

# 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](mailto: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**

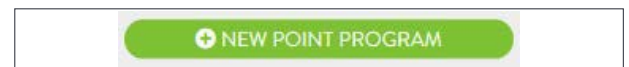
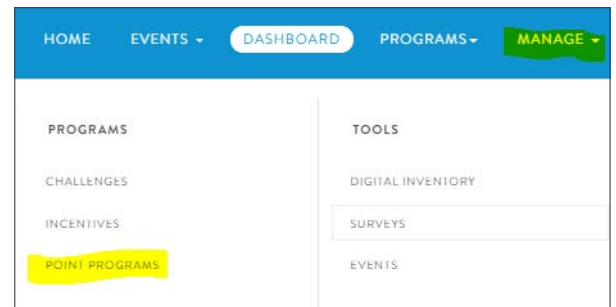
In **Program Name**, enter the contest’s name. We suggest “(Your organization) Fuel After Dark program.”

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.

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



**BASIC INFORMATION**

**Program Name** \*Required

Honeywell Refuel After Dark Program.

**Program Description** \*Required

To enter this contest, click on the redeem button. Upload a copy of your fuel receipt and enter the day and time you purchased fuel. To qualify, the purchase must be made after sunset for that day. Winners will be drawn after the end date and will be notified by email.

For text formatting, Markdown Syntax is allowed. You can find an excellent Markdown cheat-sheet [here](#).

**Program Description (mobile)**

u, br, del, and image tags are not available on mobile devices.

To enter this contest, click on the redeem button. Upload a copy of your fuel receipt and enter the day and time you purchased fuel. To qualify, the purchase must be made after sunset for that day. Winners will be drawn after the end date and will be notified by email.

For text formatting, a limited set of Markdown Syntax is allowed. You can find an excellent Markdown cheat-sheet [here](#).

Leave **Tags** blank. Do not enter a tag.

The screenshot shows a form field labeled "Tags". The field contains the text "Tags". Below the field, there is a note: "Used for reporting and filtering purposes."

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.)

The screenshot shows two form fields. The first is labeled "Point of Contact Name" and contains the text "P.O.C. Name". The second is labeled "Point of Contact Email" and contains the text "Program P.O.C.". Below the second field, there is a note: "Help requests will be sent here instead of the the system administrator."

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.

The screenshot shows the "NETWORK ELIGIBILITY" section. It has three main fields: "Which Networks Are Eligible?" (with a blue pill containing "Honeywell" and an "X" icon), "Exclude These Networks" (with a "Select" button), and "Which Networks Managers Can Edit / View Report?" (with a blue pill containing "Honeywell" and an "X" icon). Each of the first and third fields is marked as "\*Required". A small note below the second field says: "Use this option if you chose a parent network and want to specifically exclude a subset of users within that greater set."

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.

The screenshot shows the "TRIP LOG ELIGIBILITY" section. It has three date fields: "From" (with date "1/1/2021" and a calendar icon), "To" (with date "3/31/2021" and a calendar icon), and "Final Trip Log Entry Cutoff Date" (with date "4/6/2021" and a calendar icon). Each of these fields is marked as "\*Required". A small note below the third field says: "When must users have their trip logs entered and rewards chosen by?"

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

The screenshot shows the "Eligible Days Of The Week" section. It contains seven buttons labeled "SUN", "MON", "TUE", "WED", "THU", "FRI", and "SAT". All buttons are currently unselected.

Leave **Restrict Eligible Trips To Specific Sources?** blank; do not restrict sources.

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

In **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**.

The screenshot shows the 'DETAILS' configuration page. It includes several sections: 'Restrict Eligible Trips To Specific Sources?' with a list of sources (Web Platform, Commute Tracker, Strava, etc.); 'Which Modes Are Eligible For Points?' with a list of modes (Compressed Work Week, Drive Alone, Drive Alone - Electric Vehicle, etc.); 'How Many Points Are Awarded For Each Trip Log?' with a dropdown set to 'DRIVE ALONE' and an input field set to '0'; 'Is There A Maximum Number Of Points That Can Be Earned Per Day? If So, Enter A Number.' with an input field set to '0'; 'Do Users Automatically Start With Any Points? If So, How Many?' with an input field set to '100'; and a toggle switch for 'Display this Program as Completed' which is currently off.

This screenshot shows the configuration for trip eligibility. It includes the question 'If A User Becomes Eligible For This Program After The Start Date, What Trips Should Be Rewarded?' with a text box for the answer. Below this are two radio button options: 'Points Are Awarded For Any Eligible Trip Taken During This Program.' (selected) and 'Points Are Only Awarded For Eligible Trips Taken After Joining This Program.' There is also a section for 'Available In Commute Tracker' with a radio button option that is selected.

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

The screenshot shows the 'INVENTORY' page with a '+ ADD ITEM' button in the top right corner and a 'SHOW ARCHIVED ITEMS' button in the bottom right corner.

When the **New Item** box opens, click **EDIT**.

The screenshot shows the 'New Item' modal box. It displays the item name 'New Item' and several attributes: 'Qty: Unlimited', 'Per User: Unlimited', and 'Cost: REQUIRED'. There are two buttons in the top right: 'EDIT' and 'X'. At the bottom, it says 'Basic Redemption'.

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 here to upload your receipt and enter this contest.

Actions  
EDIT X

Qty: Unlimited Per User: Unlimited Cost: 1

Digital Inventory Item

Item Name  
Click here to upload your receipt and enter this contest.

Item Quantity Limit Per User Cost  
Unlimited Unlimited 1  
UNLIMITED UNLIMITED

Item Delivery Sort Order  
Honeywell Refuel After Dark 1

Available From Until (end of day)  
1/1/2021 4/6/2021

Click **CREATE POINT PROGRAM**.

Congratulations! You have created a Fuel After Dark program.

Basic Information ✓

Network Eligibility ✓

Trip Log Eligibility ✓

Details ✓

Inventory ✓

CREATE POINT PROGRAM

