How to create a regularly scheduled contest in ShareTheRide

To begin, log in to ShareTheRide. 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.

**BASIC INFORMATION**

In Incentive Name, use a protocol such as Year – Month – 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 you want to get fancy.

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 – not social media. Please help us help you by using a unique identifier for each contest you create. We suggest something that indicates the network, time period, and contest name. No spaces allowed; click ENTER to create the tag.

Enter the Point of Contact Name and Contact Email (this is usually the Transportation Coordinator but could be a helper or a general HR or TRP email address.)
USER ELIGIBILITY AND NETWORK

We recommend setting Auto-Join Current and New Eligible Users set to "on" (blue). Members will automatically be enrolled in the contest. They still need to enter the contest after tracking their trips.

Which Networks Are Eligible? will default to your network. Select it.

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.

TRIPLOG ELIGIBILITY

Use the From and To fields to set the Start and End dates for the contest.

In Final Trip Log Entry Cutoff Date, select the last date users 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.

DETAILS

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.

We recommend leaving Can the user accrue more than one reward? set to “off” (greyed out).

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.
REDEMPTION
We suggest you leave How Should Redemption Be Handled? set to Basic.

We suggest you leave Require submission to Supervisor for approval? set to "off" (greyed out).

Incentive Claim Link is optional. It can link users to your organization’s TRP page or other info.

COMMUNICATION
We suggest you use your own email procedures to communicate with winners. Instructions on adding automatic emails will be covered in another resource.

CONGRATULATIONS! You have created a regularly scheduled contest in the new ShareTheRide.