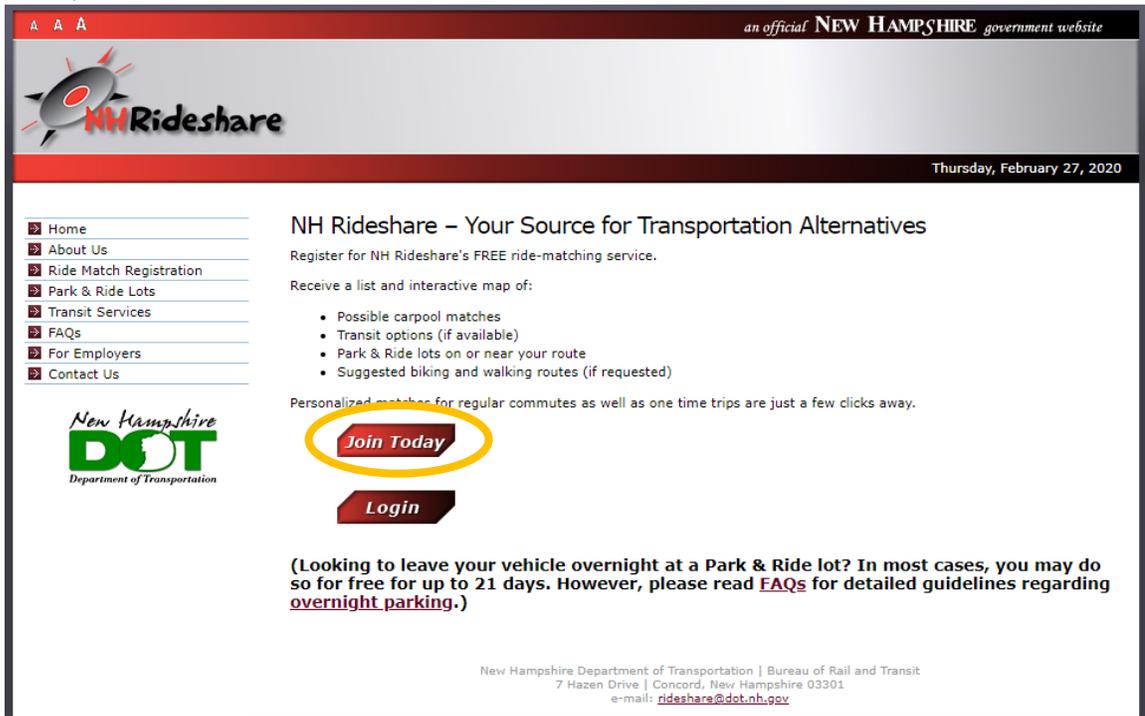


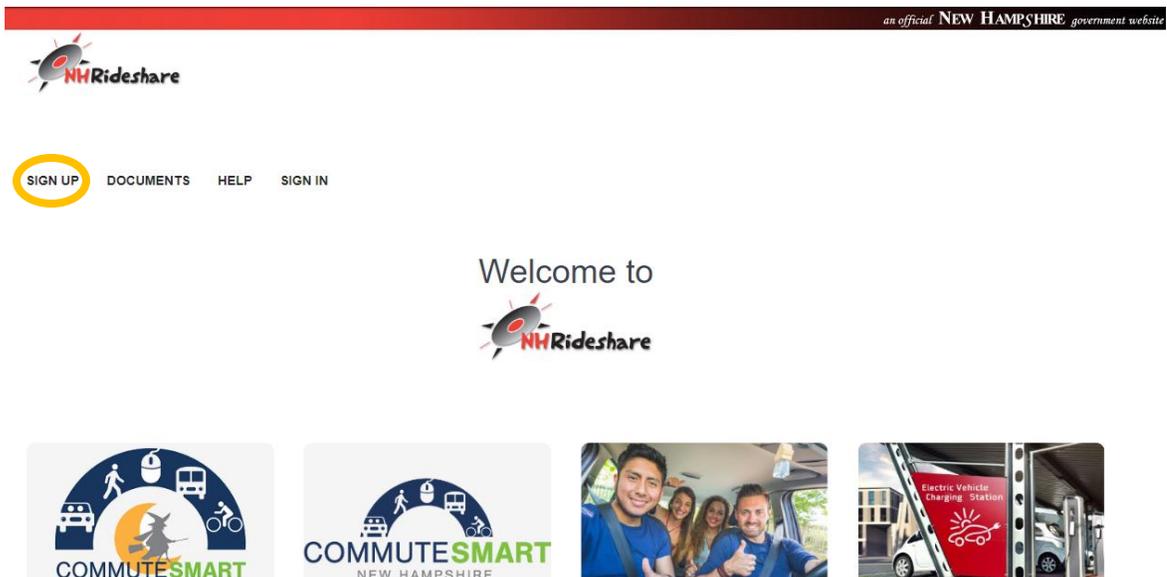
# NH RIDESHARE SIGN-UP AND TRIP LOGGING STEPS

## Sign-Up Instructions

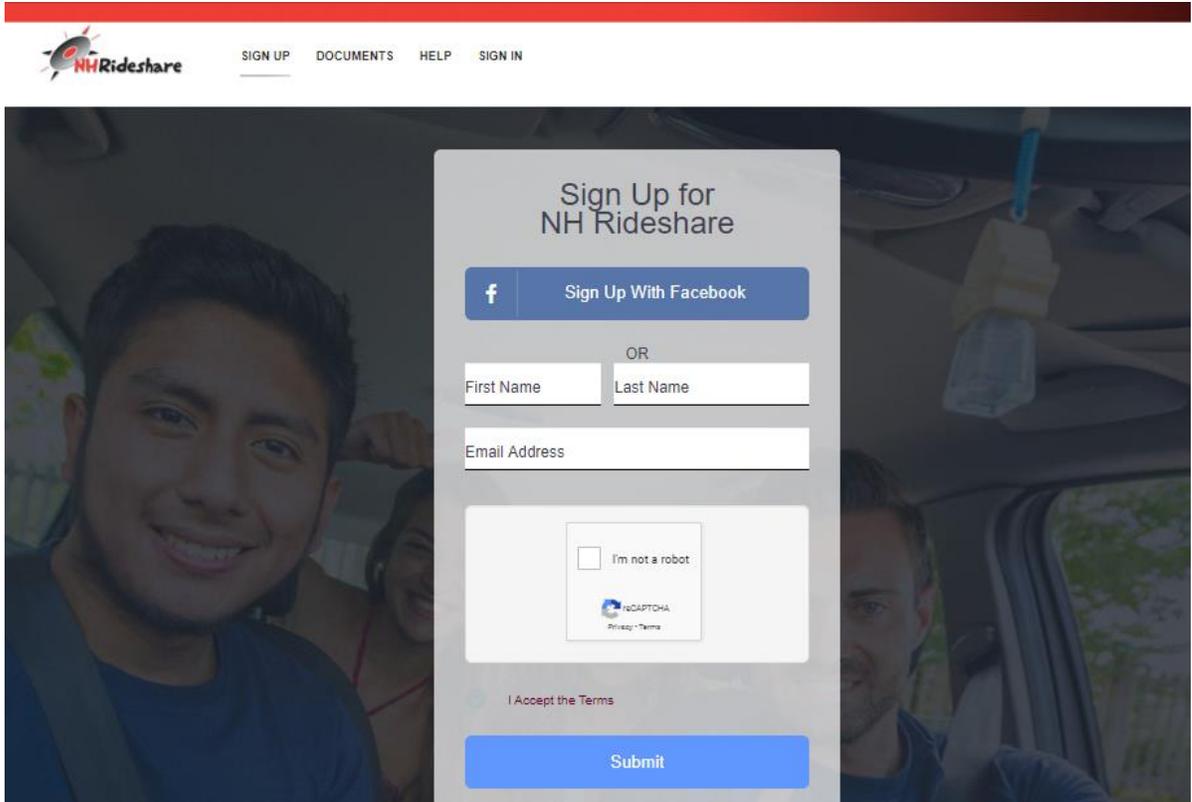
1. Navigate to NH Rideshare at <https://www.nh.gov/dot/programs/rideshare/>. Select “Join Today”.



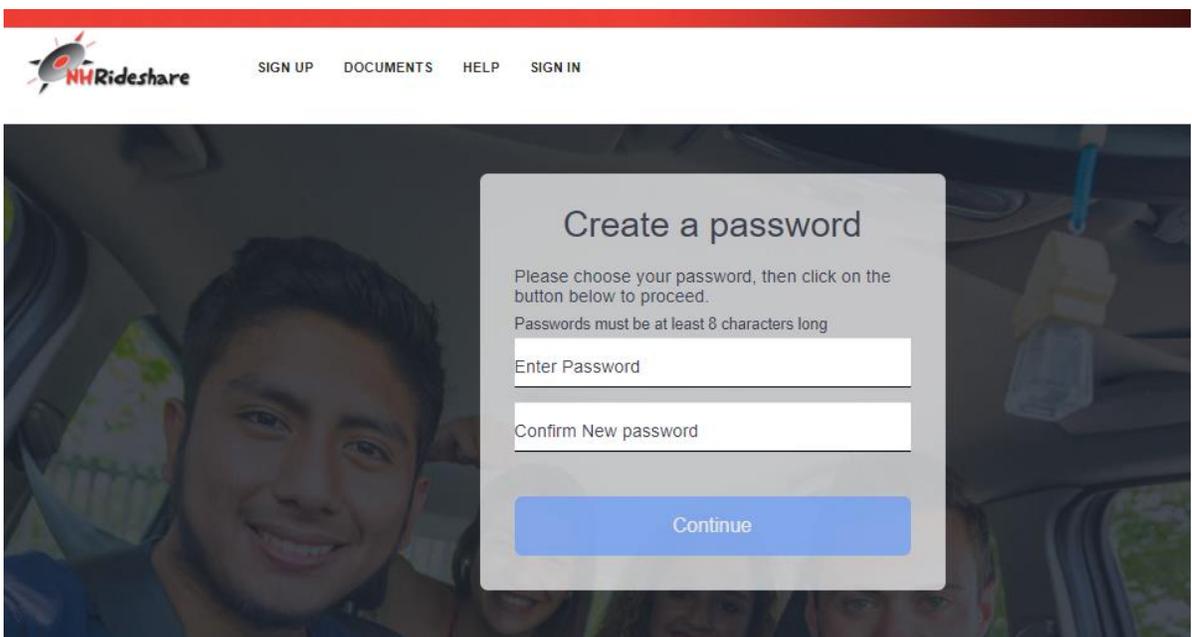
2. Select “Sign Up” button in the top menu, or if you already have an account select “Sign In”.



- You will then be prompted to fill out your name and email and asked to accept the terms. You can also sign-up via Facebook. After entering your email, you will have to click the email link that NH Rideshare sent to confirm your account. Once you click that link, you will be prompted to create a password.

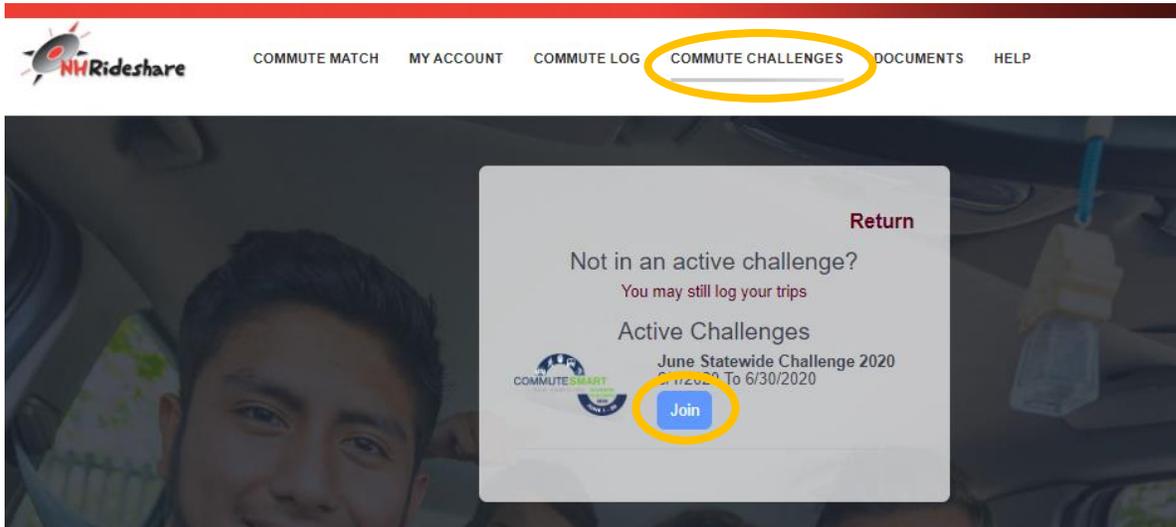


The screenshot shows the NH Rideshare website's sign-up page. At the top left is the NH Rideshare logo. To its right are navigation links: SIGN UP, DOCUMENTS, HELP, and SIGN IN. The main content area features a sign-up form with the title "Sign Up for NH Rideshare". The form includes a "Sign Up With Facebook" button with a Facebook icon, followed by the text "OR". Below this are input fields for "First Name" and "Last Name", and a larger field for "Email Address". A reCAPTCHA widget is present with the text "I'm not a robot" and a checkbox. Below the reCAPTCHA is a link for "I Accept the Terms". At the bottom of the form is a blue "Submit" button. The background of the page is a blurred image of people inside a car.

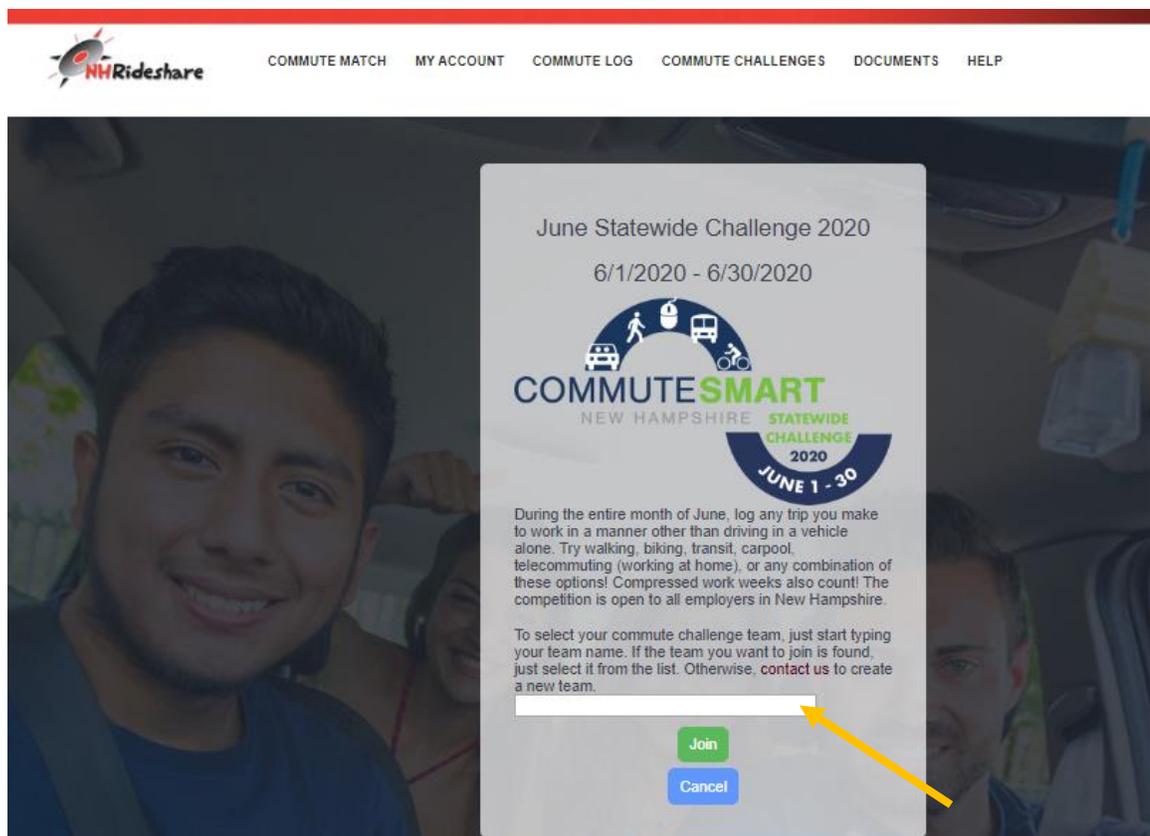


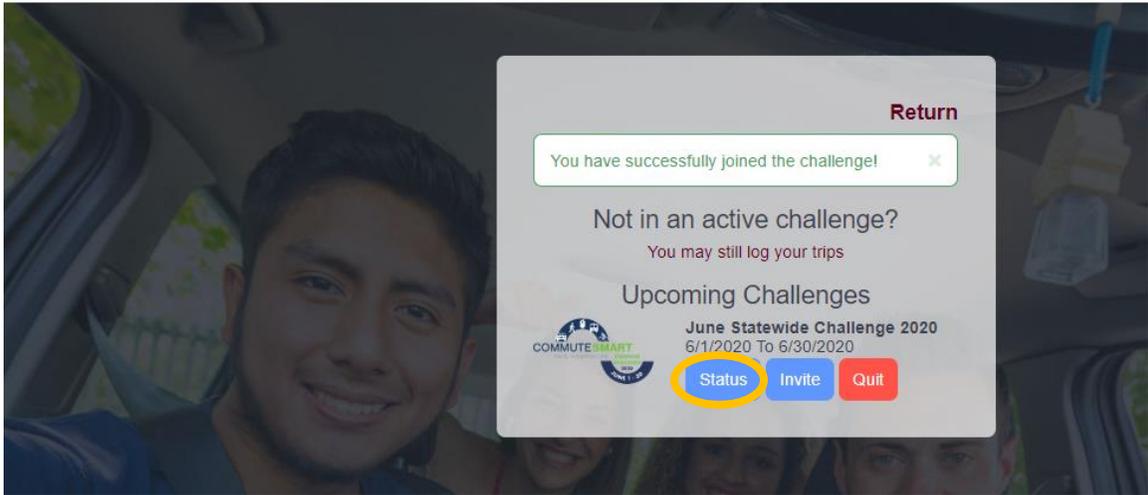
The screenshot shows the NH Rideshare website's password creation page. At the top left is the NH Rideshare logo. To its right are navigation links: SIGN UP, DOCUMENTS, HELP, and SIGN IN. The main content area features a form with the title "Create a password". Below the title is the instruction: "Please choose your password, then click on the button below to proceed." followed by the requirement: "Passwords must be at least 8 characters long". There are two input fields: "Enter Password" and "Confirm New password". At the bottom of the form is a blue "Continue" button. The background of the page is a blurred image of people inside a car.

- Now that your account is created, you can sign yourself up for your company team. Click “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.



- Next you can select your team from the drop down menu and confirm your selection with the green “Join” button. After this step is completed you have officially joined your company team for the Challenge! The leaderboards can be viewed by selecting “Status” and you may also quit the challenge at any time by clicking “Quit”.





## Trip Logging Instructions

1. Trip are logged for the Challenge in the “Commuter Log”, located in the middle of the top menu.

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COMMUTE MATCH MY ACCOUNT **COMMUTE LOG** COMMUTE CHALLENGES DOCUMENTS HELP

### Commuter Log

Learn how to log trips and create a template [here](#).

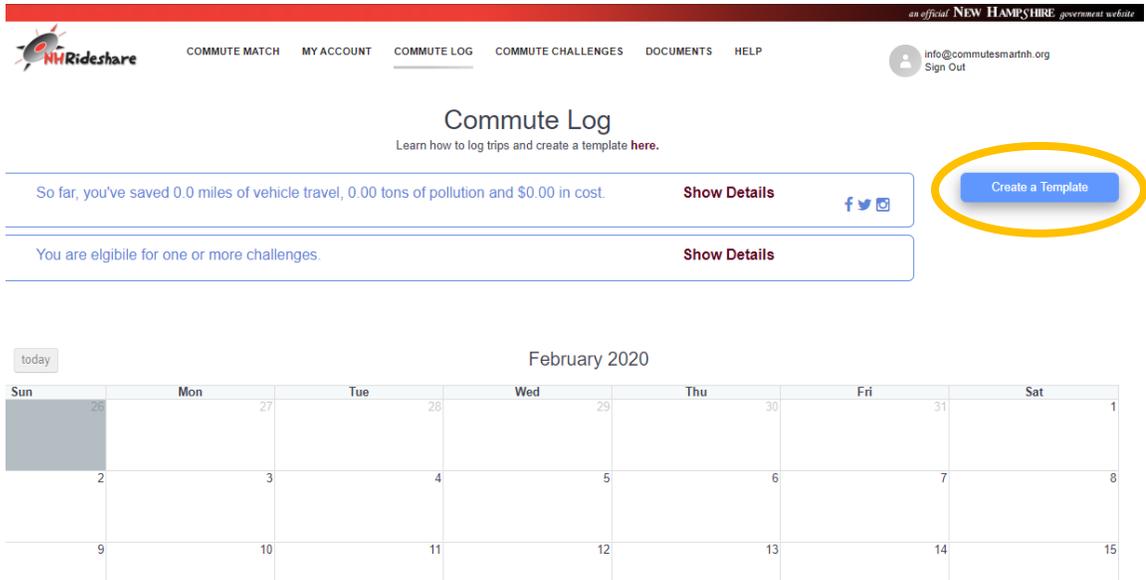
So far, you've saved 0.0 miles of vehicle travel, 0.00 tons of pollution and \$0.00 in cost. [Show Details](#) [f](#) [t](#) [i](#)

You are eligible for one or more challenges. [Show Details](#)

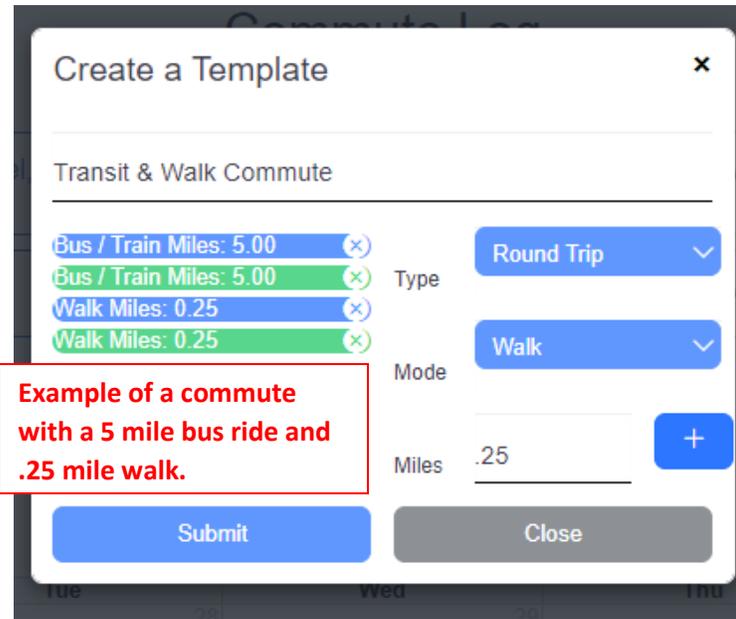
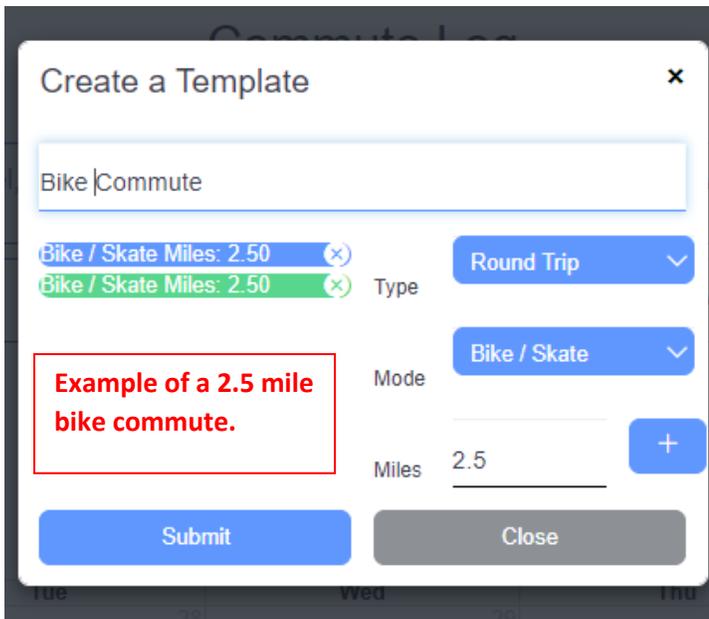
> today February 2020

Sun	Mon	Tue	Wed	Thu	Fri
26	27	28	29	30	
2	3	4	5	6	
9	10	11	12	13	

- To log a trip, you can either log a trip(s) by clicking on the day and entering the information. You can also create a template that can be applied to any day by dragging and dropping the template on the calendar. To create a template, select “Create A Template” button.



- Create a template name, select the trip type, and the mode. Enter your mileage for one direction and hit the “+” button to add that commute type to the template. If your commute includes more than one mode, select the other mode and new mileage and again hit “+”. Once your commute is entered, click “Submit” and the template will be created. You can also make multiple templates for multiple trip types.



- Then simply drag and drop the template to any day. Please note that you cannot log trips for the future; you can only log trips for the current day and for past days.

### Commute Log

Learn how to log trips and create a template [here](#).

 So far, you've saved 0.0 miles of vehicle travel, 0.00 tons of pollution and \$0.00 in cost. **Show Details**   

 You are eligible for one or more challenges. **Show Details**

Your Templates

Transit & Walk Commute 

<>today

**February 2020**

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

