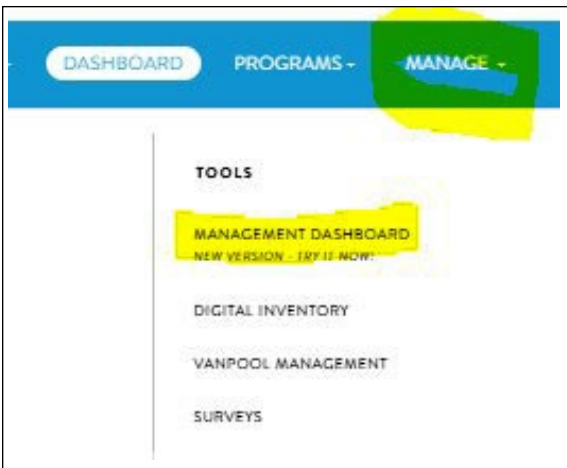


# How to invite users to your private ShareTheRide network

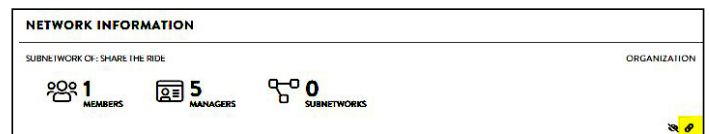
To prevent the general public from accidentally entering your contests or impacting your statistics, **your ShareTheRide network is private**. Users who were associated with your custom sub site in the old ShareTheRide have been migrated to your private network – there is nothing you need to do for them. Here is how to invite people to join your network moving forward.

To begin, login to [ShareTheRide.com](http://ShareTheRide.com). In the blue navigation bar at the top of the screen, click **MANAGE**, then **MANAGEMENT DASHBOARD**.



You will see the network(s) that you manage.

At the bottom right corner of the network card, click the link icon to copy the join URL.



## Suggestions on inviting your users to join your network:

- Include the link in your organization's new hire information.
- Post the link on your intranet or TRP page.
- Once a year, we suggest you email the link and a list of your organization's Travel Reduction Program (TRP) incentives to all employees and encourage them to sign up. Benefits Open Enrollment would be a good time to do that.
- New members who join **ShareTheRide** with an email address with your network's domain will be connected to your network automatically. There is nothing you need to do for them.

