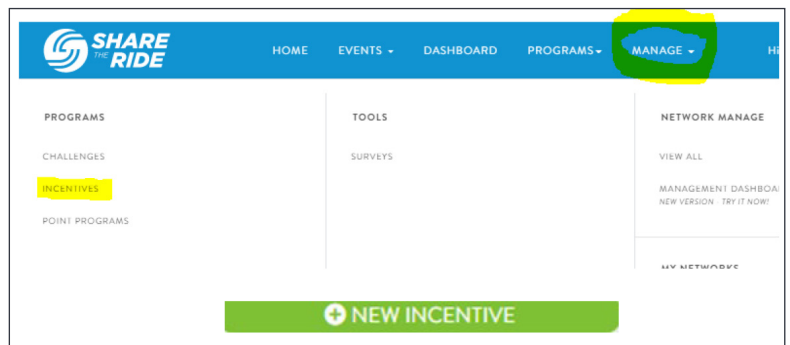


# How to create a regularly scheduled contest in ShareTheRide

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.)


**BASIC INFORMATION**

**Incentive Name** \*Required  
2020 August Clean Air contest

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

**What Type Of Incentive Reward Is This?** \*Required  
Contest

**Incentive Description** \*Required  
Carpool, vanpool, take the bus or light rail, work from home, bike or walk to work at least four days this month and enter to win one of four \$25 gift cards  
For text formatting, Markdown Syntax is allowed. You can find an excellent Markdown cheat-sheet here.

**Incentive Description (mobile)**  
🔗, **\***, *\**,  and image tags are not available on mobile devices.  
Incentive Description (mobile)

**Tags**  
ACME2020AUG  
Used for reporting and filtering purposes.

**Point of Contact Name** \*Required  
Wile E. Coyote

**Contact Email** \*Required  
TRP@testnetwork.org  
Help requests will be sent here instead of the the system administrator.

## 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? If So, Select Them Here.** blank.

The screenshot shows the 'USER ELIGIBILITY AND NETWORK' configuration page. At the top, there is a toggle switch for 'Auto-Join Current and New Eligible Users' which is turned on. Below this, there are four main sections: 1. 'Which Networks Are Eligible?' with a dropdown menu showing 'ACME Industries'. 2. 'Exclude These Networks' with a 'Select' dropdown menu. 3. 'Which Networks Managers Can Edit / View Report?' with a dropdown menu showing 'ACME Industries'. 4. 'Should This Incentive Be Hidden If The User Is In Another Specific Incentive? If So, Select Them Here.' with a 'Search Incentives' input field.

## 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.

The screenshot shows the 'TRIPLOG ELIGIBILITY' configuration page. It features four date selection fields: 1. 'From' (8/11/2020) and 'To' (8/31/2020). 2. 'Final Trip Log Entry Cutoff Date' (9/6/2020) and 'Join Cutoff Date' (9/6/2020). Each field has a calendar icon to the right.

## 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.

The screenshot shows the 'DETAILS' configuration page. It includes several settings: 1. 'Restrict Eligible Trips To Specific Sources?' with a dropdown menu set to 'No Restrictions Enabled'. 2. 'What Type Of Value Should Be Considered?' with a dropdown menu set to 'Days'. 3. 'Should Calculations Be A Count Of Eligible Trips Or A Percentage Of Total Trips?' with a dropdown menu set to 'Count'. 4. 'How Many Eligible Days Are Required?' with an input field containing '2'. 5. 'Can the user accrue more than one reward?' with a toggle switch turned off. 6. 'What Modes Are Eligible?' with a multi-select dropdown menu containing 'Vanpool', 'Walk', and 'Telework'. 7. 'Available In Commute Tracker' with a radio button selected.

## 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.

**REDEMPTION**

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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.

## COMMUNICATION

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

**COMMUNICATION**

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You have no Scheduled Program Emails

+ ADD AUTOMATIC EMAIL

MANAGE TEMPLATES

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



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

