Drive Less Connect Training for Transportation Coordinators

Drive less. Connect.

Matching people with places.
Today’s training

1. Resources
Today’s training

1. Resources

2. What the tool does
Today’s training

1. Resources
2. What the tool does
3. User’s perspective
Today’s training

1. Resources
2. What the tool does
3. User’s perspective
4. How to administer
Today’s training

1. Resources
2. What the tool does
3. User’s perspective
4. How to administer
5. Run an incentive program
Today’s training

1. Resources
2. What the tool does
3. User’s perspective
4. How to administer
5. Run an incentive program
6. Marketing
1. Resources
2. What the tool does
3. User’s perspective
4. How to administer
5. Run an incentive program
6. Marketing
1. Notes Manual

2. WTA’s Drive Less Connect Resource Webpage
   www.wta-tma.org/drivelessconnect
1. Resources

2. What the tool does

3. User’s perspective
4. How to administer
5. Run an incentive program
6. Marketing
What the tool does

- Matching
What the tool does

- Matching
What the tool does

- Matching
What the tool does

- Matching
What the tool does

Secure

Geographic
What the tool does

- Matching
- Secure
- Geographic
What the tool does

- Matching
- Secure
- Geographic
- Free
What the tool does

- Matching
- Secure
- Geographic
- Free
- 2,900 (Metro)
What the tool does

- Matching
- Secure
- Geographic
- Free
- 2,900 (Metro), 490 (WashCo)
What the tool does

- Matching
- Secure
- Geographic
- Free
- 2,900 (Metro), 490 (WashCo)
RIDEBuzz Event Rideshare

Bike to Work Day
May 12, 2011

Walk to Work Day
What the tool does

- Matching
- Secure
- Geographic
- Free
- 2,900 (Metro), 490 (WashCo)
- Run promotions
What the tool does

- Matching
- Secure
- Geographic
- Free
- 2,900 (Metro), 460 (WashCo)
- Run promotions
- In-network matching
What the tool does: Networks = A group of like users, with one or more administrators
1. Resources

2. What the tool does

3. The user’s perspective

4. How to administer

5. Run an incentive program

6. Marketing
User Registration
www.DriveLessConnect.com

REGISTER TODAY
Welcome to Drive Less Connect, Oregon’s secure, easy-to-use online ride-matching tool that matches you with people going your way for work and play.

NEED HELP OR HAVE QUESTIONS?
CONTACT:

Serving Clackamas, Multnomah and Washington Counties
Regional Travel Options
(503) 813-7565
rio@oregonmetro.gov

FIND YOUR SERVICE PROVIDER
Is this page displaying your service area? If not, select the county where you live and/or work from the list below.

Choose County  
Go
User Registration
www.DriveLessConnect.com

BOEING EMPLOYEES MATCH UP USING
DRIVELESSCONNECT.COM
## User Registration

### Create your profile!

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Enka</td>
</tr>
<tr>
<td>Last Name</td>
<td>Test</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>State/Province</td>
<td>Washington</td>
</tr>
<tr>
<td>Phone Number</td>
<td>503-906-7941</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:enkatest@hotmail.com">enkatest@hotmail.com</a></td>
</tr>
<tr>
<td>Password</td>
<td>************</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>************</td>
</tr>
<tr>
<td>Screen Name</td>
<td>EnkaTest</td>
</tr>
<tr>
<td>Security Question</td>
<td>City where you were born?</td>
</tr>
<tr>
<td>Security Answer</td>
<td>Ventura</td>
</tr>
<tr>
<td>Magic Word</td>
<td>MEPA5E</td>
</tr>
</tbody>
</table>

**I have read, understood and I agree to the terms of use and privacy policy of the site and service.**

[Register]
Account created

Your account has been created. An email has been sent to the email address you specified.

Please follow the instructions in the email to complete your registration. Please check your spam folder too, because sometimes, your personal spam filters or your email provider settings could cause our email to be delivered in the spam folder.

Did the email arrive in your spam folder?

To ensure that you receive all our emails in the future, you could save our email address to your list of contacts. Click here and select “Open”. When the contact card is displayed, select “Save and close”.

Already registered? Click here to login.
Dear Erika,

Thank you for registering at Drive Less Connect. To ensure the highest quality of service to our members, we require this step to complete the registration process.

Please click on the link below. If you cannot click on the link, please copy the link and paste it in your browser window.


Best Regards,

Drive Less Connect Team
Validation Complete

Your account has been validated successfully.

Continue
User Registration

Drive less. Connect.
Matching people with places

Validation Complete
Your account has been validated successfully.

Drive less. Connect.
Matching people with places

Don't have an account? Click here to sign up.

Log in.

Email Address: erikatest@hotmail.com
Password: ************
Password is case-sensitive.

Sign In
Forgot your password?
**User Registration**

**What are you here for? (Check all that apply)**
- [x] I want to find travel options for my commute
- [ ] I am here to record my trips
- [x] I am looking to share a ride to an event/one-time trip
- [ ] I am a parent and am here for SchoolPool

**Your Home Address**
- Address: 15218 SW Teal Blvd, Beaverton, OR 97006
- Include City and State
- [x] Use as mailing address

**Your Employer/Institution**
- Work/Campus Name: Westside Transportation Alliance
- Work/Collage Email:
- [ ] I know the work/campus address and would like to enter it
- [ ] I want to search using a name (business park/building/campus name)
- Address: 15218 SW Millikan Way, Beaverton, OR 97005
- Include City and State
- [ ] Use as mailing address
User Registration

How did you commute last week? (select primary mode of travel)

Monday: Drive Alone
Tuesday: Carpool
Wednesday: Bike
Thursday: Light Rail
Friday: Bus
Saturday: Did Not Work
Sunday: Did Not Work

Was the last week a typical week for commuting?  Yes ☐ No ☐

Last week, which days were you scheduled to begin work between 5 and 9 a.m.?
☒ Monday  ☐ Tuesday  ☑ Wednesday  ☑ Thursday  ☐ Friday
☐ Saturday  ☐ Sunday

Which of the following most fits your normal work schedule?
☒ 5 days a week  ☐ 9 days in 2 weeks  ☐ 7 days in 2 weeks
☐ 3 days a week  ☐ 4 days a week  ☐ Other

Last week did you use a park-and-ride lot for your commute?
☒ Yes ☐ No

Continue
The User’s homepage

**Drive less. Connect.**
Matching people with places

**Get Started**

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Did you know logging your trips in the calendar can help you track your achievements and earn potential rewards? Get started and log your trips in the calendar now!

**News Feed**

Not wild about driving in the snow? Consider walking, taking the bus or telecommuting to work. Above all, stay warm, dry & safe out there!

Posted by Jef Lucero
Washington State on 1/18/2012 1:03 PM


Posted by Jef Lucero
Washington State on 1/6/2012 11:59 AM

Is saving money your resolution in 2012? Then walk, bike or ride the bus to work! Save hundreds on gas, parking and wear & tear on your car.

Posted by Jef Lucero
Washington State on 1/5/2012 10:51 AM

**Did you know?**

If you have a 25 minute commute, you spend over 200 hours a year just commuting to work.

At an average speed of 200 words per minute, you could read 20 novels over the year in that time.

Thank you for choosing **Drive Less Connect** as your commute and rideshare solutions tool.

**What would you like to do today?**

Select from the links below:

- Find a [ridematch](#) partner
- Update your [trip calendar](#)
- Find out about available [rewards](#)
- Find a ridematch partner for [events](#)
- Learn about [commute services](#)
- Update your [profile](#)
The User’s homepage

Hi, Erika

Get Started
Thank you for choosing Drive Less Connect as your commute and rideshare solutions tool.

What would you like to do today?

Select from the links below:

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- Learn about commute services
- Update your profile
Finding a carpool match

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Finding a carpool match

Drive less. Connect.
Matching people with places

What type of trip is this?
- It's my commute.
- It's for business, but not my normal commute.
- It's personal.

How often will you take this trip?
- At least once a week, on a schedule.
- Just one time.

Continue
Finding a carpool match

Enter your route information

Start Address: Erika's Home (15218 SW Teal Blvd, Beaverton)  On Map
End Address: Westside Transportation Alliance (12725 NE 18th Ave)  On Map

Enter your trip time preference

Work hours: 9:00 AM to 5:00 PM

Mon Tue Wed Thu Fri Sat Sun
Trip Start Time: 8:00 AM Flexible By: 30 minutes
Trip Return Time: 5:00 PM Flexible By: 30 minutes

Preferences

Travel mode(s): Carpool Vanpool Bike
Ride/Drive Preference: Ride or Drive
Smoking Allowed: No

Additional Trip Information:
Finding a carpool match

Who can see this trip:

- Everyone
- Users from Westside Transportation Alliance Employees
- No one (only users who you contact will be able to view your trip)
- Allow one time trip matches (this will allow one time trips for one day to match with your trip).

Recommended

Save
Finding a carpool match

- Screen Name: BeavertonMom
  Route Match: 76%
  Mode(s):
  Trip Details: Every Mo, Tu, We, Th, Fr
  Start: 7:30am
  Return: 4:30pm-5:30pm
  Preference: Ride

- Screen Name: Fourknocks
  Route Match: 76%
  Mode(s):
  Work Hours: 8:00am to 5:00pm
  Trip Details: Every Mo, Tu, We, Th, Fr
  Start: 7:00am-8:00am
  Return: 4:30pm-5:30pm
  Preference: Ride or Drive

- Screen Name: guidopiedra
  Route Match: 71%
  Mode(s):
  Work Hours: 8:30am to 5:30pm
  Trip Details: Every Mo, Tu, We, Th, Fr
  Start: 7:30am-8:30am
  Return: 4:30pm-5:30pm
  Preference: Ride or Drive
The User’s homepage

Hi, Erika

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If you have a 25 minute commute, you spend over 200 hours a year just commuting to work.

At an average speed of 200 words per minute, you could read 20 novels over the year in that time.
Logging your trips is as easy as 1-2-3

1. **Select** a mode from below.  
2. **Confirm** the details.  
3. **Click** on the calendar date.

<table>
<thead>
<tr>
<th>Select Mode</th>
<th>January 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sunday</td>
</tr>
<tr>
<td>Carpool</td>
<td></td>
</tr>
<tr>
<td>Vanpool</td>
<td></td>
</tr>
<tr>
<td>Bus</td>
<td></td>
</tr>
<tr>
<td>Bike</td>
<td></td>
</tr>
<tr>
<td>Train</td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td></td>
</tr>
<tr>
<td>Telework</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Drive Alone</td>
<td></td>
</tr>
<tr>
<td>Light Rail</td>
<td></td>
</tr>
<tr>
<td>Streetcar</td>
<td></td>
</tr>
<tr>
<td>Passenger Ferry</td>
<td></td>
</tr>
<tr>
<td>Compressed Work Week</td>
<td></td>
</tr>
<tr>
<td>Did Not Work</td>
<td></td>
</tr>
</tbody>
</table>

Erika's Home (15218 SW Teal Blvd, Beaverton, OR 97007, USA)
To: Westside Transportation Alliance (12725 SW Millikan Way)
LOGGING YOUR TRIPS IS AS EASY AS 1-2-3

1. SELECT a mode from below.
2. CONFIRM the details.
3. CLICK on the calendar date.
The User’s homepage

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Washington State on 1/18/2012 1:53 PM

Wonderful story on the benefits of commute options and alternatives! Check it out at http://bit.ly/wj1s9W
Posted by Jef Lucero
Washington State on 1/10/2012 11:59 AM

Is saving money your resolution in 2012? Then walk, bike or ride the bus to work! Save hundreds on gas, parking and wear & tear on your car.
Posted by Jef Lucero
Washington State on 1/5/2012 10:31 AM

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Not wild about driving in the snow? Consider walking, taking the bus or telecommuting to work. Above all, stay warm, dry & safe out there!

Posted by Jef Lucero
Washington State on 1/18/2012 1:93 PM

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Posted by Jef Lucero
Washington State on 1/6/2012 11:59 AM

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Posted by Jef Lucero
Washington State on 1/5/2012 1:51 AM

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- Update your trip calendar
- Find out about available rewards
- Find a ridematch partner for events
- Learn about commute services
- Update your profile
The User’s homepage

Drive less. Connect.
Matching people with places

Home | Local Support | Log Trips | Rewards | FAQ

Hi, Erika

Achievements
Money saved: $36
Gasoline saved: 5 gal
CO2 saved: 105 pounds

Add an event

Trips not driven alone: 34 trips
Miles not driven alone: 165 miles

How do we calculate these?

News Feed

We are getting reports of a groundhog riding a bike to work this morning. No confirmation yet as to whether said creature saw its shadow.
Posted by Jef Lucero
Washington State on 2/2/2012 8:58 AM

Transportation Advocacy Day is 1/31 in Olympia! Help shape policy & meet w/ your legislators. Carpools available- RSVP @ http://bit.ly/tuak1W
Posted by Jef Lucero
Washington State on 1/23/2012 10:39 AM

Not wild about driving in the snow? Consider walking, taking the bus or telecommuting to work. Above all, stay warm, dry & safe out there!
Posted by Jef Lucero
Washington State on 1/18/2012 1:03 PM

Did you know?

The average person spends over $7,500 a year on commuting expenses.
Carpooling could save you half or more! That could get you 200 gourmet cheeseburgers or a trip to Paris for two!
<table>
<thead>
<tr>
<th>Event: Ski at Crystal Mountain</th>
<th>Add Trip to Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host/Organizer: Crystal Mountain</td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.crystimountain.com/">http://www.crystimountain.com/</a></td>
<td></td>
</tr>
<tr>
<td>When: 1/3/2012 to 3/31/2012</td>
<td></td>
</tr>
<tr>
<td>Where: Crystal Mountain 33000 Crystal Mountain Blvd, Snoqualmie National Forest, Enumclaw, WA 98022, USA</td>
<td></td>
</tr>
<tr>
<td>Details: Carpool to the slopes at Crystal Mountain!!</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event: Ski at Mission Ridge</th>
<th>Add Trip to Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host/Organizer: Mission Ridge</td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.missionridge.com/">http://www.missionridge.com/</a></td>
<td></td>
</tr>
<tr>
<td>When: 1/3/2012 to 3/31/2012</td>
<td></td>
</tr>
<tr>
<td>Where: Mission Ridge 7500 Mission Ridge Rd, Wenatchee National Forest, Wenatchee, WA 98801, USA</td>
<td></td>
</tr>
<tr>
<td>Details: Carpool to the slopes at Mission Ridge</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event: Ski at Mount Spokane</th>
<th>Add Trip to Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host/Organizer: Mt Spokane</td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.mtspokane.com/">http://www.mtspokane.com/</a></td>
<td></td>
</tr>
<tr>
<td>When: 1/3/2012 to 3/31/2012</td>
<td></td>
</tr>
<tr>
<td>Where: Mt. Spokane 29500 N Mt Spokane Park Dr, Mead, WA 99021, USA</td>
<td></td>
</tr>
<tr>
<td>Details: Carpool to the slopes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event: Ski at Mt. Baker</th>
<th>Add Trip to Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host/Organizer: Mt Baker</td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.mtbaker.us/1011/">http://www.mtbaker.us/1011/</a></td>
<td></td>
</tr>
</tbody>
</table>
The User’s homepage

Get Started

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Washington State on 1/18/2012 1:03 PM

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Posted by Jef Lucero
Washington State on 1/5/2012 11:59 AM

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Washington State on 1/5/2012 10:51 AM

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Select from the links below:

- Find a ridematch partner
- Update your trip calendar
- Find out about available rewards
- Find a ridematch partner for events
- Learn about commute services
- Update your profile
Rewards

Home | Ridematch | Calendar | Events | Rewards | Profile

Hi, Erika

Achievements

- Money saved: $35
- Gasoline saved: 6 gal
- CO2 saved: 108 pounds

Incentive Programs
Pending Rewards
Reward History

Miles not driven alone: 169 miles
Trips not driven alone: 24 trips

News Feed

- How much are you saving? Log your trips under the Calendar tab to learn your personal and network results. Network results updated weekly. Posted by Mary Ann Aschenbrenner Portland Metro on 1/3/2012 12:10 PM

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Incentive Programs

Drive Less Connect launch rewards

Sponsor: Portland Metro
Criteria: 15 day(s) usage of eligible modes | Your Achievement: 9 day(s) usage of eligible modes
Modes: Carpool, Vanpool, Bus, Bike, Train, Walk, Light Rail, Streetcar | Purpose: Commute, Work Related, Personal
More Info: Not specified
Progress: 60%

You can request this reward once you meet the required participation level.
The User’s homepage

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Profile

Hi, Enika

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My Profile

News Feed

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Washington State on 1/18/2012 1:03 PM

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Posted by Jef Lucero
Washington State on 1/8/2012 11:59 AM

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Next

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My Networks
My Locations
My Vehicle
My Account

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The User’s homepage

Your Networks

Beaverton
296 users | 68,456 lbs of CO2 saved

Portland Metro
http://www.oregonmetro.gov/index.cfm/go/by_web/id=454
2972 users | 956,680 lbs of CO2 saved

Washington State
http://www.wsdot.wa.gov
47781 users | 24,534,447 lbs of CO2 saved

Westside Transportation Alliance
484 users | 82,829 lbs of CO2 saved
The User’s homepage

Drive less. Connect.
Matching people with places

Home  RideMatch  Calendar  Events  Rewards  Profile

Hi, Enka

Get Started

Looking to ridematch so you can share the ride? Whether you ride or drive, you must post a trip to ridematch. Get started and post a trip now!

Did you know logging your trips in the calendar can help you track your achievements and earn potential rewards? Get started and log your trips in the calendar now!

News Feed

Not wild about driving in the snow? Consider walking, taking the bus or telecommuting to work. Above all, stay warm, dry & safe out there!
Posted by Jef Lucero
Washington State on 1/18/2012 1:93 PM

Wonderful story on the benefits of commute options and alternatives! Check it out at http://bit.ly/wUs2W
Posted by Jef Lucero
Washington State on 1/6/2012 11:59 AM

Is saving money your resolution in 2012? Then walk, bike or ride the bus to work! Save hundreds on gas, parking and wear & tear on your car.
Posted by Jef Lucero
Washington State on 1/5/2012 19:51 AM

Did you know?

If you have a 25 minute commute, you spend over 200 hours a year just commuting to work.

At an average speed of 200 words per minute, you could read 20 novels over the year in that time.

Next

Thank you for choosing Drive Less Connect as your commute and rideshare solutions tool.

What would you like to do today?

Select from the links below:

- Find a rideMatch partner
- Update your trip calendar
- Find out about available rewards
- Find a rideMatch partner for events
- Learn about commute services
- Update your profile
1. Resources
2. What the tool does
3. User’s perspective

4. How to administer

5. Run an incentive program
6. Marketing
How to Administer

**Use a different website:**

How to Administer

Use a different website:
How to Administer

You are currently managing: Westside Transportation Alliance

Emergency Ride Home

Program is not configured.

Click to configure the program.

Prize Drawings

Manage Prize Drawings

+ Add Incentive

No incentives have been configured for this network.

View Rewards
How to Administer

You are currently managing: Westside Transportation Alliance

**Emergency Ride Home**

Program is not configured.

Click to configure the program.

**Prize Drawings**

Manage Prize Drawings

No incentives have been configured for this network.

View Rewards
How to Administer

You are currently managing: **Westside Transportation Alliance**

- Benefits
- Events
- Users
- Networks
- Reports
- Settings
How to Administer

You are currently managing: Westside Transportation Alliance

Emergency Ride Home

- Program is not configured.
  
  [Emergency RideHome]

  Click to configure the program.

Prize Drawings

Manage Prize Drawings

+ Add Incentive

No incentives have been configured for this network.

View Rewards
How to Administer - Settings - Widgets (example)

Rewards

Get paid to save.
TGT offers rewards for reducing your solo car commutes. You can earn rewards without giving up your car completely, too. Go ahead and drive when you need to. This is all about choices. So why not give a commute alternative a try?

TGT $50 Green Beginnings reward
Receive $50 after logging your first 40 alternative commutes, including any combination of walk, bike, bus, vanpool, and carpool. Participants will be eligible for a $50 gift card. Limit one $50 reward per person.

TGT $25 Keep It Green reward
Receive up to $25 each month if you continue using alternative modes, including any combination of walk, bike, bus, vanpool, and carpool. $25 every month is $300 in a year!

Free transit pass

Program Achievements

Money saved
$54,153

Gasoline saved
7,815 gal

Trips saved
20,135

Miles not driven alone
275,830 mi

Carbon dioxide saved
153,672 lbs

How much could you save?
Crunch the numbers, and compare your options. Try this Commute Cost Calculator.
How to Administer

Currently how your network is set up

(Bottom half of page)
How to Administer

Enter Association Details

* How does the user associate to the network?
  - Private email address with the network
  - Passcode
  - Admin will approve request

* Private Email Domain 1: @solarworldusa.com
  Include the @ symbol. Example: @myCompany.com

Private Email Domain 2: @solarworld-usa.com
  Include the @ symbol. Example: @myCompany.com

Private Email Domain 3: @solarworldusa.com
  Include the @ symbol. Example: @myCompany.com

* Enter Passcode: 1234
  Passcode can have up to 50 characters

* Authorizer Name: Erika Kampe

* Email address to receive affiliation requests: erika@wta-tma.org

Update
How to Administer

You are currently managing: Westside Transportation Alliance

- **Emergency Ride Home**
  - Program is not configured.
  - [Click to configure the program.](#)

- **Prize Drawings**
  - [Manage Prize Drawings](#)

- **Add Incentive**

  - No incentives have been configured for this network.

[View Rewards](#)
How to Administer

You are currently managing: Westside Transportation Alliance

- User Reports:
  - User Registration Report
  - User Trips Report
  - Subsidy Report

- Program Reports:
  - General Alternative Transportation Report
  - Alternative Transportation Distribution Report (miles)
  - Alternative Transportation Distribution Report (trips)
  - City wise Origin Destination report - Historic data

- Emergency Ride Home Reports:
  - Enrollment Report (Grid)
  - Usage Report (Grid)

- Incentive Program Reports:
  - Incentive Report
  - Reward Distribution Report

- Miscellaneous Reports:
  - Network Administrator Permissions (Grant/Revoke) Report
General Alternative Transportation Program Report

1/2/2012 through 2/2/2012

Date: 2/2/2012 10:05 AM

New users 51
Non SOV Miles Logged 18892
Bike trips 134
Bus trips 252
Carpool trips 353
Compressed Work Week trips 2
Did Not Work trips 228
How to Administer

You are currently managing: Westside Transportation Alliance

- Emergency Ride Home
  
  Program is not configured.

  ![Emergency Ride Home](image)

  Click to configure the program.

- Prize Drawings

  Manage Prize Drawings

  ![Add Incentive](image)

  No incentives have been configured for this network.

View Rewards
How to Administer
How to Administer

* Required Fields

**Enter Network Details**

* Name: WTA Employees Worksite

Description:

Short Name: WTA Employees

Short Description:

Website:

Example: http://www.mywebsite.com

Network Type: Worksite

Support Email Address:

Logo

Image size not to exceed 120 x 120 pixels.

Network Logo:

**Enter Primary Contact Details**

Name: Erika Kampe

Email Address: erika@wta-tna.org

Phone Number: 503-906-7941

Ext:
How to Administer

You are currently managing: **Westside Transportation Alliance**

**Emergency Ride Home**
- Program is not configured.
- Click to configure the program.

**Prize Drawings**
- Manage Prize Drawings

No incentives have been configured for this network.

View Rewards
How to Administer

You are currently managing: **Westside Transportation Alliance**

**Employees**

- Benefits
- Events
- Networks
- Users
- Addresses
- Reports
- Settings

Show all members

Number of active users: 2
Number of inactive users: 0

**Program outreach**

- Edit/View user home page content
- Send email to user group for outreach
- Edit/View notification

**Look up a user using email address**

Enter the email address of the user.

Get Details

**Look up a user using name**

Enter the full or part name of the user.

Get Details

**Look up a user using screen name**

Enter the full or part screen name.

Get Details

Register a new user

Import accounts
How to Administer

You are currently managing: Westside Transportation Alliance Employees

Configure import email

Step 1: Upload CSV (Import Account)

Upload the file to import - Must be a CSV file with the extension .csv:

Click here to download CSV template

FirstName

<p>| | | | | |</p>
<table>
<thead>
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<td>FName</td>
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<tr>
<td>7</td>
<td></td>
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</tr>
</tbody>
</table>

FirstName LastName Email Phone

Nadia Krulawski nadia@kfl 398-555-0132
Catherine Abel catherine@l747-555-0171
Kim Abercromb kim2@adv 334-555-0137
Humberto Acevedo humberto@599-555-0127
Pilar Ackerman pilar1@ac 500-555-0132
How to Administer

You are currently managing: Westside Transportation Alliance

Employees

Benefits  Events  Networks  Users  Addresses  Reports  Settings

Show all members

Number of active users: 2
Number of inactive users: 0

Program outreach

Edit/View user home page content
Send email to user group for outreach
Edit/View notification

Look up a user using email address

Email:

Enter the email address of the user.

Get Details

Look up a user using name

User Name:

Enter the full or part name of the user.

Get Details

Look up a user using screen name

Screen Name:

Enter the full or part screen name.

Get Details

Register a new user

Import accounts
How to Administer

You are currently managing: Westside Transportation Alliance

**Required Fields**

**Provide personal information**

- **First Name:** George
- **Last Name:** Jetson
- **State/Province:** Oregon
- **Phone Number:** 503-506-7941

**Provide account information**

- **E-mail Address:** george@hotmail.com
- **Confirm E-mail:** george@hotmail.com
- **Password:** ********
- **Confirm Password:** ********
- **Screen Name:** Goorgy

**Security Question:** Where do you work?

**Security Answer:** WTA

**Include for notifications:** ☑ Yes  ☐ No

Calling in user agrees to the terms of use and privacy policy to use this site.
User Profile > Network Page!!!

Drive less. Connect.
Matching people with places

Home | Ridematch | Calendar | Events | Rewards | Profile

- My Networks
- My Locations
- My Vehicle
- My Account

Your Networks

Beaverton
298 users | 69,754 lbs of CO2 saved

Portland Metro
http://www.oregonmetro.gov/index.cfm/go/by.web/id=454
2998 users | 968,652 lbs of CO2 saved

Metro

State of Oregon
http://www.oregon.gov/
5540 users | 1,836,308 lbs of CO2 saved

Westside Transportation Alliance
<table>
<thead>
<tr>
<th>Name</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA Washington</td>
<td></td>
</tr>
<tr>
<td>ABC E1d 1</td>
<td></td>
</tr>
<tr>
<td>ABC School (Test account)</td>
<td></td>
</tr>
<tr>
<td>ABC Widget</td>
<td></td>
</tr>
<tr>
<td>Ace Hardware</td>
<td><a href="http://www.acehardware.com">http://www.acehardware.com</a></td>
</tr>
<tr>
<td>ACME Toy Company</td>
<td><a href="http://www.acmetoycompany.com">http://www.acmetoycompany.com</a></td>
</tr>
<tr>
<td>ADP</td>
<td><a href="http://www.adp.com">http://www.adp.com</a></td>
</tr>
<tr>
<td>Aerojet (Employees)</td>
<td></td>
</tr>
<tr>
<td>Airway Heights Correction Center</td>
<td></td>
</tr>
<tr>
<td>Ajinomoto Frozen Foods</td>
<td></td>
</tr>
<tr>
<td>Alaska Air Group</td>
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<tr>
<td>Alexandra Moulding</td>
<td><a href="http://www.alexandriamoulding.com">http://www.alexandriamoulding.com</a></td>
</tr>
<tr>
<td>Allpak Trojan</td>
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<tr>
<td>Alpha Ecological</td>
<td></td>
</tr>
</tbody>
</table>
## Network Search

Type a few letters from the network name and click "Search".

<table>
<thead>
<tr>
<th>Name</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select</strong></td>
<td>SolarWorld</td>
</tr>
</tbody>
</table>
User Profile > Network Page!!!

### Network Search

Type a few letters from the network name and click "Search".

**Name:** SolarWorld

<table>
<thead>
<tr>
<th>Name</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>SolarWorld</td>
<td></td>
</tr>
</tbody>
</table>

Select
User Profile > Network Page!!!

Network Search
Type a few letters from the network name and click "Search".
Name:  SolarWorld  Search

<table>
<thead>
<tr>
<th>Name</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>SolarWorld</td>
</tr>
</tbody>
</table>

Association Details
Enter the portion of your email address preceding the @ symbol. The system verifies your association with the network by sending an email to this email address.

- I have an email address issued by the network
- I do not have an email address issued by the network
- I have an enrollment passcode issued by the network

Provide details about your association with the network:  (250 characters max.)

Submit
Network Search

Type a few letters from the network name and click "Search".

Name: SolarWorld

<table>
<thead>
<tr>
<th>Name</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>SolarWorld</td>
</tr>
</tbody>
</table>

Association Details

Enter the portion of your email address preceding the @ symbol. The system verifies your association with the network by sending an email to this email address.

- I have an email address issued by the network

Your email address: [Input field]

- I do not have an email address issued by the network

Provide details about your association with the network: [Input field] (250 characters max.)

- I have an enrollment passcode issued by the network

Enter the enrollment passcode: [Input field] (Passcode is case sensitive)
How to Administer

Drive less. Connect.
Matching people with places

You are currently managing: **Westside Transportation Alliance**

### Emergency Ride Home

Program is not configured.

![Emergency Ride Home icon](image)

Click to configure the program.

### Prize Drawings

Manage Prize Drawings

![Add Incentive button](image)

No incentives have been configured for this network.

View Rewards
How to Administer

You are currently managing: Westside Transportation Alliance

Benefits  Events  Users  Networks  Reports  Settings

Add Event

There are no current events.
How to Administer

You are currently managing: Westside Transportation Alliance

Events

All users associated with this network can view and rideshare for this event.

Event Name

Event Name: 
Host/Organizer: 
Website: 

Event Location

Venue Name: 
Address: 

Event Schedule

Select:  
- One Time
- Recurring
- Seasonal

Start Date: 
End Date: 

Start Times: 8:00 AM  
End Times: 5:00 PM  

Additional Information

Image: event image

Event Description (maximum of 250 characters): 

Create Event
How to Administer

Drive less. Connect.
Matching people with places

You are currently managing: Westside Transportation Alliance

Benefits  Events  Users  Networks  Reports  Settings

Emergency Ride Home

Program is not configured.

Click to configure the program.

Prize Drawings

Manage Prize Drawings

+  Add Incentive

No incentives have been configured for this network.

View Rewards
5. How to run an incentive program
Run an Incentive Program

Form your Program

See Summary Page in Manual
Run an Incentive Program

Form your Program

Decide:
Run an Incentive Program

Form your Program

Decide:

• Modes accepted
Run an Incentive Program

Form your Program

Decide:

• Modes accepted
• Start & End Dates
Run an Incentive Program

Form your Program

 Decide:
• Modes accepted
• Start & End Dates
• Number of miles or trips?
Run an Incentive Program

Form your Program

Decide:

• Modes accepted
• Start & End Dates
• Number of miles or trips?
• Win multiple times?
Run an Incentive Program

Form your Program

Decide:

• Modes accepted
• Start & End Dates
• Number of miles or trips?
• Win multiple times?
• Trip purpose?
Run an Incentive Program

Form your Program

Decide:
- Modes accepted
- Start & End Dates
- Number of miles or trips?
- Win multiple times?
- Trip purpose?
- Prize
Run an Incentive Program

Form your Program

Get the word out
Run an Incentive Program

- Decide on a Program
- Get the word out
- Pick a winner
Run an Incentive Program

Decide:
• Modes accepted
• Start & End Dates
• Quantity required?
• Trip purpose?
• Win multiple times?
• Prize
Run an Incentive Program

Decide on a Program

The Walking Challenge

Decide:

• Modes accepted
  Walking
• Start & End Dates
• Quantity required?
• Trip purpose?
• Win multiple times?
• Prize
Run an Incentive Program

Decide on a Program

Decide:
• Modes accepted
• Start & End Dates
• Quantity required?
• Trip purpose?
• Win multiple times?
• Prize

Walking Challenge

Walking  
Month of January
Run an Incentive Program

Decide on a Program

The Walking Challenge

Decide:
• Modes accepted
  Walking
• Start & End Dates
  Month of January
• Quantity required?
  10 miles
• Trip purpose?
• Win multiple times?
• Prize
Run an Incentive Program

Decide on a Program

The Walking Challenge

Decide:

• Modes accepted: Walking
• Start & End Dates: Month of January
• Quantity required: 10 miles
• Trip purpose: all
• Win multiple times?
• Prize
Decide:

• Modes accepted: Walking
• Start & End Dates: Month of January
• Quantity required?: 10 miles
• Trip purpose?: all
• Win multiple times?: no
• Prize
Run an Incentive Program

Decide on a Program

Decide:
• Modes accepted: Walking
• Start & End Dates: Month of January
• Quantity required?: 10 miles
• Trip purpose?: all
• Win multiple times?: no
• Prize: Designer Sweatband
Run an Incentive Program

Get the word out
Run an Incentive Program

You are currently managing: Westside Transportation Alliance Employees

You are accessing this application as proxy. Go back to main administration application.

Number of active users: 3
Number of inactive users: 0

Edit/View user home page content
Send email to user group for outreach
Edit/View notification

Look up a user using email address
Email: [ ]
Enter the email address of the user.
Get Details

Look up a user using name
User Name: [ ]
Enter the full or part name of the user.
Get Details

Look up a user using screen name
Screen Name: [ ]
Enter the full or part screen name.
Get Details

Get the word out
Run an Incentive Program

Get the word out

You are currently managing: Westside Transportation Alliance
Employees

Content:
Don't forget to log your walking trips to qualify for the Walking Challenge in the month of January. You could win a Designer Sweatband if you log 10 miles. Happy Walking!
Thank you for choosing Drive Less Connect as your commute and rideshare solutions tool.

What would you like to do today?

Select from the links below:

- Find a ridematch partner
- Update your trip calendar
- Find out about available rewards
- Find a ridematch partner for events
- Learn about commute services
- Update your profile

Visit our Frequently Asked Questions for answers or if you wish to learn more about the site. Sharing the ride is efficient, economic and environmentally friendly.

Thanks again for letting us help you make a difference!

---

WALKING CHALLENGE!

Don't forget to log your walking trips to qualify for the Walking Challenge in the month of January. You could win a Designer Sweatband if you log 10 miles. Happy Walking!
### Run an Incentive Program

**Drive less. Connect.**

Matching people with places

You are currently managing: **Westside Transportation Alliance Employees**

![Image of WTA Drive less. Connect.](image)

You are accessing this application as proxy. Go back to main administration application.

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Events</th>
<th>Network</th>
<th>Users</th>
<th>Addresses</th>
<th>Reports</th>
<th>Settings</th>
</tr>
</thead>
</table>

- **Show all members**

- **Program outreach**
  - Edit/View user home page content
  - Send email to user group for outreach
  - Edit/View notification

- **Look up a user using email address**
  - Email: [ ]
  - Enter the email address of the user.
  - Get Details

- **Look up a user using name**
  - User Name: [ ]
  - Enter the full or part name of the user.
  - Get Details

- **Look up a user using screen name**
  - Screen Name: [ ]
  - Enter the full or part screen name.
  - Get Details

**Get the word out**

Number of active users: 3
Number of inactive users: 0
Run an Incentive Program

Email Content

* From (Display name): Erika Kampe
* Reply to email address: enka@wta-tma.org
* Reply to display name: Erika Kampe
* Subject: Log trips in DLC Connect for the Walking Challenge

All emails will have a salutation with the first name at the beginning of the email message. For example, the first line of all emails will be - "Dear John". Please note - the salutation does not appear in your editor window.

* Email Message:

Details:
Log your walk trips (for commuting or recreation) in Drive Less Connect in the month of January to be eligible to win a designer sweatband.
Log 10 miles to be entered in the drawing!

User Groups

* Select user group to send email to: ALL

Send option

Send email now   Schedule email for a later date

Get the word out

Send test email
Run an Incentive Program

Log trips in DLC Connect for the Walking Challenge
Erika Kampe [notifications@rideshareonline.com]

Sent: Wed 2/1/2012 4:35 PM
To: Erika Kampe

Dear Erika,

Details:
log your walk trips (for commuting or recreation) in Drive Less Connect in the month of January to be eligible to win a designer sweatband.
Log 10 miles to be entered in the drawing!

If you would prefer not to receive these notifications, please click below.
Run an Incentive Program

Pick a winner
Run an Incentive Program

You are currently managing: **Westside Transportation Alliance**

- **Benefits**
- **Events**
- **Users**
- **Networks**
- **Reports**
- **Settings**

**Emergency Ride Home**

- Program is not configured.
  - Click to configure the program.

**Prize Drawings**

- Manage Prize Drawings

**Add Incentive**

No incentives have been configured for this network.

View Rewards

Pick a winner!
Run an Incentive Program

Enter the qualifying criteria and select Pick Winner to let the system pick a winner.

Specify Criteria

- Select qualifying modes:
  - Carpool
  - Vanpool
  - Bus
  - Bike
  - Train
  - Walk
  - Telework
  - Other
  - Light Rail
  - Streetcar
  - Passenger Ferry
  - Compressed Work Week

- Tracking start date: 01/01/2012
- Tracking end date: 01/31/2012

- Is the drawing for newly registered users only? Yes
  - No

Eligibility:
- Miles
- Trips
- Days

Enter qualifying number (Trips/Non-SOV miles/Days): 10

Trip purpose:
- Commute
- Work Related (Non-Commute)
- Personal
- School Pool

Include previously selected members: Yes
  - No

Get a count of users who qualify:

- Get count of users who qualify

You must check qualifying count every time before you pick winner.

Pick Winner

Enter a description: 

Pick Winner

Show Previous Winners

Reset All Records
Run an Incentive Program

You are currently managing: Westside Transportation Alliance

Benefits

Enter the qualifying criteria and select Pick Winner to let the system pick a winner.

Specify Criteria

Select qualifying modes: [ ] Carpool [ ] Vanpool [ ] Bus [ ] Bike [ ] Train [ ] Walk [ ] Telework [ ] Other [ ] Light Rail [ ] Streetcar [ ] Passenger Ferry [ ] Compressed Work Week

Tracking start date: 01/01/2012
Tracking end date: 01/31/2012

Is the drawing for newly registered users only? [ ] Yes [ ] No

Eligibility: [ ] Miles [ ] Trips [ ] Days

Enter qualifying number (Trips/Non-SOV miles/Days): 10

Trip purpose: [ ] Commute [ ] Work Related (Non-Commute) [ ] Personal [ ] School Pool

Include previously selected members: [ ] Yes [ ] No

Get a count of users who qualify

Get count of users who qualify 3 user(s) qualify.

You must check qualifying count every time before you pick winner.

Pick Winner

Enter a description: Designer Sweatband

Pick Winner

Show Previous Winners
Reset All Records
Run an Incentive Program

Enter the qualifying criteria and select Pick Winner to let the system pick a winner.

Specify Criteria

Select qualifying modes:
- Carpool
- Vanpool
- Bus
- Bike
- Train
- Walk
- Telework
- Other
- Light Rail
- Streetcar
- Passenger Ferry
- Compressed Work Week

Tracking start date: 01/01/2012
Tracking end date: 01/31/2012

Is the drawing for newly registered users only? ☐ Yes ☐ No

Eligibility:
- Miles
- Trips
- Days

Enter qualifying number (Trips/Non-SOV miles/Days): 10

Trip purpose:
- Commute
- Work Related (Non-Commute)

Include previously selected members:
- Yes
- No

Get a count of users who qualify

Get count of users who qualify 2 user(s) qualify.

You must check qualifying count every time before you pick winner.

Pick Winner

Enter a description: Designer Sweatband

Winner: Erika Kampa [enka@wta-tma.org]
6. Marketing

1. Resources
2. What the tool does
3. User’s perspective
4. How to administer
5. Run an incentive program
1. Resources
2. What the tool does
3. User’s perspective
4. How to administer
5. Run an incentive program
6. Marketing
Take-away points

1. Main function
   Matching
   Regular or one-time
Take-away points

1. Main function
   Matching
   Regular or one-time

2. Added benefits of a network
   In-Network Matching
   Run incentive programs
Take-away points

1. Main function
   Matching
   Regular or one-time

2. Added benefits of a network
   In-Network Matching
   Run incentive programs

3. How associate employees with network
   Many ways
   EMAIL!
Initial questions?
Contact Erika on Fri., 02/11 or Mon. 02/13!