

SMARTRIDE TUTORIAL

SMARTRIDE.ORG IS THE REPLACEMENT FOR TRAFFICSOLUTIONSONLINE.INFO. THE OLD SITE IS NO LONGER ACTIVE.

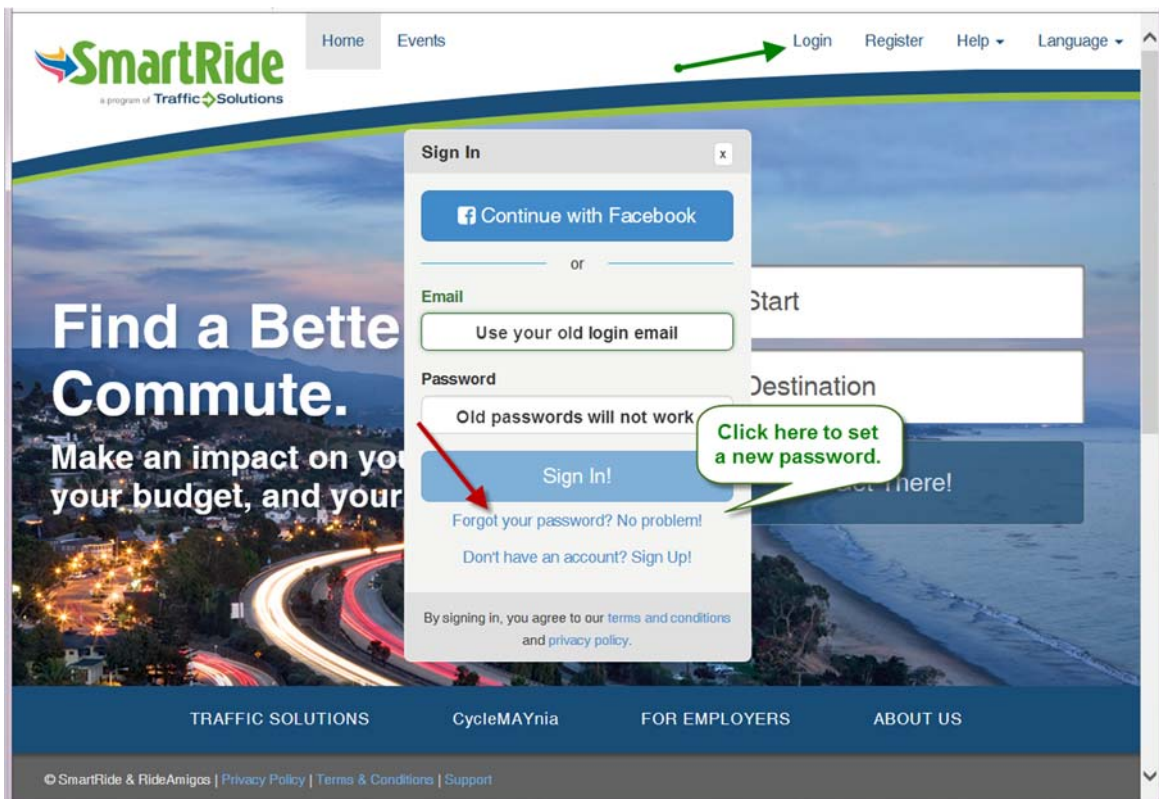
In this tutorial you will learn the following basics:

- A. Logging in to SmartRide.org
- B. Logging trips on your calendar
- C. Viewing and editing calendar entries
- D. Using the trip planner
- E. Saving and sharing trips to find carpool matches
- F. Commuter benefits programs and incentives

With questions regarding the SmartRide.org website, please call or email Traffic Solutions at (805) 963-SAVE or info@trafficsolutions.info.

A. Logging in to SmartRide.org

1. We migrated the accounts of Traffic Solutions Online users from the past three years to the new SmartRide.org site. You can use your same log in name; you'll just have to reset your password.
2. From the SmartRide.org homepage, click the link to "login" and then click the link "Forgot your password?" Then you'll receive an email to reset a new password.
3. If your account wasn't migrated, creating a new one is a cinch. Just click the link "Register" on SmartRide.org.



B. Logging trips on your calendar

1. Go to your “Dashboard”
2. For each different mode of transportation you use, complete the following steps.
 - a. Select the days you wish to log trips (Be careful! The system automatically selects the current date; you will need to unselect it unless you want to log a trip for the current day.)
 - b. Enter the approximate time you left home and the time you left work
 - c. Enter your one way mileage
 - d. Choose your mode of transportation
 - e. Click “Log Trips”
 - f. Repeat these steps for each mode of transportation you use, including “Drive Alone” days.

The screenshot shows the SmartRide website dashboard. The 'Dashboard' menu item is highlighted with a green arrow. The 'Log Your Trips' section is the main focus, featuring a calendar for April 2015 with dates 6, 7, and 3 circled in red. The form fields include: 'Departure Time' (7:30 AM), 'Return Time' (5:30 PM), 'One-Way Distance' (7 mi), and 'Mode of Travel' (Carpool). Red arrows point to these fields. The 'Log Trips' button is also circled in red. The dashboard also displays user statistics for Jane Doe, including 20 Non-SOV Trips and 120.0 mi Non-SOV Distance. A table of 'All Time Leaders' is visible on the right side.

Users	TRIPS
1 Noe	100
2 David	94
3 Levi	64
4 Clark	58
5 Jeff	58
6 Sergio	54
7 Jessie	54
8 Brian	54
9 Ryan	52

C. Viewing and editing calendar entries

1. On your Dashboard select the History tab.
2. Select the day(s) you wish to edit or delete.

The screenshot shows the SmartRide dashboard for Jane Doe. The 'History' tab is active, displaying a calendar for March 2015 and a list of trips. The calendar highlights the 10th and 11th of March. The trip log shows two trips for each day: a drive and a carpool. A callout box with a green border and white background contains the text: "You can edit and delete trips on your calendar if you make a mistake. Use the blue and red buttons." Green arrows point from the callout to the blue edit and red delete buttons in the trip log. The dashboard also features a 'Log Your Trips' section, a 'Favorite Trips' section, and a 'Recent Searches' section.

Log Your Trips

As you travel, record your commutes here to participate in programs, contests and more! Triplog dates must be within the last 5 weeks.

March 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

History

Tue - Mar 10, 2015 Delete All

- 7:30 AM, Drive, 5.0 mi [edit] [delete]
- 5:30 PM, Drive, 5.0 mi [edit] [delete]

Wed - Mar 11, 2015 Delete All

- 7:30 AM, Carpool, 5.0 mi [edit] [delete]
- 5:30 PM, Carpool, 5.0 mi [edit] [delete]

Favorite Trips Recent Searches

Shared Trips

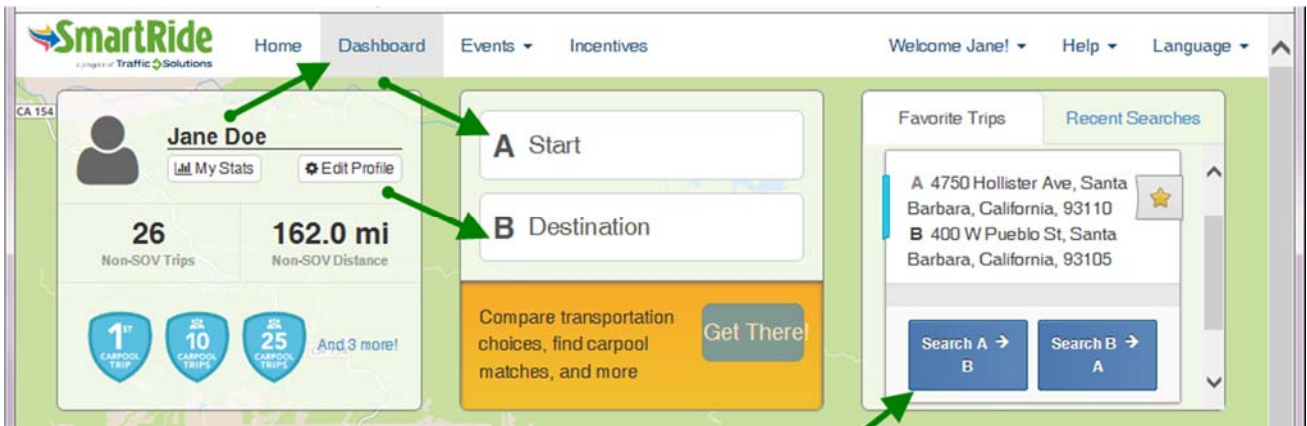
- A 4750 Hollister Ave, Santa Barbara, California, 93110
- B 400 W Pueblo St, Santa Barbara, California, 93105

TOP GOING TRIPS

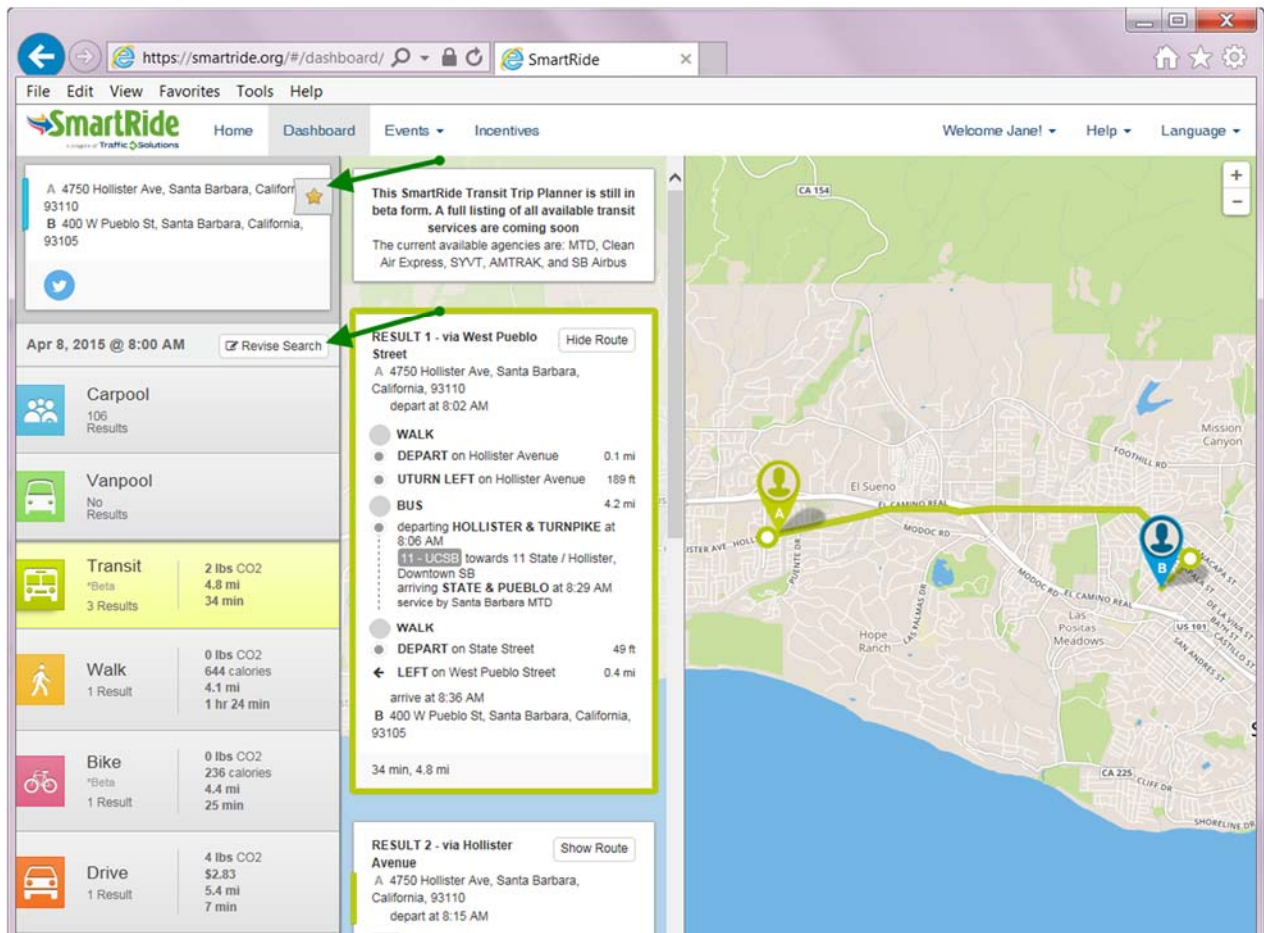
TRIP	TRIPS
1	100
2 David	94
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4 Clark	58
5 Jeff	58
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7 Jessie	54
8 Brian	54
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D. Using the trip planner

1. You can compare all of your commute options using the trip planner.
2. From your Dashboard, either type in your start and destination addresses, or choose from your list of favorite trips. Start your search!

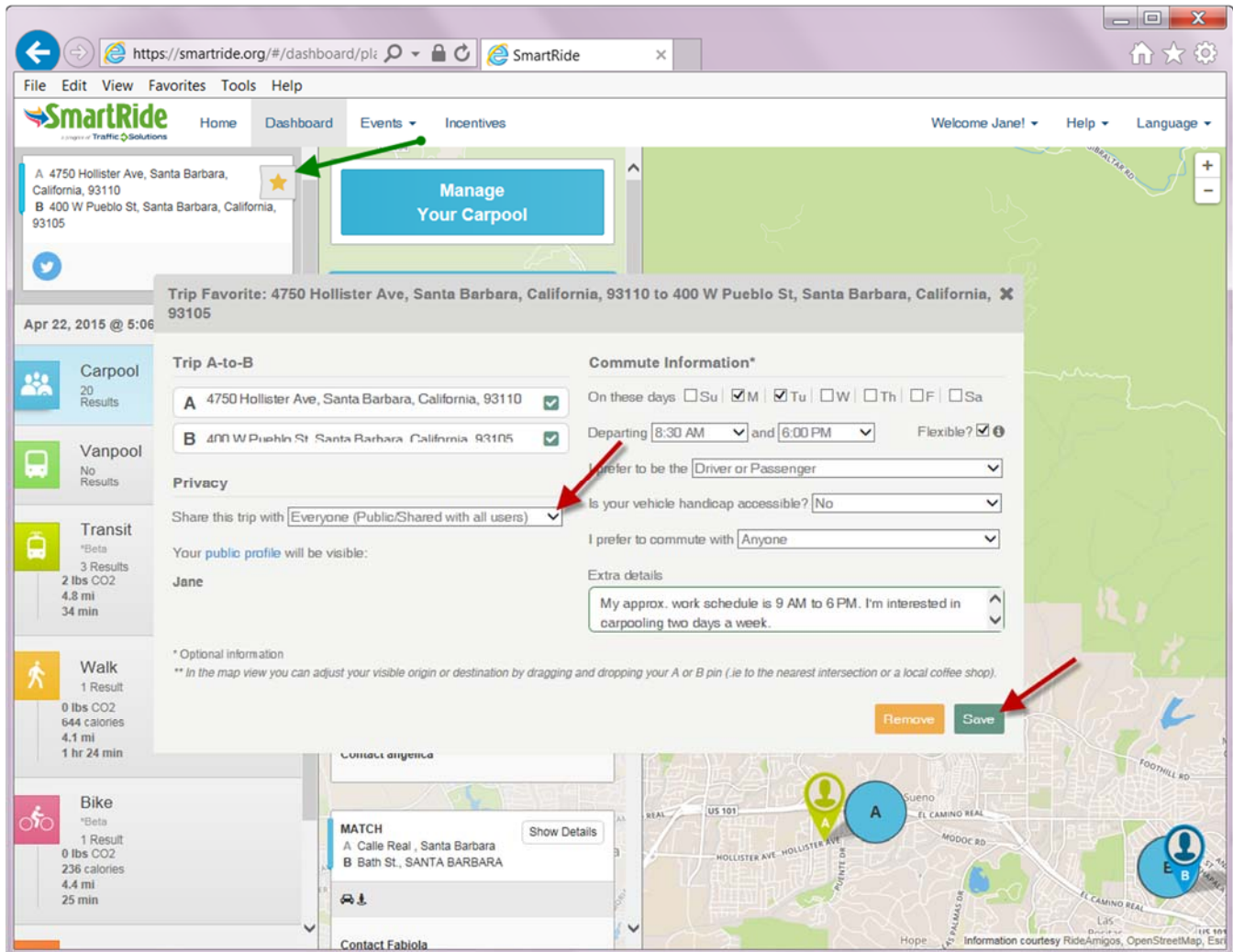


3. You will see all modes of transportation compared side by side.
 - a. You can save your trip as a favorite or a carpool-posting by clicking the star.
 - b. You can revise your search by clicking the Revise Search button.



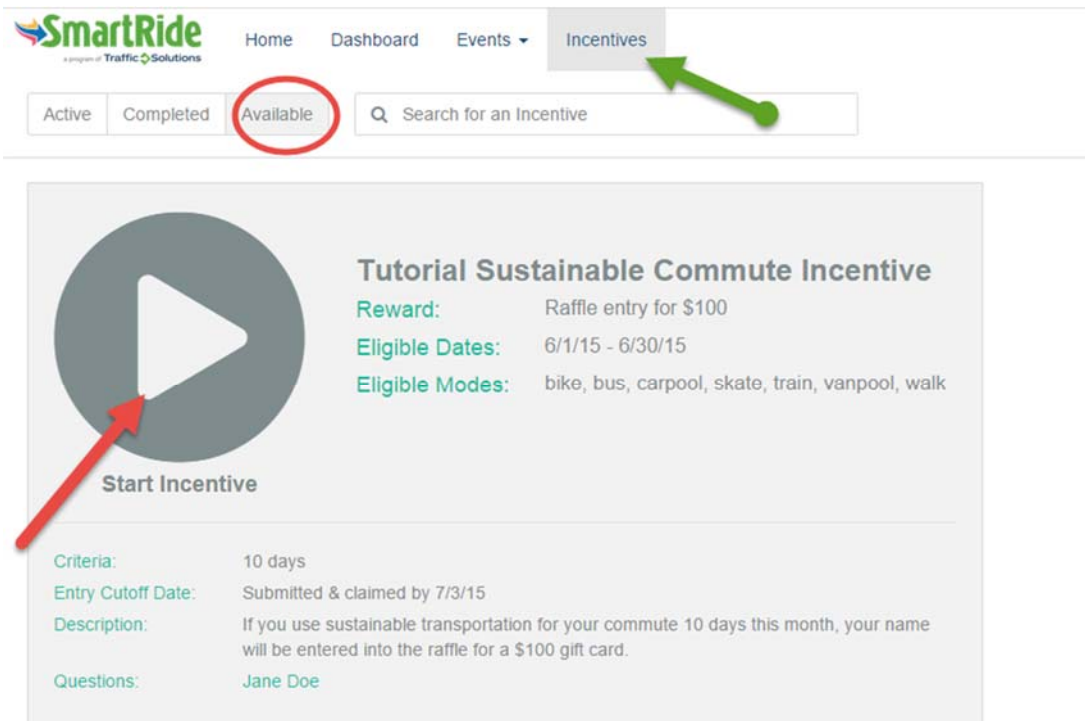
E. Saving and sharing trips to find carpool matches

1. Click the star to save and share a trip such that others can find you in carpool searches. (Users will only see your first name. No one will see your exact address.)
2. Choose to share your trip with everyone in the region or just people in your network, i.e. coworkers.
3. Add details about when and how you'd like to carpool.



F. Commuter Benefits Programs and Incentives

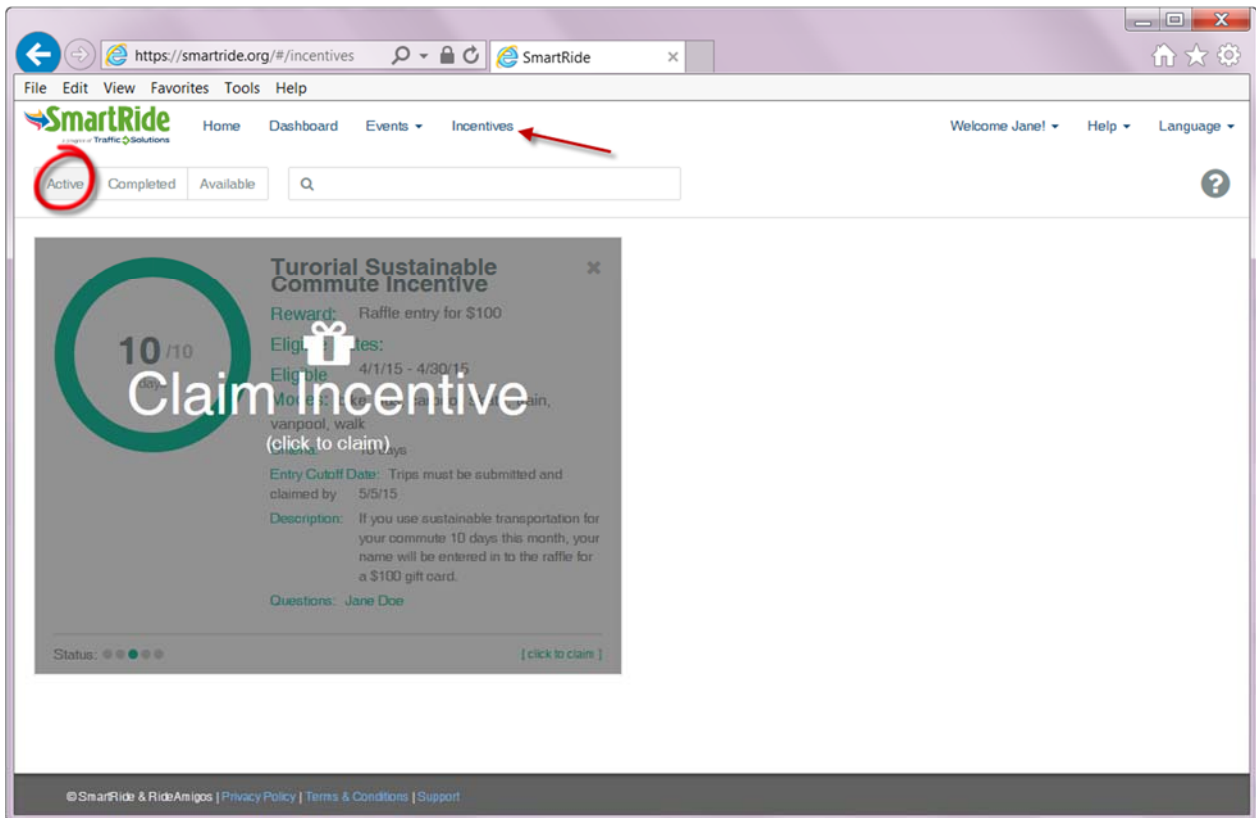
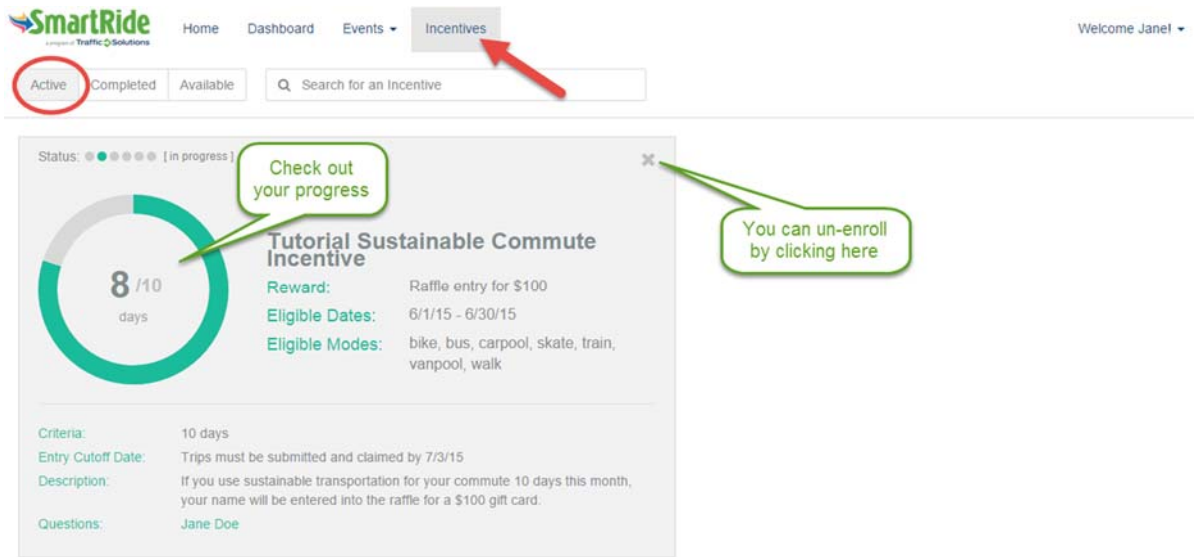
1. If you were using Traffic Solutions Online to qualify for an employer-offered commuter benefit, you can continue to do this on the new site, SmartRide.org.
2. Click the “Incentives” link to find your benefit. Take note that there are three sections to Incentives. Active, Completed and Available.



The screenshot shows the SmartRide website interface. At the top, there is a navigation bar with links for Home, Dashboard, Events, and Incentives. The Incentives link is highlighted with a green arrow. Below the navigation bar, there are three tabs: Active, Completed, and Available. The Available tab is circled in red. To the right of the tabs is a search bar with the text "Search for an Incentive". Below the tabs, there is a card for the "Tutorial Sustainable Commute Incentive". The card features a large play button icon with a red arrow pointing to it and the text "Start Incentive". The card details include: Reward: Raffle entry for \$100; Eligible Dates: 6/1/15 - 6/30/15; Eligible Modes: bike, bus, carpool, skate, train, vanpool, walk. Below the card, there is a section for "Criteria" (10 days), "Entry Cutoff Date" (Submitted & claimed by 7/3/15), "Description" (If you use sustainable transportation for your commute 10 days this month, your name will be entered into the raffle for a \$100 gift card.), and "Questions" (Jane Doe).

3. View your current incentive status for the month by clicking the “active” tab of incentives. Sometimes you will need to refresh your browser by clicking the F5 key.
4. If you’ve accidentally enrolled in the wrong incentive click the X to un-enroll. You can then enroll in the correct incentive from the Available tab.

5. At the end of each month (or other employer-defined period), you must claim your cash-out incentive. Claiming your incentive is a replacement for submitting or printing your calendar on the old site.



6. You can view the status of your completed incentives by clicking "completed" tab.