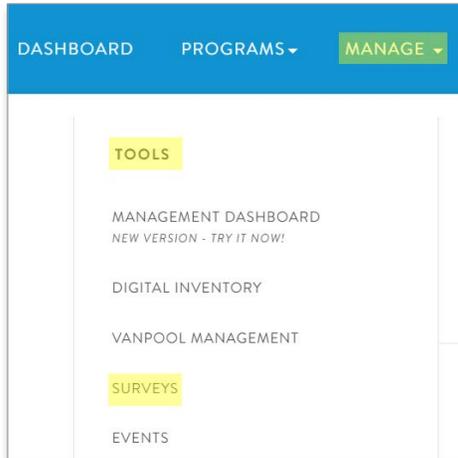


How to Create A HIGH POLLUTION ADVISORY (HPA) INCENTIVE



ShareTheRide uses a Survey process to run HPA incentives.

First, email ShareTheRide@valleymetro.org and request an HPA incentive. We will clone a sample survey for you.

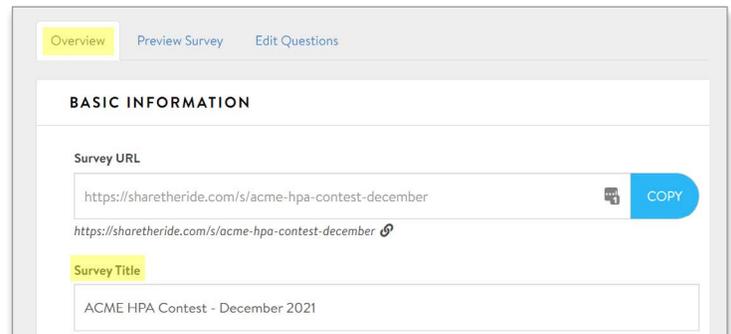
We will confirm by email when your survey is ready for your edits.

When you receive confirmation, log in to ShareTheRide.com and go to **MANAGE**, then under **TOOLS** click on **SURVEYS**.

You should see the survey we cloned for you. Click the blue **EDIT SURVEY** button.

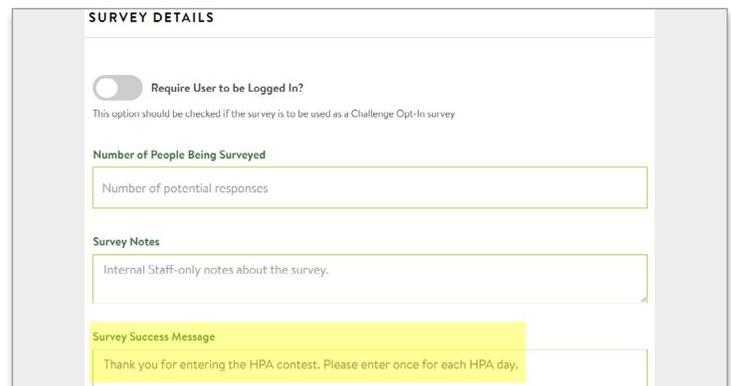


Click the **OVERVIEW** tab and update the Survey Title if needed.



Scroll down the **OVERVIEW** page. You will see the **SURVEY DETAILS**. Update the Survey Success Message as needed.

This is the message your users will see after they take your survey.



Return to the top of the page and click on the **EDIT QUESTIONS** tab.

Scroll down to the first editable box which is a text box. Click the white **EDIT** button to update the text.

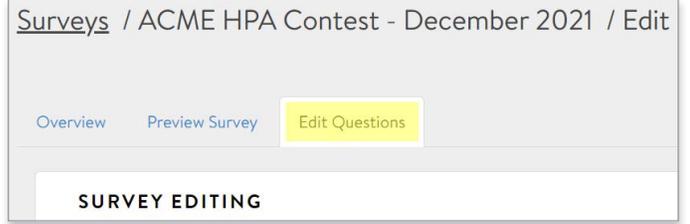
Update the text in the box to match your policies and incentives. An example is at the right.

The last sentence contains code and will link to the list of HPA days on the Valley Metro website.

To close the box, click the white **CLOSE EDIT** button.

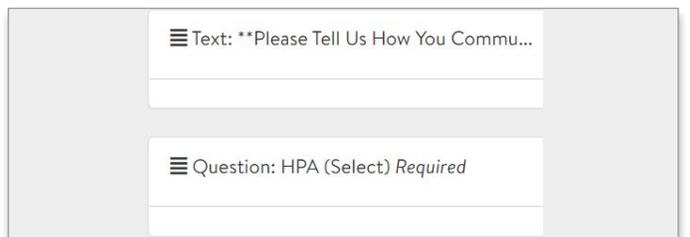
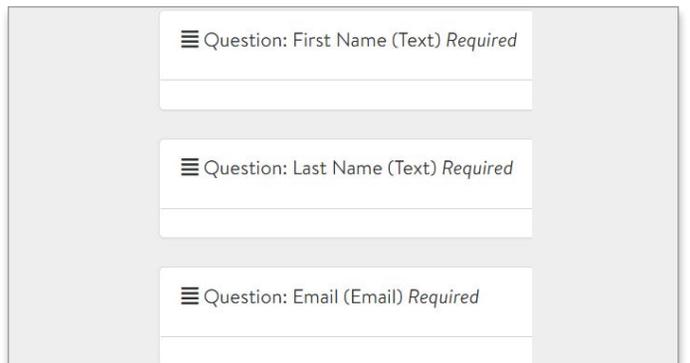
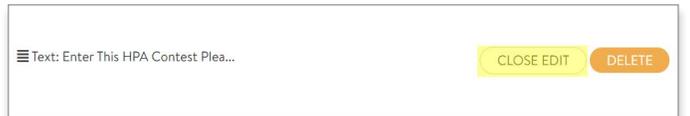
The next boxes will collect the user's name and email address.

Further down are boxes that ask for which HPA day they used an alternative mode and what mode they used.



To enter this HPA contest please enter your name, email, the HPA date and the mode you used on the HPA day. Only one entry per employee per HPA day is allowed. Multiple entries for the same date will be discarded. Non-employees are not eligible. Winners will be announced in the following month and will be contacted by email.

For a list of HPA dates this year please see Valley Metro's [<https://www.valleymetro.org/high-pollution-advisory.>] (<https://www.valleymetro.org/high-pollution-advisory>)



At the top of the page, there is a drop down box where you can add more questions. The new question will appear above the other questions. The new box can be dragged down to where you need it.

A dropdown menu titled "Add new Survey Content" with a blue header. The menu lists several question types: Question:Address, Question:LocationAutoComplete, Question:TextInput, Question:Number, Question:Select, Question:Radio, Question:Checkboxes, Question:Matrix, and Question:Multi-response Text.

On the right is an example of how to add a text box. Use a name for the field (no spaces) and field key (no spaces). The Field Label is the part users will see. In the sample to the right, users would see: *Comments?*

You can uncheck the box to make this question **NOT REQUIRED**.

A configuration form for a "Text" question. It includes fields for "Field Name" (containing "Comment"), "Field Key" (containing "comment"), and "Field Label" (containing "Comments?"). A checkbox labeled "Is this question required?" is shown with a red circle around it and the text "Click to toggle: Not Required". A note explains that the field key must be set to email for direct contact. The "Field Name" field has a small icon of a person in a speech bubble.

To review your work, scroll to the top and click the **PREVIEW SURVEY** tab.

A preview page for the "ACME HPA Contest - December 2021". It features navigation tabs for "Overview", "Preview Survey", and "Edit Questions". The main text explains the contest rules: "To enter this HPA contest please enter your name, email, the HPA date and the mode you used on the HPA day. Only one entry per employee per HPA day is allowed. Multiple entries for the same date will be discarded. Non-employees are not eligible. Winners will be announced in the following month and will be contacted by email." A link is provided for HPA dates: <https://www.valleymetro.org/high-pollution-advisory>.

When you are ready, click the blue **SAVE SURVEY** button.

To make the survey visible to users, click the green **START SURVEY** button. Your HPA survey is ready to collect responses.

A confirmation screen with three buttons: "SAVE SURVEY" (blue), "START SURVEY" (green), and "DELETE SURVEY" (red). Below the buttons, it says "Survey Status : **NEW**". Instructions include: "Click on your survey URL to customize it." and "Don't forget to save any changes to your survey!". A green message at the bottom says: "Click the 'Start Survey' button to allow users to begin submitting responses."

A message will appear to confirm you are ready to start the survey. **NOTE:** The survey cannot be edited once it's open.

A dialog box asking: "Are you sure you want to Start this survey? You will no longer be able to make changes while it's open for responses." At the bottom right, there are two buttons: "CANCEL" and "OK".

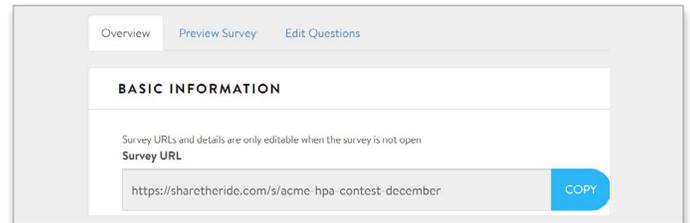


Once open, the right side of the page should look like this:

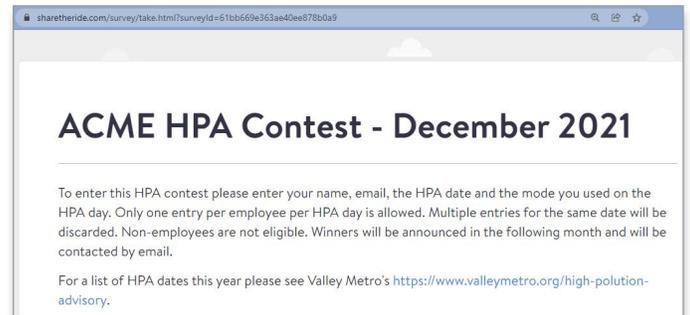


Scroll back to the top and click the **OVERVIEW** tab. Click on the blue **COPY** button to copy the link to your survey.

Paste the link wherever you need it to share the survey with your audience.



You can paste the link in your browser to submit a "test" survey.



Pulling a report and choosing winners

From your **ShareTheRide** dashboard, go to **MANAGE**, then under **TOOLS** click on **SURVEYS**.

Click the green **VIEW RESPONSES** button.



A page will appear, and you will see your responses.

Click on the green **GENERATE REPORT** button in the upper right of the screen. An Excel sheet will open. If the sheet does not automatically open for you, check your downloads folder.

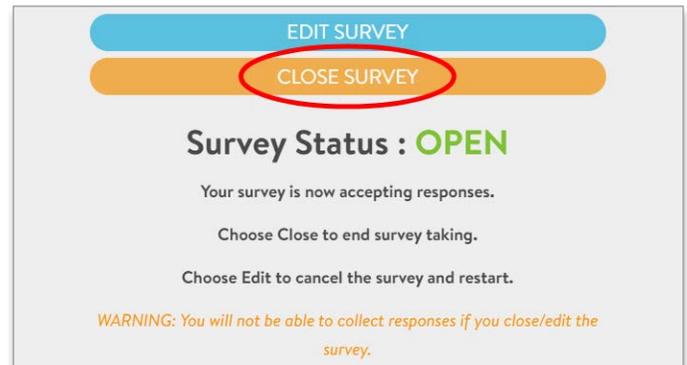


To select a winner, pick a random number.
[Random.org](https://www.random.org) is a free site that can pick random numbers.

Save the report for audit purposes and contact your winner.

Before selecting the winner, look at their response and make sure they entered on a valid HPA day by checking the dates at [High Pollution Advisory | Valley Metro](#)

Go back to edit your survey. Once all responses are captured and the survey is complete, click the **CLOSE SURVEY** button.



If needed, you can reopen the survey to collect more responses.

Congratulations! You are ready to hold a High Pollution Advisory contest.

