How to create a Fuel After Dark (FAD) incentive in ShareTheRide

NOTE: Before creating your FAD incentive, Valley Metro needs to create a “digital item” to support you. Please email ShareTheRide@valleymetro.org and request a digital item for a Fuel After Dark program.

After confirming the digital item has been created, log in to ShareTheRide. From your dashboard, click MANAGE and then POINT PROGRAMS.

Click + NEW POINT PROGRAM

In Program Name, enter the contest’s name. We suggest “(Your organization) Fuel After Dark program.”

In Program Description, tell how your employees can enter the contest. This is a place for detail, we suggest something like this:

To enter this contest:
1. Click on SHOW DETAILS AND INVENTORY
2. Click where it says “Click here to upload your receipt and enter the contest. (IN STOCK) 1 POINT” under AVAILABLE REWARDS.
3. Confirm by clicking on REDEEM POINTS (Don’t worry – we gave you plenty of free points.)
4. Select the date the fuel was purchased and the time to the closest increment.
5. Click CHOOSE FILE to upload your saved fuel receipt. The purchase must be made after sunset on the day specified.
6. Winners will be drawn after the end date and notified by email.

In Program Description (mobile), repeat the program description in plain text.

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In **Which Networks Are Eligible?** select your network. Note that your network automatically includes your new users. There is no need to list both your main network and your new user network (if you have one) as eligible.

In **Exclude These Networks**, select any subnetworks you have that are not eligible.

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

In **Trip Logs Must Be Between The Following Dates**, fill out the contest beginning and end dates and the final day members can upload their receipts to enter the contest.

Leave **Eligible Days Of The Week** unselected (blank).

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

Leave **Tags** blank. Do not enter a tag.
Leave **Restrict Eligible Trips To Specific Sources?** blank; do not restrict sources.

In **Which Modes Are Eligible For Points?** select any mode. In this example, we picked Drive Alone.

In **How Many Points Are Awarded For Each Trip Log?** enter zero.

In **Is There A Maximum Number Of Points That Can Be Earned Per Day? If So, Enter A Number.** enter zero.

In **Do Users Automatically Start With Any Points? If So, How Many?** specify a number. Each time a user uploads a receipt, a point will be deducted. In our example we assigned 100 points.

There is no need to make changes to any other settings in **DETAILS.**

In **INVENTORY**, click on **ADD ITEM**

When the **New Item** box opens, click **EDIT.**
Options will now show.

In **Item Name**, enter the instructions your users will see. We suggest: Click here to upload your receipt and enter this contest.

Leave the **Item Quantity** and **Limit Per User** fields blank (unlimited).

In **Cost**, enter 1.

In **Item Delivery**, chose the Digital Item that Commute Solutions has created for you. In this example, it is Honeywell Refuel After Dark. Leave **Sort Order** set to 1.

In **Available From** and **Until (end of day)**, enter the dates this Digital Item is available for use for this contest.

Click **CREATE POINT PROGRAM**.

Congratulations! You have created a Fuel After Dark program.