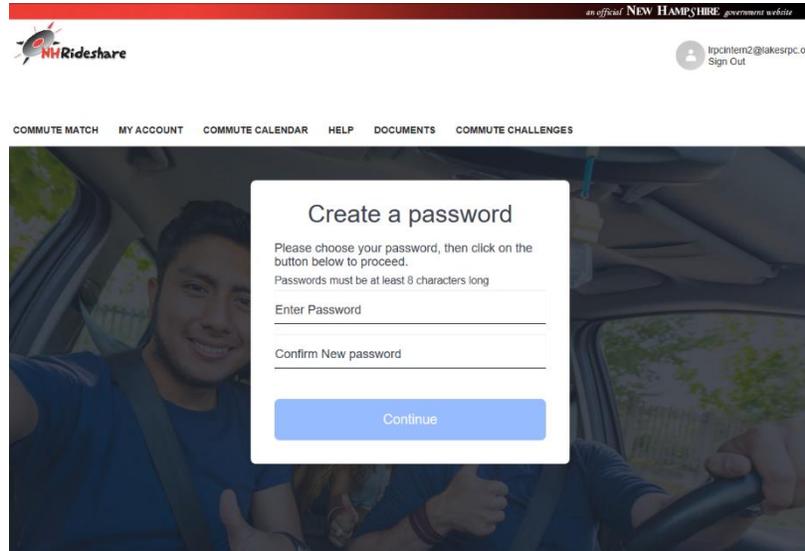
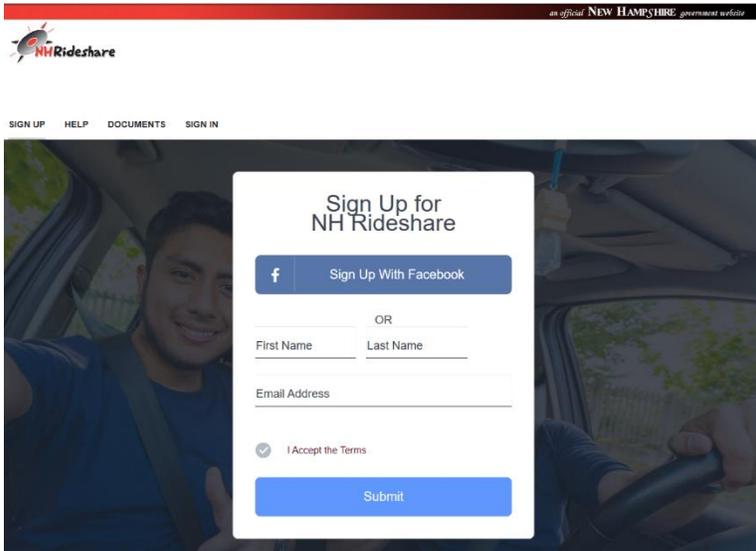
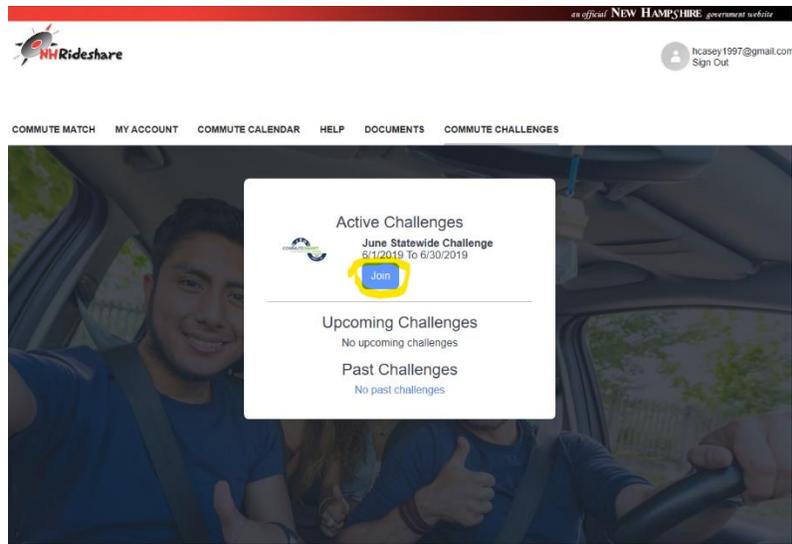
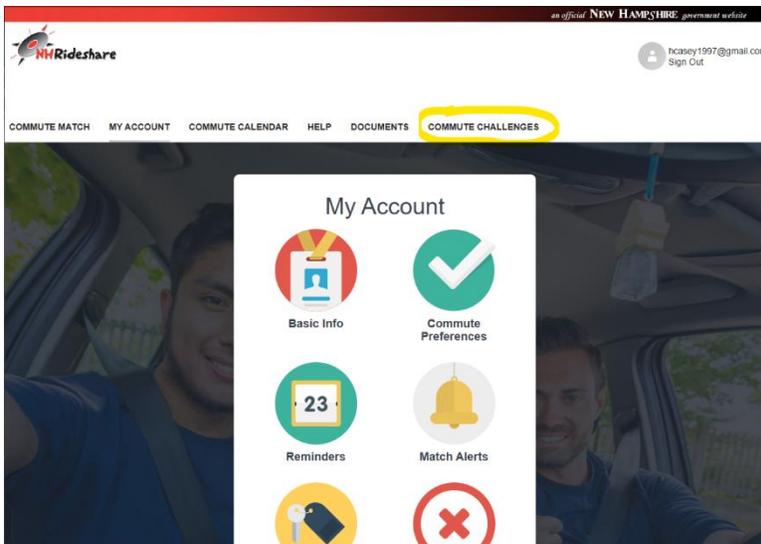


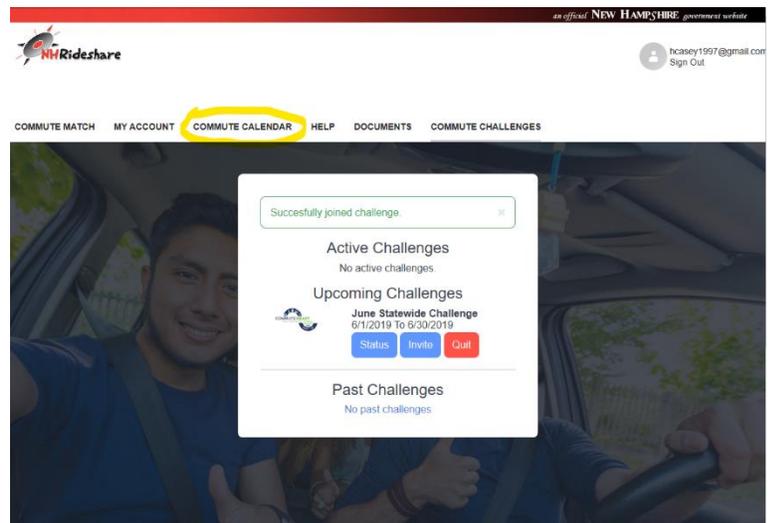
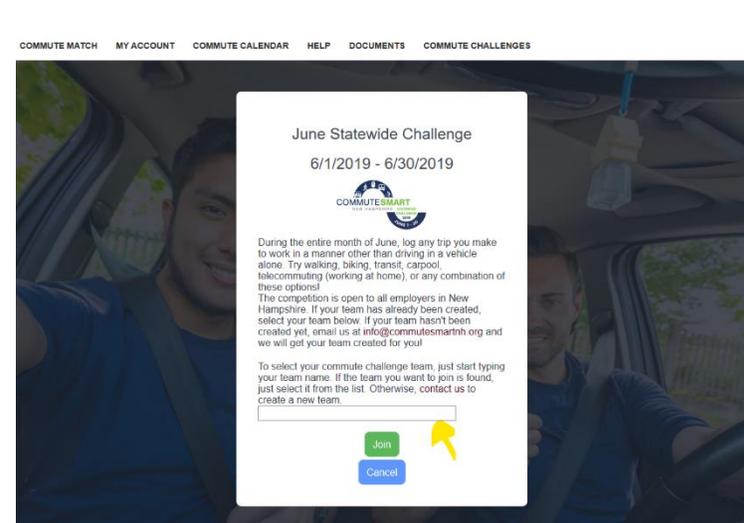
When you first open the NH Rideshare Website this is what you see. You will begin by clicking “Join Today” to create an account. Then Proceed to click the “Sign Up” button in the top left corner.



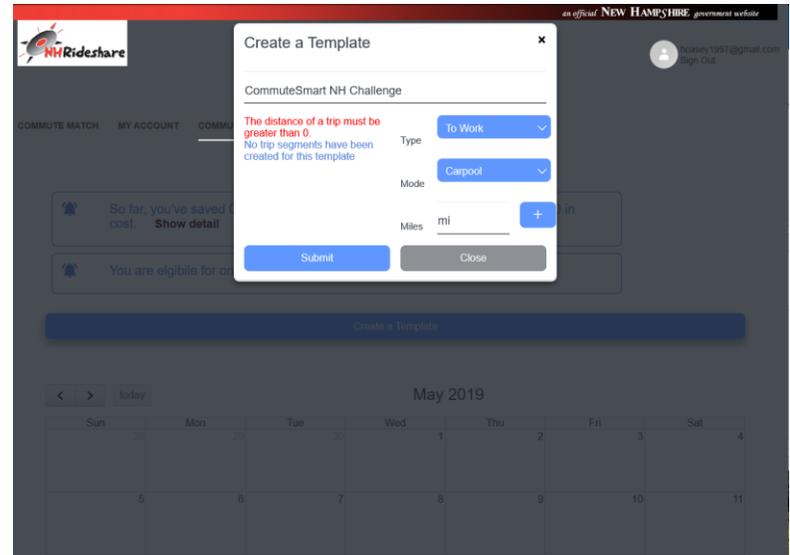
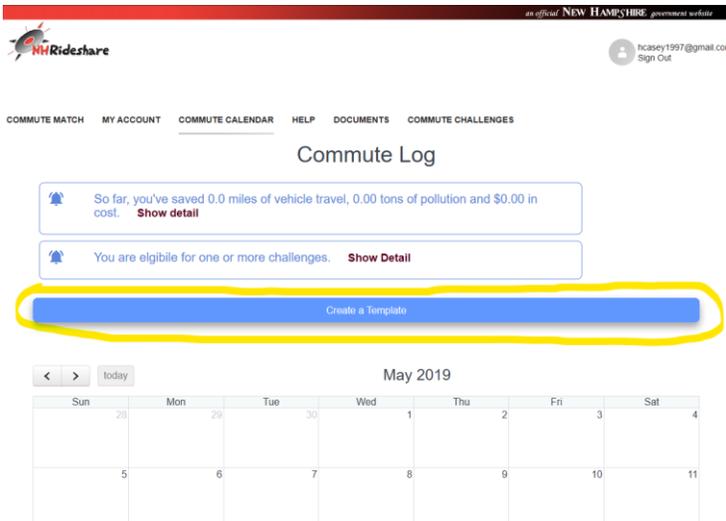
You will then enter what is needed in each space and check the box to “Accept the Terms”. After entering your email, you will have to click the link that NH Rideshare has sent you to confirm your account and then it will take you to the second page pictured above to create a password.



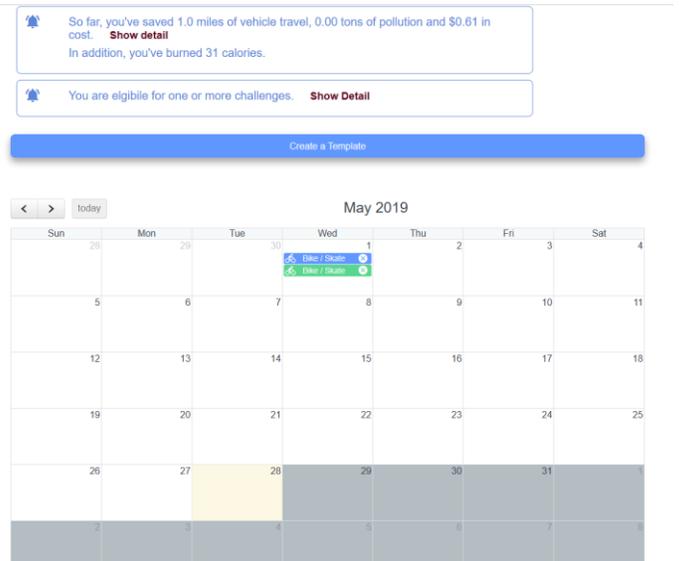
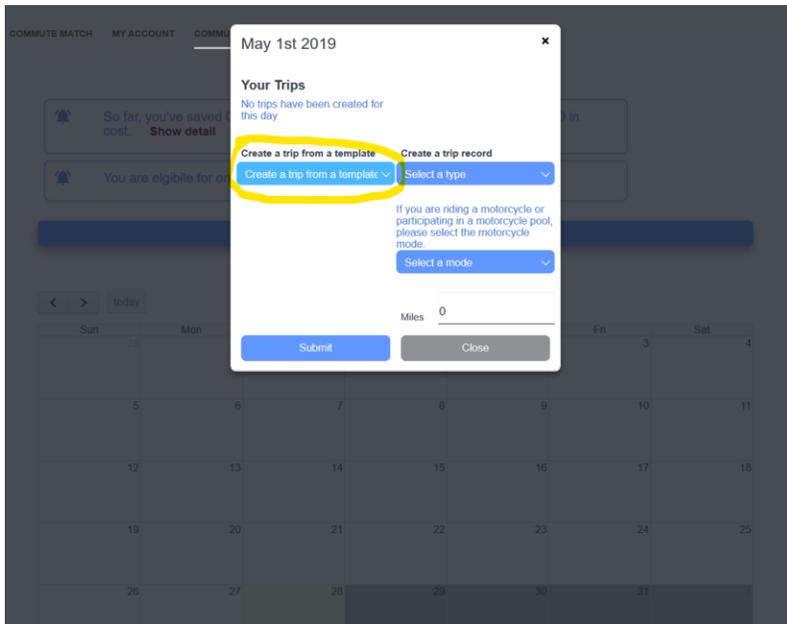
Now that your account is created you can sign yourself on your company team. Click the “Commute Challenges” on the menu bar. This brings you to the challenges page which will show the Challenge which you can enter by pressing the “Join” button.



This brings you where you can select your team on the drop down menu highlighted above and confirm your selection with the green “Join” button. After this you have officially joined your company team. Next you will create your first commute log by pressing the “Commute Log” button on the menu bar.



This brings you to the Commute Log page where all your logs will be written all month. To make it easy you can create a template by pressing the “Create a Template” button. Doing this will skip having to manually enter your mode of transport and mileage each day. On the next page enter the mode of transportation you will most likely do daily, if it is just to work or a round-trip, and the mileage.



You can try this by pressing any day of the week and the picture on the left will pop up. Click on the “Create a trip from a template” button and click your template from the drop down menu. You may also drag and drop any saved template to any day on the calendar. Please note that you cannot log trips for the future; you can only log trips for the current day and for past days.