✓

Click the green **CREATE POINT PROGRAM** button.

CONGRATULATIONS! You have created a Fuel After Dark program on **ShareTheRide**.

CREATE POINT PROGRAM



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

ShareTheRide.com
 602.262.RIDE (7433)
facebook.com/sharetherideandsave

