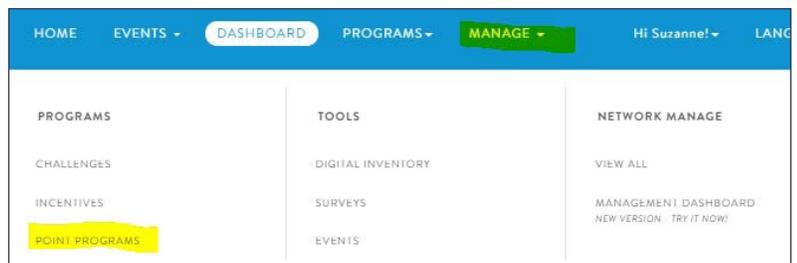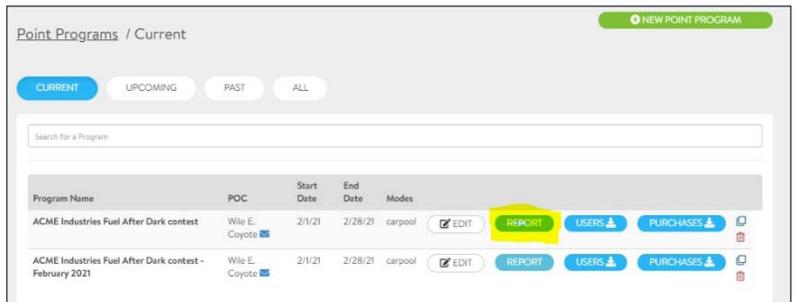# How to select a Fuel After Dark incentive winner and export reports

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
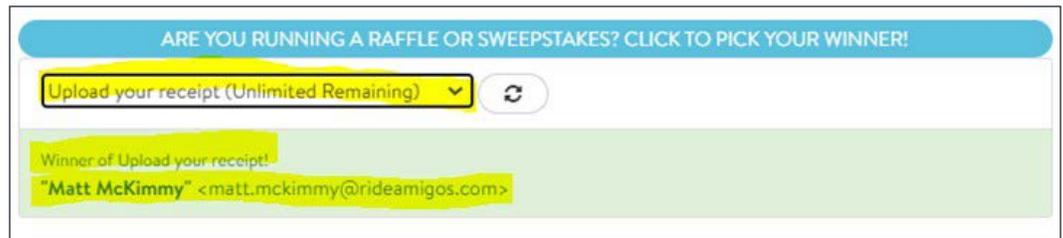

To select a winner, click the blue "ARE YOU RUNNING A RAFFLE OR SWEEPSTAKES? CLICK TO PICK YOUR WINNER! button.

The system will ask you to Choose Inventory Item. Click the drop-down and select the item.
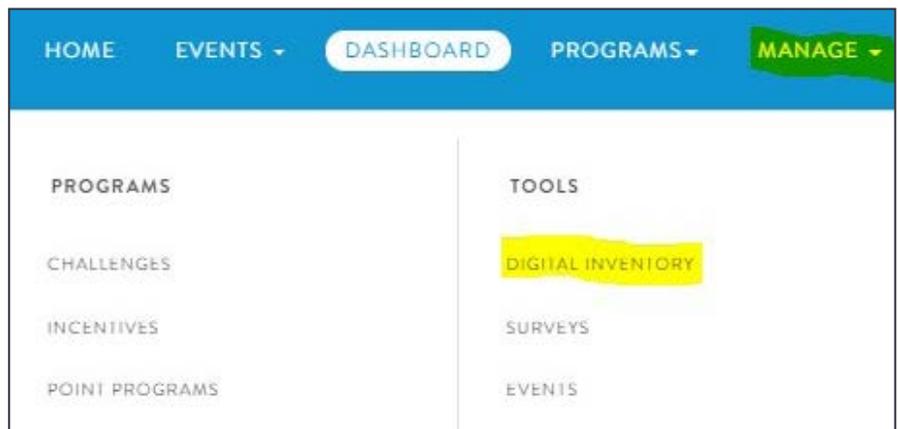
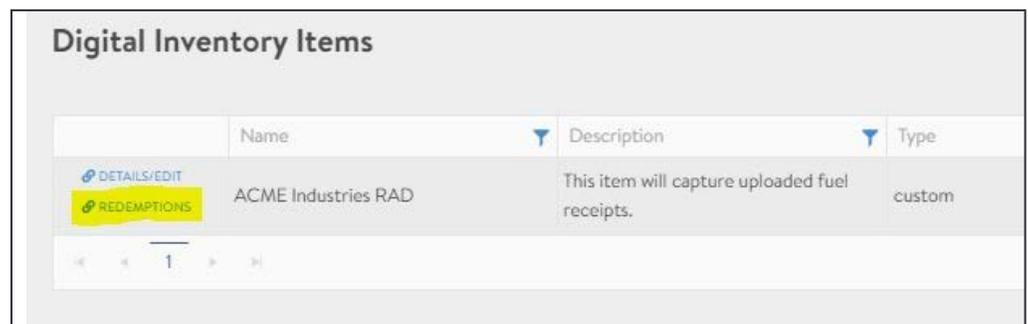The system will display a winner's name and email address.

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.

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

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

Winners will be marked REWARDED.

userId	userName	userEmail	userNetwo	itemId	itemName	itemPrice	quantity	totalCost	purchaseD	purchaseIc	status
5f109a73a	Matt McKimmy	matt.mcki	ShareTheR	600af025b	Upload yo	1	1	1	2021-02-0	601994e8	PURCHASED
5f109a73a	Matt McKimmy	matt.mcki	ShareTheR	600af025b	Upload yo	1	1	1	2021-02-0	601995cea	PURCHASED
5f109a73a	Matt McKimmy	matt.mcki	ShareTheR	600af025b	Upload yo	1	1	1	2021-02-0	601996e4	REWARDED