

The purpose guide is to walk you through how to create a profile in RideshareOnline.com and how to participate in Bike Everywhere Month 2022 with Community Transit.

### HOW TO SIGN UP FOR THE BIKE EVERYWHERE MONTH 2022 CHALLENGE

Step 1) Go to [RideshareOnline.com](https://www.RideshareOnline.com)

Step 2) To create a profile, click “Sign Up”

**Already have a RideshareOnline profile? Log in and skip to Step 4**

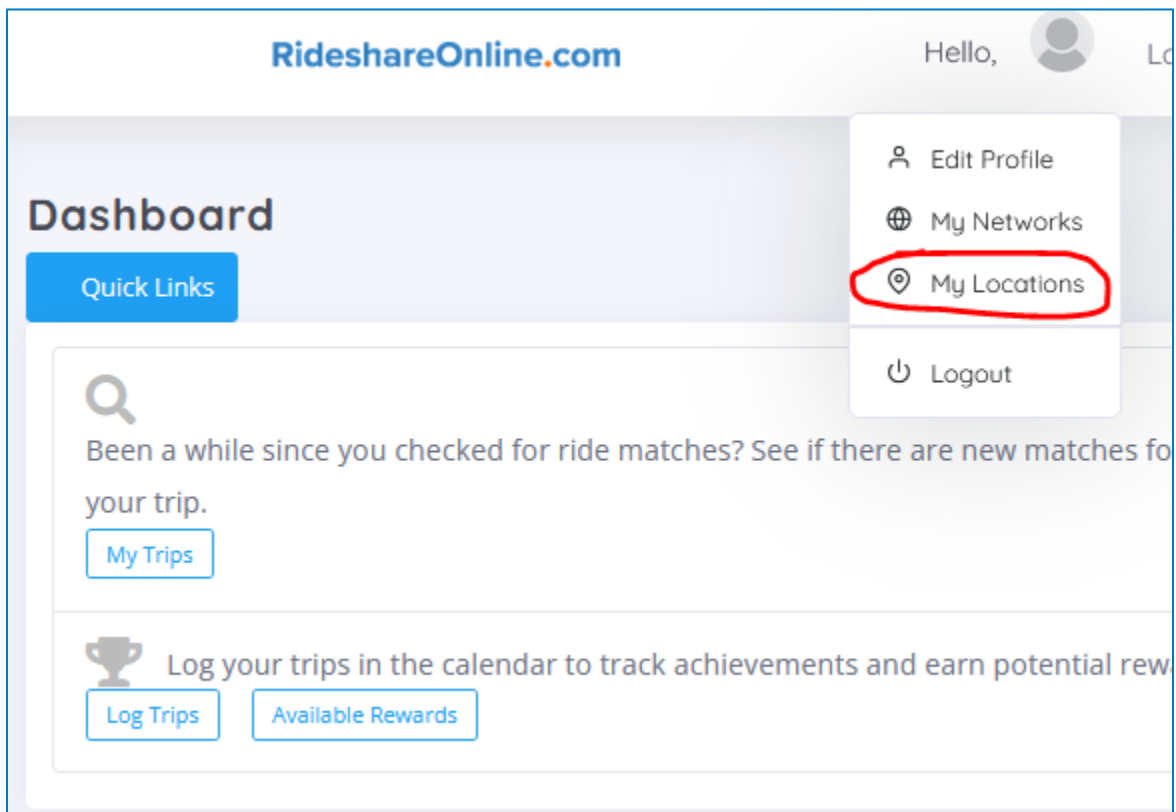


Step 3) Fill in your information and click “Register”. **Hint:** Use your work e-mail to associate more easily with your worksite in your profile.

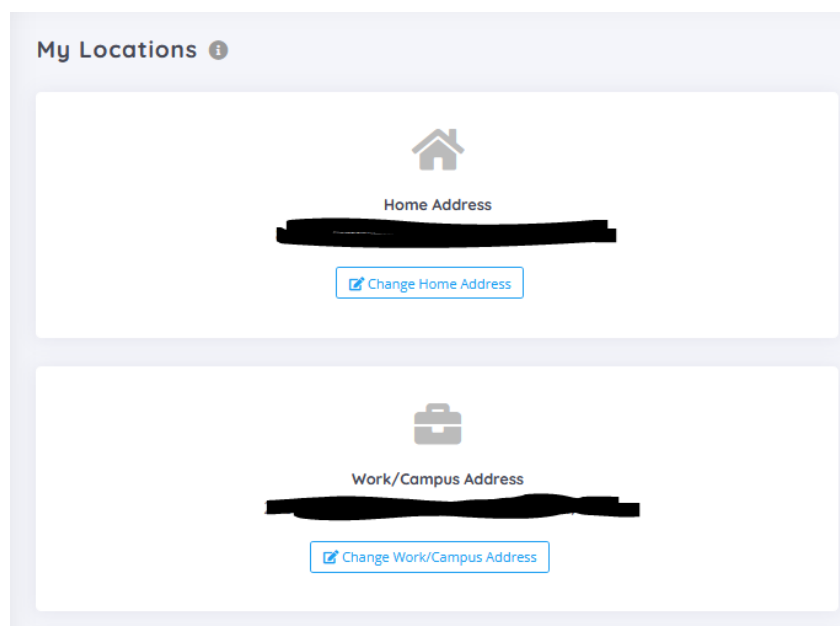
A screenshot of the registration form on RideshareOnline.com. The form is titled "Create your profile!" and includes the following fields: "First Name", "Last Name", "Phone Number", "Email Address", "Password", and "Confirm Password". There is a checkbox for "I have read, understood and I agree to the terms of use and privacy policy." with links for "Terms of Use" and "Privacy Policy". Below the form is a "Log In" link for already registered users and a large green "Register" button. The footer of the form includes the text "powered by smartrideshare™" and "© 2022 | Privacy | Terms | FAQs".

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Step 4) Once logged in, click on the “Hello” button, select “My Locations” from the drop-down menu



Step 5) Enter your Home Address and your Work/Campus Address by clicking on the “Change \_\_\_\_ Address” buttons – this will allow you to see challenges or incentives in the areas you live and work

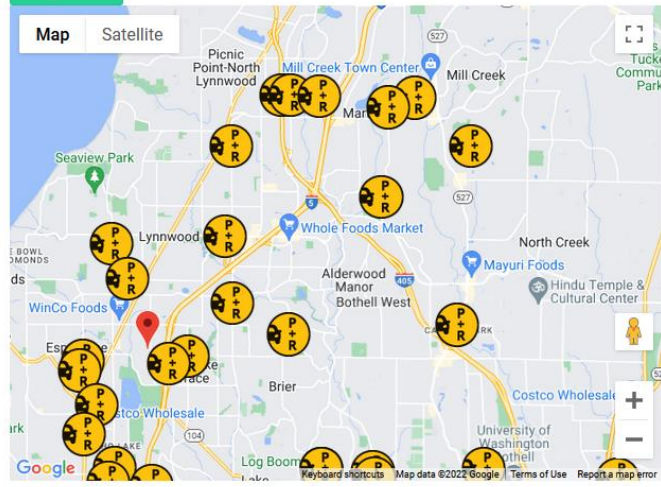


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Step 5a ) After clicking “Change Home Address” enter your home address

**Change Location** [← Back to My Locations](#)

Address:  
Enter the address



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Step 5b) After clicking “Change Work/Campus Address” , you can either a) enter the exact address of your employer yourself or b) find an employer or building address by searching the employer’s name

**Change Location** [← Back to My Locations](#)

Your current address: [REDACTED]

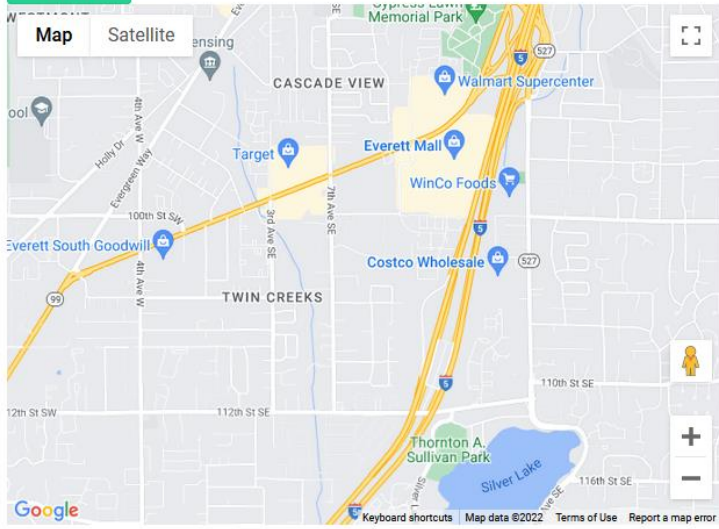
**Work/Campus Address:**

I know the address and would like to enter it

Find using employer, business park, building or campus name

**Worksite name:**

\*Type a few letters of your worksite or campus name



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Step 6) If you live or work in Snohomish County, you should now see **Taking up a challenge? *Join the challenge and get started.*** Click this button.

The screenshot shows the RideshareOnline.com dashboard. On the left is a navigation menu with items: Dashboard, Ride Match, Calendar, Rewards, Profile, Support, Contacts, and FAQ. The main content area is titled "Dashboard" and includes a "Quick Links" section with a search icon and text: "Been a while since you checked for ride matches? See if there are new matches for your trip." Below this is a "My Trips" button. Another section features a trophy icon and text: "Log your trips in the calendar to track achievements and earn potential rewards." Below this are "Log Trips" and "Available Rewards" buttons. The "Achievements" section has a filter for "This Month" and displays six metrics in a grid:

Metric	Value	Subtext
Money saved	\$502	Money saved
Gasoline saved	66 gal	Gasoline saved
CO2 saved	1,322 pounds	CO2 saved
Trips not driven alone	58 trips	Trips not driven alone
Miles not driven alone	1,448 miles	Miles not driven alone
Calories burned	478 calories	Calories burned

At the bottom of the dashboard, a button is circled in red with the text: "Taking up a challenge? ***Join the challenge and get started.***"

## RideshareOnline – Community Transit Bike Everywhere Month 2022 Guide

Step 7 ) You will see a Bike Everywhere Month 2022 challenge. Click on the title to select and sign up.

**Note:** If you see two “Bike Everywhere Month 2022” challenges, you only need to join ONE. You are seeing two challenged based on where you live/work due to a RideshareOnline network overlap in our system. Both lists will be combined to determine winning individuals and worksites.

The screenshot shows the RideshareOnline.com homepage. At the top, the logo 'RideshareOnline.com' is on the left, and 'Hello, Matthew' with a profile icon and a 'Language' dropdown menu is on the right. Below the header is a section titled 'Available Challenges'. There are two challenge cards side-by-side. The left card is titled 'Bike Everywhere Month 2022' by Southwest Snohomish County. The title is circled in red. Below the title, it says 'May is Bike Everywhere Month - join Community Transit on bike to get around Snohomish County!' and 'Begins 5/1/2022'. At the bottom of the card, it shows '1' next to a person icon and '0' next to a group icon. The right card is identical but by Community Transit. It also shows '1' next to a person icon and '0' next to a group icon.

Step 8) Inside the challenge, click “Join Challenge” – you’re now signed up!

The screenshot shows the details of the 'Bike Everywhere Month 2022' challenge. At the top, the logo 'RideshareOnline.com' is on the left, and 'Hello, [redacted]' with a profile icon and a 'Language' dropdown menu is on the right. The challenge title 'Bike Everywhere Month 2022' is prominently displayed. Below the title, it says 'May is Bike Everywhere Month - join Community Transit on bike to get around Snohomish County!' and 'by Southwest Snohomish County'. The dates '5/1/2022 - 5/31/2022' and 'Modes: Bike (Commute, Personal trips)' are listed. Below this, it shows '1 participants' and '0 teams'. A green 'Join Challenge' button is circled in red. Below the challenge details are two tabs: 'Overview' (selected) and 'Teams'. The 'Overview' tab contains a FAQ section with the question 'FAQ 1: Does it matter which Community Transit Bike Everywhere Month 2022 challenge I join?' and an answer stating that it does not matter. Below the FAQ is a welcome message: 'Welcome to the Community Transit 2022 Bike Everywhere Challenge!'.

**HOW TO LOG TRIPS THAT COUNT TOWARD THE BIKE EVERYWHERE MONTH 2022 CHALLENGE**

Step 1) On your Dashboard, click “Calendar”. **Note:** Remember that Bike Everywhere Month 2022 is only May – getting into the habit of logging trips in April is a great idea, but trips taken outside of May will not count in the challenge

The screenshot shows the RideshareOnline.com dashboard. On the left is a navigation menu with the following items: Dashboard, Ride Match, Calendar (circled in red), Rewards, Profile, Support, Contacts, and FAQ. The main content area is titled "Dashboard" and includes a "Quick Links" section with a search icon and a message: "Been a while since you checked for ride matches? See if there are new matches for your trip." Below this is a "Log your trips in the calendar to track achievements and earn potential rewards." section with "Log Trips" and "Available Rewards" buttons. The "Achievements" section features a filter for "This Month" and a grid of six achievement cards: Money saved (\$502), Gasoline saved (66 gal), CO2 saved (1,322 pounds), Trips not driven alone (58 trips), Miles not driven alone (1,448 miles), and Calories burned (478 calories).

Dashboard

Quick Links

Been a while since you checked for ride matches? See if there are new matches for your trip.

My Trips

Log your trips in the calendar to track achievements and earn potential rewards.

Log Trips Available Rewards

Achievements ⓘ

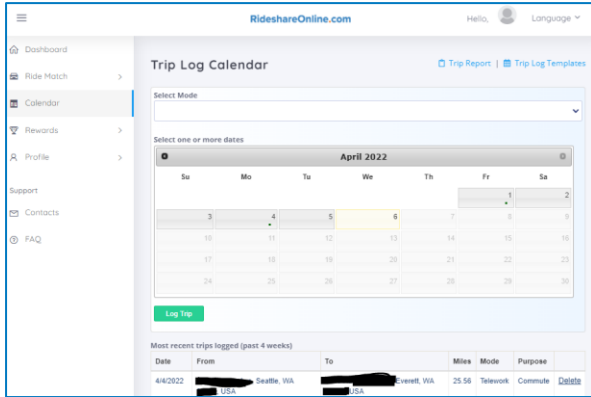
This Month 6 Months 12 Months All Time

\$502 Money saved	66 gal Gasoline saved
1,322 pounds CO2 saved	58 trips Trips not driven alone
1,448 miles Miles not driven alone	478 calories Calories burned

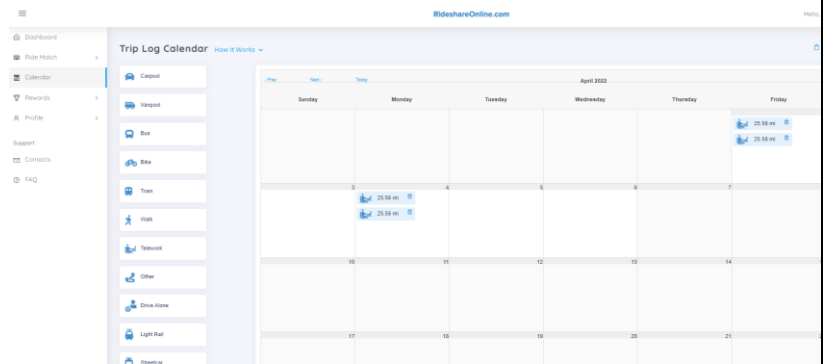
# RideshareOnline – Community Transit Bike Everywhere Month 2022 Guide

Step 2 ) Log your trip! Depending on how large your browser screen is, you will see one of two displays – try maximizing your internet browser window screen to see Display B

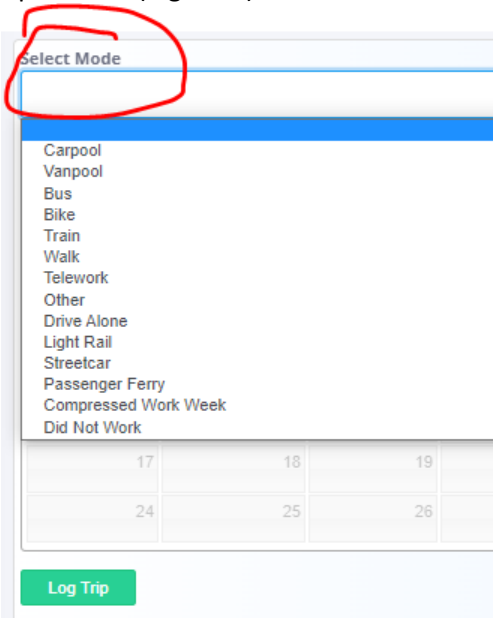
**Display A (when the browser window is small)**



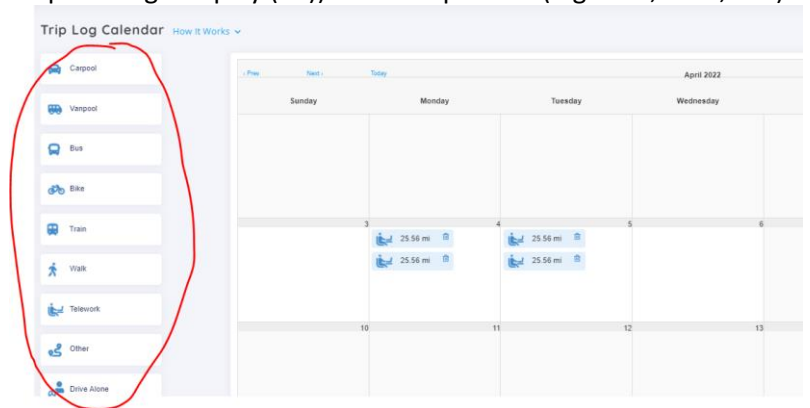
**Display B (when the browser window is large)**



Step 2.1 small display (SD)) Select the mode of transportation (e.g. bike)



Step 2.1 large display (LD)) Select Trip Mode (e.g. bike, walk, bus)



Step 2.2 SD) Enter trip details – trip purpose, addresses, if the trip was a round trip, and travel times

Step 2.2 LD) Enter trip details

**Trip Details**

**Purpose:** Commute

**From:** McCollum Park Park & Ride (620 128th St SE, Everett, WA 9

**To:** Everett Bus Station (3201 Smith Ave #103, Everett, WA 9820

**Round Trip?**  Yes  No

**Trip Start Time:** 6 : 00 AM

**Return Trip Start Time:** 5 : 00 PM

**Continue** **Cancel**

# RideshareOnline – Community Transit Bike Everywhere Month 2022 Guide

**Trip Details**

Purpose:  
Commuter

From:  
McCormick Park Park & Ride (620 128th St SE, Everett, WA 98208, USA)

To:  
Everett Bus Station (3201 Smith Ave #103, Everett, WA 98201, USA)

Round Trip?  
 Yes  No

Trip Start Time:  
6 : 00 AM

Return Trip Start Time:  
5 : 00 PM

[Continue](#) [Cancel](#)

Step 2.3 SD) Select the date for the trip(s) and click the green 'Log Trip' button after you have entered trip info and selected the date of the trip

Select one or more dates

April 2022

Su	Mo	Tu	We
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

[Log Trip](#)

Step 2.4 SD) Your trip is logged! **Note:** You only have to enter an address once – your account will save the information for future trip logging, making entry much faster after a first round

Trips logged successfully.

Trip Log Calendar [Trip Report](#) | [Trip Log Templates](#)

Select Mode  
Bike

Select one or more dates

April 2022

Su	Mo	Tu	We	Th	Fr	Sa
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

[Log Trip](#)

Most recent trips logged (past 4 weeks)

Date	From	To	Miles	Mode	Purpose	Delete
4/6/2022	620 128th St SE, Everett, WA 98208, USA	3201 Smith Ave #103, Everett, WA 98201, USA	8.21	Bike	Commuter	<a href="#">Delete</a>

Step 2.3 LD) Select the date for your entry and it will populate (as shown by the bike trips circled in red)

Trip Log Calendar [How It Works](#)

Everett to Everett  
Onward: 8.21 miles [Change](#)  
Return: 8.21 miles [Change](#)

Carpool  
 Vanpool  
 Bus  
 Bike  
 Train

April 2022

Sunday	Monday	Tuesday	Wednesday	Thu
	3	4	5	6
	25.56 mi	25.56 mi	8.21 mi	8.21 mi
	25.56 mi	25.56 mi	8.21 mi	

Step 2.4 LD) Your trip is logged! **Note:** You only have to enter an address once – your account will save the information for future trip logging, making entry much faster after a first round



## **RideshareOnline – Community Transit Bike Everywhere Month 2022 Guide**

Step 3) Once you've logged your trips, repeat! Log any bicycle trips you take during the month of May for the Bike Everywhere Month competition – no matter how short or far, they all count! You can log up to four trips in one day – if you take more than four trips, try combining two trips' distance into one for entry into the system.