



## Coastal Commuters Ride-matching Instructions

The Coastal Commuters online Ride-matching System is available to the general public for free. The Coastal Region Metropolitan Planning Organization (CORE MPO) intends for this system to serve all persons within the greater Savannah area who are interested in carpooling.

In addition to helping potential carpoolers find people with similar trips, the system allows all users of “alternative transportation” (carpoolers, transit riders, bicyclists, walkers) to log their trips in the multi-modal Commute Calendar to view their monetary savings and pollution reduction amounts.

STEP-BY-STEP INSTRUCTIONS FOR USING THE SYSTEM	
Go to <a href="http://www.coastalcommuters.org">www.coastalcommuters.org</a> .	
Click the link for Ride-matching System and Commute Calendar.	
On the introductory page of the ride-matching system, click the “Sign Up Now” button.	
Enter the required information to establish your registration in the system and click the Register button. If you have an email address issued by your employer or organization, please use that one so that you will be automatically listed in your organization network (if one has been established in the system) and thus eligible for any incentives that may be particular to your organization. If you register using some other email address, you may still manually enroll yourself in your specific network, under “My Networks” tab, so long as your organization has requested to be listed.	
TO FIND A RIDE TO SHARE:	TO LOG AN ALTERNATIVE TRANSPORTATION TRIP IN THE MULTI-MODAL COMMUTE CALENDAR:
Once you are logged in, select the type of trip (recurring, one-time, etc.). If you don’t see these options on the first screen, then click the “My Trips” tab and click “Add a Trip” button.	Once you are logged in, click the My Calendar tab.
Enter your route information, time preferences, and other preferences, and click Save. Your trip will now be listed on your Trips page. (Note: under time preferences, “Start” means the time you depart from your origin [e.g. leave home] and “End” means the time you depart from your destination [e.g. leave work].)	Click the link for “Log Miles with Multi-modal Trip Calendar.”
To search for a match, click the Find Matches tab.	Enter the information to describe the trip or trips within a given week. (If your origin or destination is not listed in the drop down address menus, then go to “My Trips” tab, click “Add a Trip” button, enter the addresses there, then return to “My Calendar.”)
Click the Search link to the right of your listed trip.	After describing your trips, click the Log Trips button.
If you find one or more matches, you will be able to see their approximate origins and destinations numbered on a map.	You can see your mileage by mode on this page after you log your trips. You can also see your mileage by mode for the month on the main Calendar page.
Contact one or more of your matches to suggest carpooling. (Some of your matches may be co-workers, but if your match is a stranger to you, consider meeting in a safe place, or talking on the phone before agreeing to carpool.) It is the responsibility of the persons in the carpools to decide on how costs are shared and other rules for congenial travel.	To see statistics on your monetary savings and emissions reductions, click the Home tab. The savings will be listed on that page under Your Achievements heading.
Once you establish a carpool in the ride-matching system, your carpool trips will be automatically logged in the Commute Calendar. If occasionally you do not carpool on one of your regular carpool days, you may manually remove that day’s entry in the Commute Calendar.	