How to share your organization’s TRP incentives on ShareTheRide

In the past, there was a tab on the ShareTheRide home page called Benefits. Some employers customized the information to tell their users about the Travel Reduction Program (TRP) incentives they offered. Here is how to do that.

Log in to ShareTheRide.

In the blue navigation bar at the top of the screen, click on Manage, then Point Programs. Click the green +NEW POINT PROGRAM button.

BASIC INFORMATION

Under Program Name, we suggest you use something like “[Your organization name] TRP Incentives.”

Under Program Description, enter a summary of your organization’s TRP incentives.

Copy and paste the Program Description to the Program Description (mobile) field.

In this case, Tags are used for reporting and filtering – not social media. We suggest you enter something like “TRPIncentives.” No spaces allowed; you must click ENTER to create the tag.

Enter the Point of Contact Name and Point of Contact Email address users should contact for more info. This is usually the transportation coordinator or a general TRP email.
NETWORK ELIGIBILITY

In Which Networks Are Eligible? Select your network name in the Eligible box.

Leave the Exclude These Networks field blank.

In Which Networks Managers Can Edit/View Report, select your network. This allows managers for your network to view and edit this list.

TRIP LOG ELIGIBILITY

Enter today’s date in From.

Choose any date for To. We suggest at least a year in the future.

Set the Final Trip Log Entry Cutoff Date to match your To date.

Skip the Eligible Days of the Week fields.

DETAILS

Do not click any items in Restrict Eligible Trips To Specific Sources.

In Which Modes Are Eligible For Points? the system requires a selection. Since employees won’t see this information, we suggest you select only one mode. Which is your favorite?

In How Many Points Are Awarded For Each Trip Log? assign one point to the mode you selected. Remember, users won’t see this.

Leave Is There A Maximum Number Of Points That Can Be Earned Per Day? Blank.


Turn Display this Program as Complete on, or blue.

Leave Points Are Awarded For Any Eligible Trip Taken During This Program. set to Default (green).

Do not click Points Are Only Awarded For Eligible Trips Taken After Joining This Program.

Leave Available In Commute Tracker selected (checked).
INVENTORY
Click the blue ADD ITEM button. In the New Item panel, click the blue EDIT button.

In Item Name, we suggest something like “Click on Point of Contact above and get in touch for more info.”

The system requires a value in the Cost field. Enter one.

All items on the checklist of sections in the top right corner of your screen should now be green or blue.

Click the green CREATE POINT PROGRAM button.

CONGRATULATIONS! You have made a summary of your TRP incentives available to your members at their convenience.