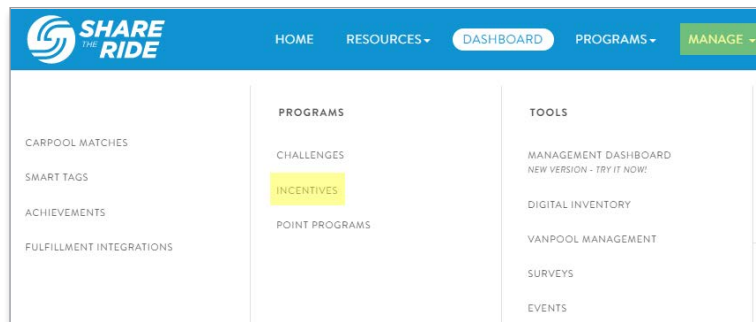




How to Create A REGULARLY SCHEDULED CONTEST ON SHARETHERIDE.COM



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

You will see a list of your network's current incentives (if any). Click the green **+NEW INCENTIVE** button at the top right corner of the screen.

BASIC INFORMATION

In **Incentive Name**, use a protocol such as Month-Year-Contest Name.

In **Incentive Reward**, we recommend something like "Enter for a chance to win a ____."

In **What Type Of Incentive Reward Is This?**, select Contest.

In **Incentive Description**, tell how members qualify to enter the contest. There's a link to optional "Markdown Syntax" at the bottom for bold, italics, and illustrations if desired.

Copy and paste the **Incentive Description** to **Incentive Description (mobile)**. Note that certain image tags don't work on mobile devices.

IMPORTANT: In **ShareTheRide**, **Tags** are for filtering. We suggest something that indicates the network, time period and contest name. No spaces are allowed. Press your space bar or **ENTER** key to create the tag.

In **Point of Contact Name**, enter the name of the Transportation Coordinator (TC).

In **Contact Email**, enter either the TC's email address or your organization's general TRP email.

BASIC INFORMATION

Incentive Name *Required
ACME January 2022 Clean Air Contest

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

What Type Of Incentive Reward Is This? *Required
Contest

TERMINOLOGY *Required
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, b, i, 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.

Point of Contact Name *Required
Wile E. Coyote

Contact Email *Required
wecoyote@acme.com
Help requests will be sent here instead of the the system administrator.



USER ELIGIBILITY AND NETWORK

We recommend setting **Auto-Join New Eligible Users** to “on” (blue). New members will automatically be enrolled in the contest. Existing members will still need to enter the contest after tracking their trips.

In **Which Networks Are Eligible?**, select your network.

If you have sub-networks (stores or sites) that are not eligible for this contest, you can exclude them using the **Exclude These Networks** field.

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

Leave **Should This Incentive Be Hidden If The User Is In Another Specific Incentive?** blank (it will say “Search Incentives.”)

USER ELIGIBILITY AND NETWORK

☒ Auto-Join New Eligible Users

If selected, any new eligible users will automatically be joined to this incentive. (Note: This does not affect existing users, only new user registrations.)

Which Networks Are Eligible? *Required

ACME Industries X

Exclude These Networks

Select

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 X

Should This Incentive Be Hidden If The User Is In Another Specific Incentive? If So, Select Them Here.

Search Incentives

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 *Required

2022-01-20

To *Required

2022-02-28

Final Trip Log Entry Cutoff Date *Required

2022-03-31

Join Cutoff Date *Required

2022-03-31

DETAILS

We recommend setting **Auto-Claim Incentive** to "on" (blue). This allows the incentive to be automatically claimed once a user becomes eligible.

Leave **Restrict Eligible Trips To Specific Sources?** blank. You want your users to be able to use mobile trackers.

In **What Type Of Value Should Be Considered?**, select Trips, Days or Distance.

In **Should Calculations Be A Count Of Eligible Trips Or A Percentage Of Total Trips?**, select Count.

In **How Many Eligible Days Are Required**, enter the number. This may change to **How Many Eligible Trips (or Miles) Are Required** to reflect the value previously selected.

In **What Modes Are Eligible?**, hold the CTRL key down and select the modes eligible for this contest.

Leave **Available In Commute Tracker** selected (checked). This allows users to see your contest in the mobile app.

DETAILS

☒ **Auto-Claim Incentive**
If selected, this incentive will be automatically claimed when a user meets eligibility criteria. (Note: This is only compatible with 'count' criteria incentives. You will not be able to save this incentive if this is selected along with a 'percent' criteria. Please see [here](#) for more information.)

Restrict Eligible Trips To Specific Sources? Default setting (no selection) allows all triplogs to be eligible
Hold CTRL and click to select or deselect multiple modes (Command + click for Mac users).

No Restrictions Enabled
Web Platform
Commute Tracker

What Type Of Value Should Be Considered? *Required
Days

Should Calculations Be A Count Of Eligible Trips Or A Percentage Of Total Trips? *Required
Count

How Many Eligible Days Are Required? *Required

4
ELIGIBLE DAYS LOGGED

What Modes Are Eligible? *Required
Hold CTRL and click to select or deselect multiple modes (Command + click for Mac users)

Bike
Carpool
Compressed Work Week
Distance

Available In Commute Tracker
When selected, users of the Commute Tracker app will be able to view this Incentive.
☒ **AVAILABLE IN COMMUTE TRACKER**

REDEMPTION

We suggest you leave **How Should Redemption Be Handled?** set to Basic and **Require submission to Supervisor for approval?** set to "off" (greyed out).

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 created a regularly scheduled contest in the new **ShareTheRide**.

REDEMPTION

How Should Redemption Be Handled? *Required
Basic

The user will receive a basic confirmation that their item has been claimed.

☐ **Require submission to Supervisor for approval?**
When completing the incentive, the user will be prompted to enter their Supervisor's contact information. Supervisor will receive an email with eligible trip breakdowns and an option to approve or deny.

Basic Information
User Eligibility and Network
Triplog Eligibility
Details
Redemption

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