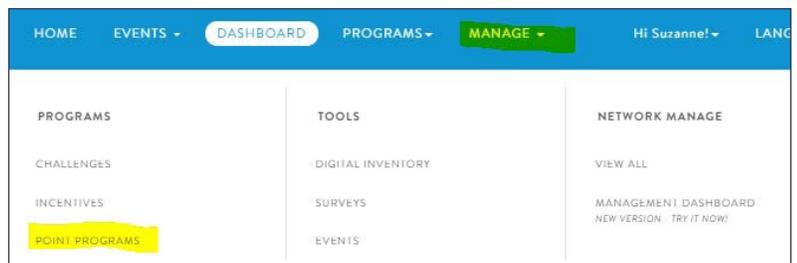
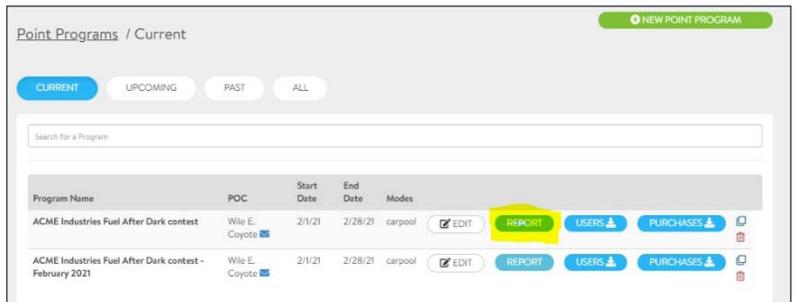


How to select a Fuel After Dark incentive winner and export reports

To begin, log in to ShareTheRide.com. From the blue navigation bar at the top of your dashboard, click MANAGE and then POINT PROGRAMS.



Locate the desired Fuel After Dark incentive and click REPORT.



The system will return a list of people who submitted Fuel After Dark receipts

User	Email	Emp. ID	Item Purchased	Quantity	Points per Item	Date	Status	Actions
> Ari Zona	arizona@rideamigos.com		Upload your receipt	1	1	Jan 22, 2021 8:46:28 AM	★ NEW	✓REWARD ⚡DENY
> Annette Fettig	afettig@valleymetro.org		Upload your receipt	1	1	Jan 22, 2021 8:33:38 AM	★ NEW	✓REWARD ⚡DENY

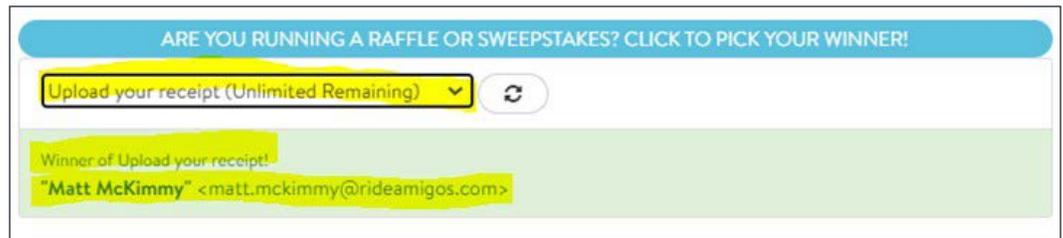
To select a winner, click the blue "ARE YOU RUNNING A RAFFLE OR SWEEPSTAKES? CLICK TO PICK YOUR WINNER!" button.



The system will ask you to Choose Inventory Item. Click the drop-down and select the item.

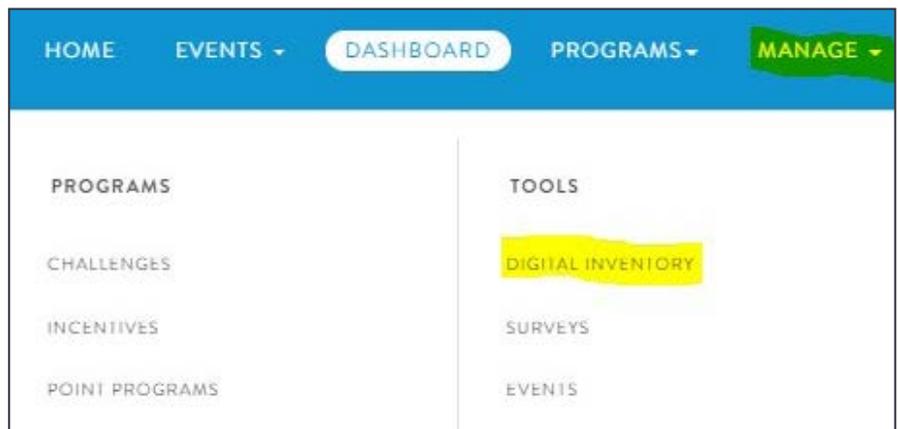


The system will display a winner's name and email address.

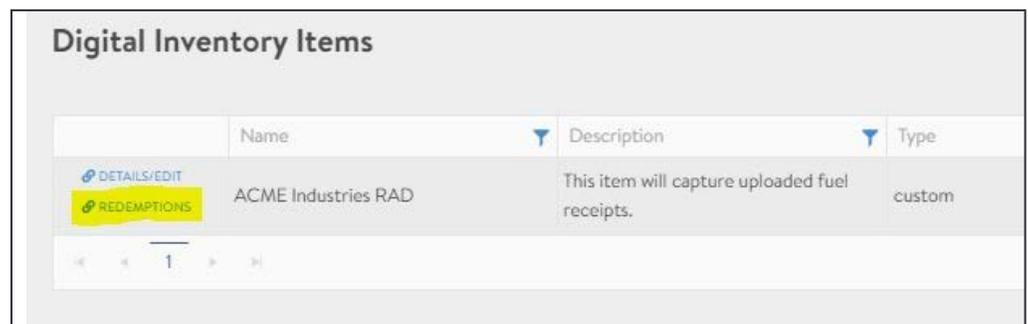


Before you confirm the winner, you may want to view their uploaded receipt and verify the time of fueling. Here's how to do that.

Open a new browser tab and log in to ShareTheRide.com. From your dashboard, click on MANAGE and then DIGITAL INVENTORY.



Click on REDEMPTIONS.



Here is an overview of our winner's redemption request.



In User Input, you can see entry details and a link to the uploaded image. Click on Download File to see the uploaded receipt. (Note: The example we used is a stock photo from the internet.)

If there are problems with the image (unclear, too dark, too far away), you may contact the submitter for a better copy or select another winner.

```

name : Matt McKimmy
email : matt.mckimmy@
date : 02/02/2021
purchaseDate : 02/01
selectedFile : null
purchaseTime : 11:30
    
```



To confirm the winner, start typing the person's name in the box until their entry displays and click the green REWARD button.

Winner of Upload your receipt!
Matt McKimmy <matt.mckimmy@rideamigos.com>

Search:

Filter By:

User	Email	Emp. ID	Item Purchased	Quantity	Points per Item	Date	Status	Actions
> Matt McKimmy	matt.mckimmy@rideamigos.com		Upload your receipt.	1	1	Feb 2, 2021 11:49:44 AM	★ NEW	REWARD DENY

To export a report, click the green EXPORT PURCHASES button.

Sandbox January 2021 RAD Contest

EDIT THIS PROGRAM
USER POINTS REPORT
PROGRAM TRIPLOG REPORT
EXPORT PURCHASES (highlighted)
EXPORT USER STATUSES

Description: Upload a fuel receipt, enter the date, and enter the time of purchase. When entering the time, pick the closest time in the drop down box. Winners will be notified by email.

Point of Contact: Valley Metro Commute Solutions <sharetheride@valleymetro.org>

Dates: Jan 22, 2021 - Feb 6, 2021

Triplog Entry Cutoff Date: Feb 6, 2021

Points Per Trip: Bike Cww Dayoff Carpool Drive Transit Walk Vanpool Drivealonezev Telework

Eligible Modes: bike, carpool, cww, dayoff, drive, drivealonezev, telework, transit, vanpool, walk

SHOW INVENTORY ITEMS

ARE YOU RUNNING A RAFFLE OR SWEEPSTAKES? CLICK TO PICK YOUR WINNER!

Winners will be marked REWARDED.

userId	userName	userEmail	userNetwork	itemId	itemName	itemPrice	quantity	totalCost	purchaseDate	purchaseId	status
5f109a73a	Matt McKimmy	matt.mcki	ShareTheR	600af025t	Upload yo	1	1	1	2021-02-0	601994e8	PURCHASED
5f109a73a	Matt McKimmy	matt.mcki	ShareTheR	600af025t	Upload yo	1	1	1	2021-02-0	601995cee	PURCHASED
5f109a73a	Matt McKimmy	matt.mcki	ShareTheR	600af025t	Upload yo	1	1	1	2021-02-0	601996e4	REWARDED



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