

Setting Up Incentives

Fall 2021

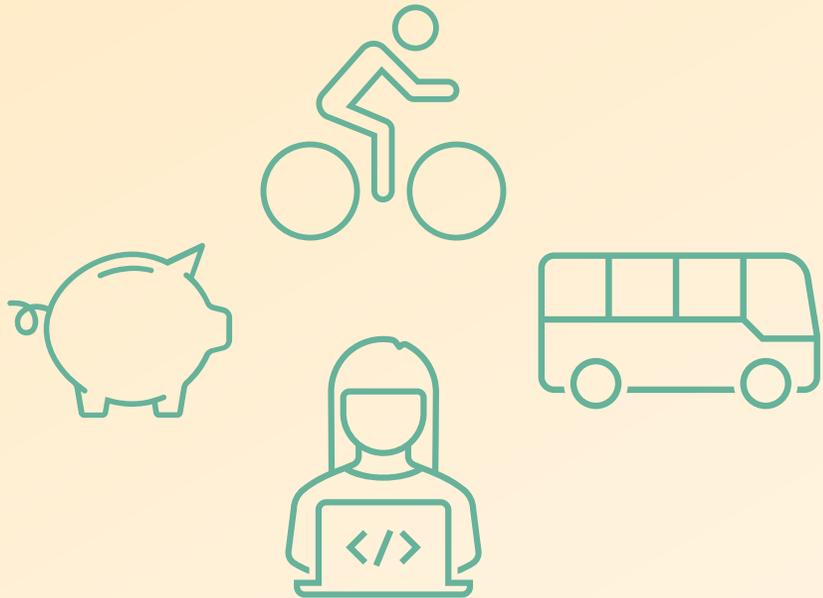
What is RideshareOnline.com?

The screenshot shows the RideshareOnline.com website. At the top, it says "RideshareOnline.com Powered by brilliant commuters. Like you." and "Main | About | Commuters | Employers | Promotions". On the left, there are buttons for "Sign Up" and "Log In", and a list of transportation options: Carpool, Vanpool, Bus/Rail, Bike, Walk/Wheel/Run, Work From Home, SchoolPool, and Ferry. The main content area features a photo of two women in a car, with a text box that reads: "take someone along for the ride. go with a passenger. bring down the expense." At the bottom, there is a section titled "tools to manage your trips in Washington" with icons for "commute cost calculator", "ridematch", "P&R park and ride lots", "Visit just one trip justonetrip.org to see about programs in your area.", and "SCHOOL POOL".

- A resource for commuting options in the Northwest
- Information on travel options and incentive programs
- Can be used for both commute and non-commute trips

Why use RideShareOnline.com?

Commuter assistance



Providing...

- Free carpool, vanpool and bicycle ride-matching services
- Bus/rail options
- The benefits of teleworking from home
- Access to information about employer's commute program and promotional incentives



Why use RideShareOnline.com?

Employer services



- Manage your employee transportation program for free
- Develop and implement a customized employee benefit program that lowers employer costs and increases productivity
- Distribute incentives online
- Show your company's commitment to protecting the environment



RideshareOnline.com Administration Portal

Log In

Email Address:

Password:

Password is case-sensitive.

[Forgot your password?](#)

Login screen

How do employers use this website?

- Manage incentives and drawings for your worksites.
- As the ETC, you have administrative access to your organization's RideShareOnline.com account
- *If you do not have your login information, please let Mimi or Amanda know.*



You are currently managing: **City of Everett (Employees)**

- Benefits
- Challenges
- Users
- Networks
- Reports
- Settings

Emergency Ride Home
Program is not configured.



[Configure Program](#)
[Manage Transportation Providers](#)
[Manage Block List](#)

Prize Drawings
[Manage Prize Drawings](#)

+ Add Incentive

Show Incentive Programs

No incentives have been configured for this network.

[View Rewards](#)

Home page after login

First, you must work backward...

Rewards for the incentive program must be entered before creating the incentive program.



Set up the reward

Click the **View Rewards** link.

RideshareOnline.com Administration Portal

ETCMimi Logout

You are currently managing: **City of Everett (Employees)**

Benefits Challenges Users Networks Reports Settings

Emergency Ride Home
Program is not configured.
[Configure Program](#)
[Manage Transportation Providers](#)
[Manage Block List](#)

Prize Drawings
[Manage Prize Drawings](#)

+ Add Incentive

Show Incentive Programs

No incentives have been configured for this network.

[View Rewards](#)



Set up the reward

Click the **Add Reward** button.

The screenshot displays the RideshareOnline.com Administration Portal. At the top left is the logo 'RideshareOnline.com' and at the top right is 'Administration Portal'. Below this, it indicates 'You are currently managing: City of Everett (Employees)'. A navigation bar contains links for 'Benefits', 'Challenges', 'Users', 'Networks', 'Reports', and 'Settings'. On the right side of the page, there is a '+ Add Reward' button, which is pointed to by a red arrow. Below the button, there is a 'Show' dropdown menu currently set to 'Active' and a 'Rewards' label. A yellow message box in the center of the page states: 'There are no rewards configured for this network.'



Set up the reward

Fill in the:

Reward **name**

Vendor name (*optional*)

Value (*optional*)

RideshareOnline.com Administration Portal

ETCMimi Logout

You are currently managing: City of Everett (Employees)

Benefits Challenges Users Networks Reports Settings

[Go back to Rewards](#)

Reward

Name: *

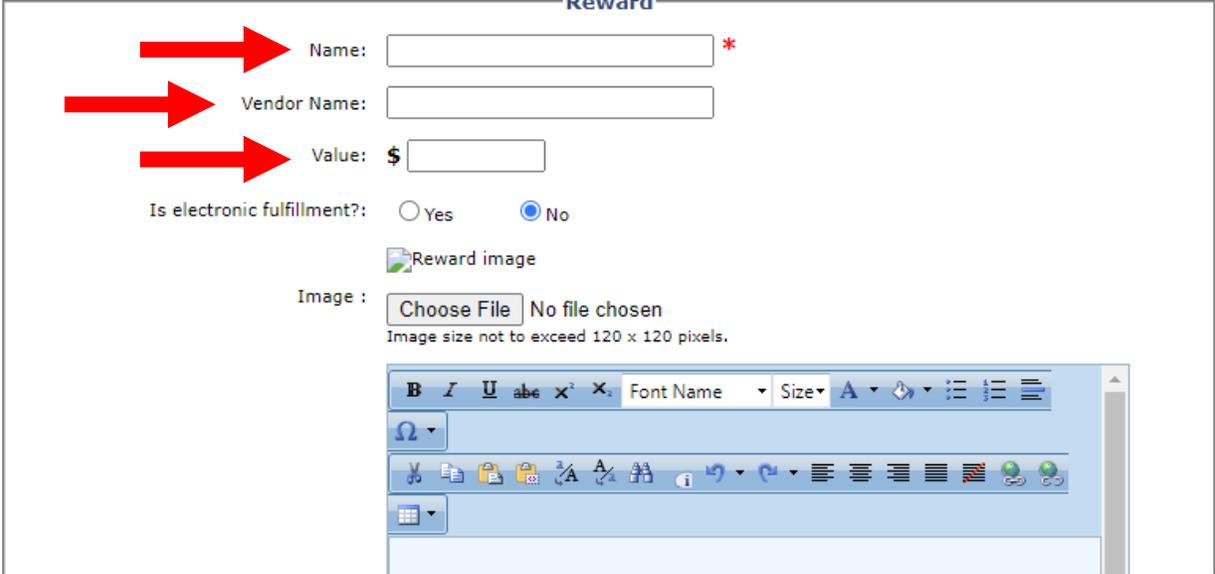
Vendor Name:

Value: \$

Is electronic fulfillment?: Yes No

Reward image

Image : No file chosen
Image size not to exceed 120 x 120 pixels.



Set up the reward

Choose **electronic fulfillment** or not

- Yes = electronic fulfillment
- No = external fulfillment

Upload an **image** of the reward

Create **Redeem Message**:
provides instruction on how to redeem the reward (may not be needed when distributing external rewards)

The screenshot shows a web form titled "Reward" with a "Go back to Rewards" link in the top right corner. The form contains the following fields and options:

- Name:** A required text input field with an asterisk.
- Vendor Name:** A text input field.
- Value:** A text input field with a dollar sign prefix.
- Is electronic fulfillment?:** Radio buttons for "Yes" and "No", with "No" selected.
- Reward image:** A label above the image upload section.
- Image:** A "Choose File" button next to the text "No file chosen". Below it, a note states "Image size not to exceed 120 x 120 pixels."
- Redeem Message:** A rich text editor with a toolbar containing various formatting options (bold, italic, underline, font color, background color, font name, size, bulleted list, numbered list, link, unlink, insert image, insert video, undo, redo, print, help, and a search icon).

Three red arrows point to the "Is electronic fulfillment?" radio buttons, the "Image" section, and the "Redeem Message" text area.

Set up the reward

Create **Contact Message**:
provides contact
information for users with
questions and/or
experiencing difficulties

Create **Reward Message**:
custom message to the
recipient of the reward

Click **Save**

The screenshot displays a software interface with two text editors and a 'Save' button. The top editor is labeled 'Contact Message:' and the bottom editor is labeled 'Reward Message:'. Both editors have a rich text toolbar with options for bold, italic, underline, font name, size, and alignment. A red arrow points to the 'Contact Message:' label. Another red arrow points to the 'Reward Message:' label. A third red arrow points to the 'Save' button at the bottom center of the interface.

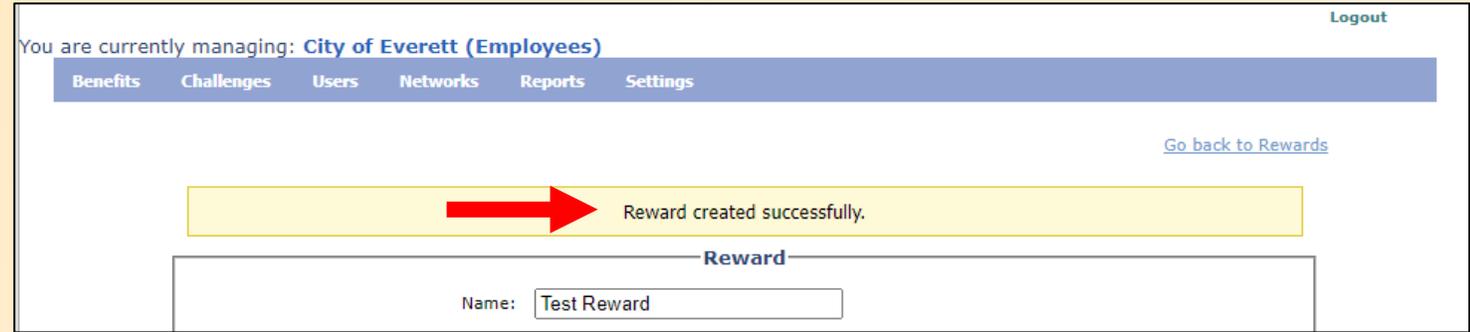
Set up the reward

You should see the message
Reward created successfully.

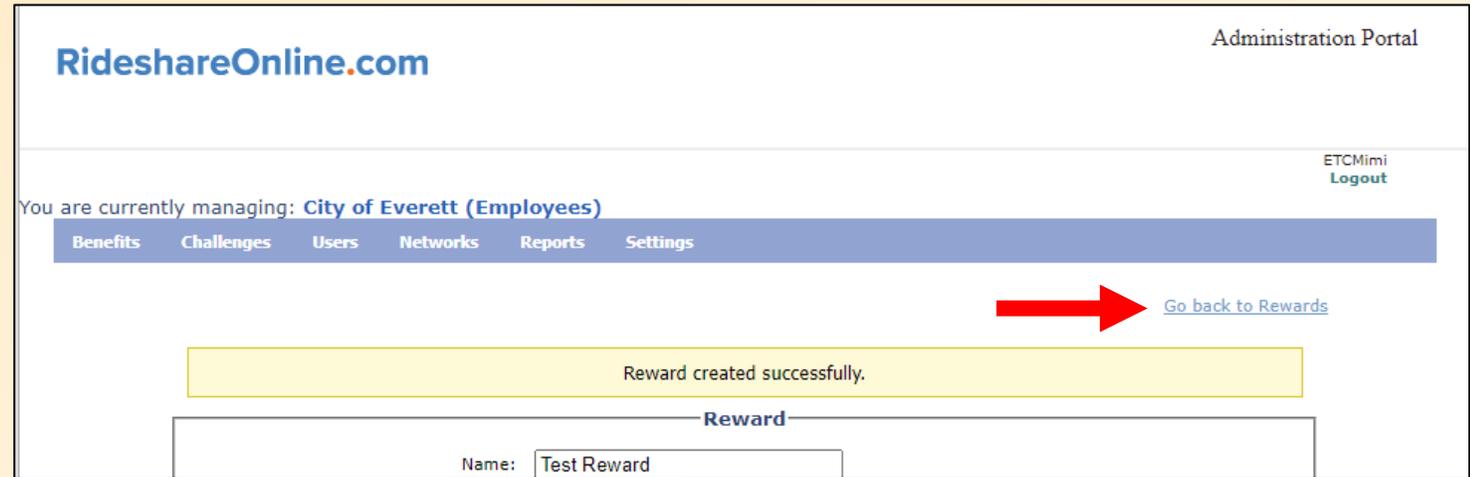
Click **Go back to Rewards**

Now let's add to the
reward's inventory.

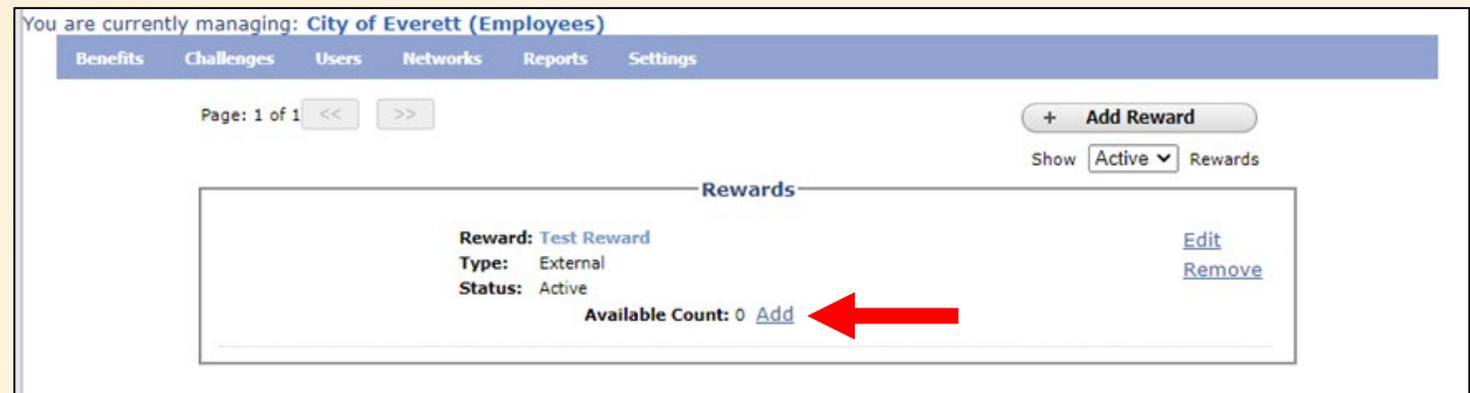
Click **Add**.



This screenshot shows the top navigation bar with 'City of Everett (Employees)' and a 'Logout' link. Below the navigation bar is a blue menu with 'Benefits', 'Challenges', 'Users', 'Networks', 'Reports', and 'Settings'. A yellow message box displays 'Reward created successfully.' with a red arrow pointing to the right. Below the message is a form titled 'Reward' with a 'Name:' field containing 'Test Reward'. A blue link 'Go back to Rewards' is visible in the top right corner.



This screenshot shows the 'RideshareOnline.com Administration Portal' header. Below it, the navigation bar and menu are identical to the previous screenshot. The yellow message box 'Reward created successfully.' is present. A red arrow points to the 'Go back to Rewards' link in the top right corner. The 'Reward' form below shows 'Name: Test Reward'.



This screenshot shows the 'Rewards' management page. At the top, it says 'You are currently managing: City of Everett (Employees)'. Below the navigation bar, there are pagination controls ('Page: 1 of 1') and a '+ Add Reward' button. A 'Show' dropdown menu is set to 'Active'. The main content area is titled 'Rewards' and contains a table with one row for 'Test Reward'. The row details include 'Type: External', 'Status: Active', and 'Available Count: 0'. A red arrow points to the 'Add' button next to the 'Available Count'.



Set up the reward

Enter the **Number** of rewards designated for this incentive. You can always add more later using these steps.

You can enter an **Order ID** if you have one. I used the date I added to the inventory here.

Enter a **Description**

Then click **Add**

The screenshot displays the 'City of Everett (Employees)' Rewards management interface. At the top, there are navigation tabs: Benefits, Challenges, Users, Networks, Reports, and Settings. Below the tabs, it shows 'Page: 1 of 1' with navigation arrows and a '+ Add Reward' button. A 'Show Active Rewards' dropdown is also present. The main content area shows a list of rewards with one entry: 'Reward: Test Reward', 'Type: External', 'Status: Active', and 'Available Count: 0'. There are 'Edit' and 'Remove' links for this reward. Below the list is a modal window titled 'Add to available count' with the following fields: 'Number' (10), 'Order ID' (10/20/2021), and 'Description' (Added 10 test rewards). There are 'Add' and 'Close' buttons at the bottom of the modal. Red arrows point to the 'Number', 'Order ID', 'Description', and 'Add' fields/buttons.

Set up the incentive

Now we have 10 available Test Rewards

Let's add an incentive...

Click on the **Benefits** tab

Click **Add Incentive**

Page: 1 of 1 << >>

+ Add Reward

Show Active Rewards

Rewards

Reward: [Test Reward](#) [Edit](#)

Type: External

Status: Active

Available Count: 10 [Add](#) [Delete](#)

Reward Instances exist

You are currently managing: **City of Everett (Employees)**

Benefits Challenges Users Networks Reports Settings

Page: 1 of 1 << >>

+ Add Reward

Show Active Rewards

Rewards

Reward: [Test Reward](#) [Edit](#)

Type: External

Status: Active

Available Count: 10 [Add](#) [Delete](#)

Reward Instances exist

You are currently managing: **City of Everett (Employees)**

Benefits **Challenges** Users Networks Reports Settings

Emergency Ride Home

Program is not configured.

 [Configure Program](#)

[Manage Transportation Providers](#)

[Manage Block List](#)

Prize Drawings

[Manage Prize Drawings](#)

+ Add Incentive

Show Current Incentive Programs

No incentives have been configured for this network.



Set up the incentive

Fill out the form

Show request link:

- Select Yes if you want participants to request their reward
- Otherwise select No

You are currently managing: **City of Everett (Employees)** ETCMimi Logout

Benefits Challenges Users Networks Reports Settings

Incentive Program

Name:

Show incentive to users: Yes No ✓

Show request link: Yes No

First-come, first-served limit: ← LEAVE BLANK

Incentive Program Eligibility Criteria

Users must have logged trips in the timeframe: Yes No ✓

Is the program for newly registered users only? Yes No ✓

Program based on: Trips Non-SOV miles Days ← SELECT ONE

Enter qualifying number (Trips/Non-SOV miles/Days): ← ENTER NUMBER

Qualifying modes:

<input checked="" type="checkbox"/> Carpool	<input checked="" type="checkbox"/> Vanpool
<input checked="" type="checkbox"/> Bus	<input checked="" type="checkbox"/> Bike
<input checked="" type="checkbox"/> Train	<input checked="" type="checkbox"/> Walk
<input checked="" type="checkbox"/> Telework	<input type="checkbox"/> Other
<input type="checkbox"/> Light Rail	<input type="checkbox"/> Streetcar
<input type="checkbox"/> Passenger Ferry	<input checked="" type="checkbox"/> Compressed Work Week

← SELECT ALL ELIGIBLE MODES

Carpool mode minimum occupancy: ▼

Carpool mode verified trips only:

Trip purpose: Commute Personal ← SELECT TRIP PURPOSE

Mark trips as used: ← LEAVE BLANK



Set up the incentive

Incentive Type can be:

- Time Limited (shown here)
- Ongoing
- Have a Variable End Date
- Repeated Level

Incentive Program Time Frame and Frequency

IncentiveType : Time Limited Ongoing
 Variable End Date Repeated Level

Date incentive becomes visible to users : 10/28/2021

Last date incentive is shown to users : 11/30/2021

Tracking start date : 10/28/2021

Tracking end date : 11/15/2021



Set up the incentive

Enter the date you'd like the **incentive to become visible to users.**

You can make it visible before the actual incentive start date to give participants the opportunity to plan for it and/or a head's up that something fun is coming up!

Incentive Program Time Frame and Frequency

IncentiveType : Time Limited Ongoing
 Variable End Date Repeated Level

 Date incentive becomes visible to users : 10/28/2021

Last date incentive is shown to users : 11/30/2021

Tracking start date : 10/28/2021

Tracking end date : 11/15/2021

Set up the incentive

Enter the **last date** you'd like participants to be able to see the incentive

Put a date a week or more past the tracking end date to give participants a chance to update their trips online

Enter the **tracking start date** and **tracking end date**, this is the time frame your incentive is active

Incentive Program Time Frame and Frequency

IncentiveType : Time Limited Ongoing
 Variable End Date Repeated Level

Date incentive becomes visible to users : 10/28/2021

 Last date incentive is shown to users : 11/30/2021

 Tracking start date : 10/28/2021

 Tracking end date : 11/15/2021

*****Note: Once you have enabled the incentive, you will not be able to change any of these dates.*****



Set up the incentive

Last date it's shown must be after the tracking end date

The tracking start date will be Oct. 28 with Nov. 15 as the end date - this is the time frame of the incentive

The incentive will be visible until Nov. 30

Incentive Program Time Frame and Frequency

IncentiveType : Time Limited Ongoing
 Variable End Date Repeated Level

Date incentive becomes visible to users : 10/28/2021

→ Last date incentive is shown to users : 11/30/2021 ←

Tracking start date : 10/28/2021 ←

→ Tracking end date : 11/15/2021 ←



Set up the incentive

Since we only created one **reward**, it's the only option to select.

You can add an **image** to help describe the incentive and/or reward. Or a logo.

Use the **Notes** section to include a note to participants about the incentive.

The screenshot shows a web interface for configuring an incentive program. It is divided into two main sections: 'Reward' and 'Select Networks'.

Reward Section:

- Reward:** A checkbox labeled 'Test Reward' is checked. A red arrow points to this checkbox.
- Image:** A 'Choose File' button is next to the filename 'ET-Logo-2-color.jpg'. Below it, the text reads 'Image size not to exceed 120 x 120 pixels.' A red arrow points to the 'Choose File' button.
- Notes:** A text area with the placeholder text 'Enter a message to your participants regarding the incentive.' A red arrow points to the left side of this text area.

Select Networks Section:

- Eligible Networks:** A search bar with a 'Search' button is at the top. Below it, a list contains two items: 'City of Everett - Downtown Complex (Worksite)' and 'City of Everett - Public Works Complex (Worksite)'.
- Selected Networks:** A list contains one item: 'City of Everett - Public Works Complex (Worksite)'.
- Between the two lists are two buttons: '>>' and '<<'.
- At the bottom of the section is an 'Enable Program' button.

At the bottom left of the interface is a link: [Return to Benefits Main Page](#).



Set up the incentive

Employers with multiple worksites in the same jurisdiction can separate each worksite into its own **network**.

Incentives can be customized for each network, or one incentive can apply to all.

Move/add the eligible network(s) to the selected side using the **double arrows**.

Now click **Enable Program**...

The screenshot displays a web interface for configuring an incentive program. It is divided into two main sections: 'Reward' and 'Select Networks'.

Reward Section:

- Reward:** A checkbox labeled 'Test Reward' is checked.
- Image:** A 'Choose File' button is followed by the text 'ET-Logo-2-color.jpg'. Below this, a note states 'Image size not to exceed 120 x 120 pixels.'
- Notes:** A text area with the placeholder text 'Enter a message to your participants regarding the incentive.'

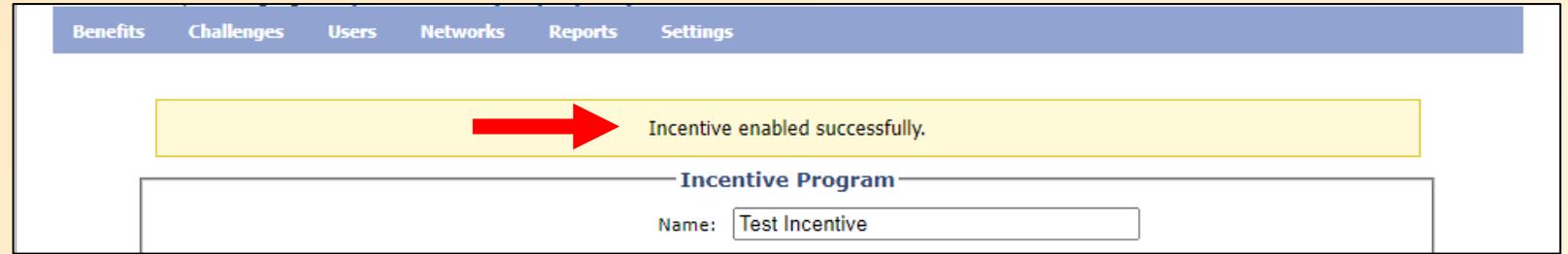
Select Networks Section:

- Eligible Networks:** A search box with a 'Search' button is at the top. Below it, a list contains two items: 'City of Everett - Downtown Complex (Worksite)' and 'City of Everett - Public Works Complex (Worksite)'. A red arrow points to this list.
- Selected Networks:** A list containing one item: 'City of Everett - Public Works Complex (Worksite)'.
- Navigation:** Between the two lists are two buttons: '>>' and '<<'. A red arrow points to the '>>' button.
- Enable Program:** A button at the bottom right of the section, with a red arrow pointing to it.

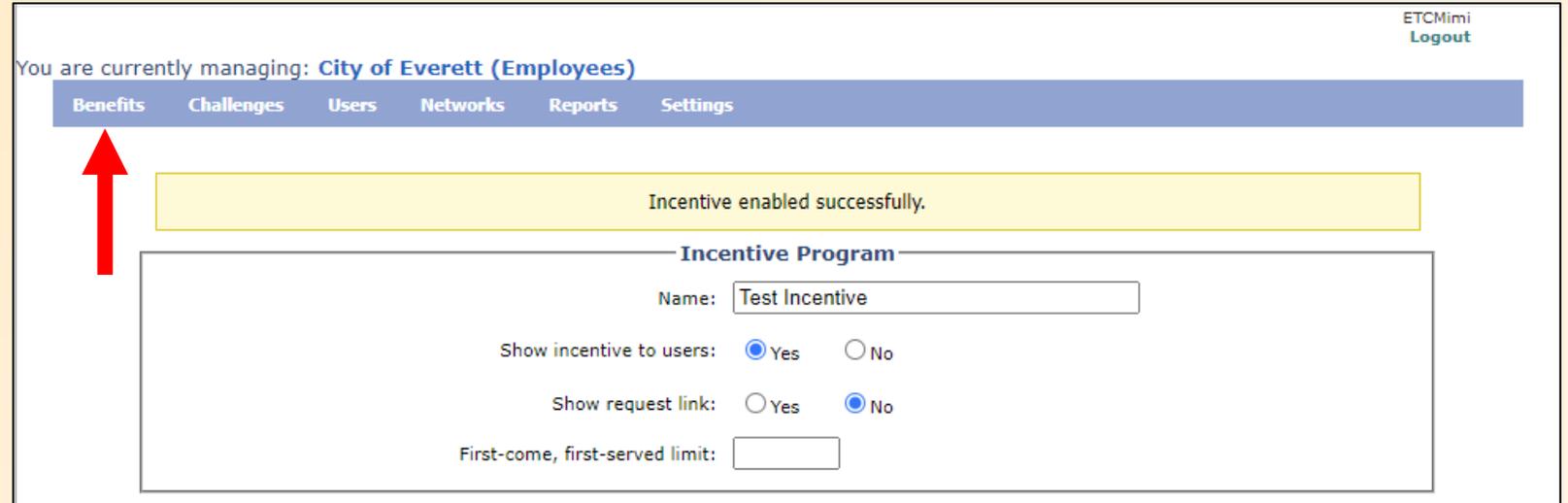
At the bottom left of the interface, there is a link: [Return to Benefits Main Page](#).

Manage the incentive

Here's your confirmation!



Now let's click on the **Benefits** tab...



Manage the incentive

Our new incentive is visible!

ETCMimi
Logout

You are currently managing: **City of Everett (Employees)**

Benefits Challenges Users Networks Reports Settings

Emergency Ride Home

Program is not configured.



[Configure Program](#)
[Manage Transportation Providers](#)
[Manage Block List](#)

Prize Drawings

[Manage Prize Drawings](#)

Page: 1 of 1 << >>

Show Incentive Programs

Incentive Programs



Incentive: Test Incentive
Launch Date: 10/25/2021
Expires on: 12/1/2021

[Manage Incentive](#)
[Edit Incentive](#)

EVERETT TRANSIT

[View Rewards](#)



Manage the incentive

You can review past and future programs by expanding the **drop box**.

ETCMimi
Logout

You are currently managing: **City of Everett (Employees)**

Benefits Challenges Users Networks Reports Settings

Emergency Ride Home

Program is not configured.



[Configure Program](#)
[Manage Transportation Providers](#)
[Manage Block List](#)

Prize Drawings

[Manage Prize Drawings](#)

Page: 1 of 1 << >>

+ Add Incentive

Show **Current** Incentive Programs

- Past
- Current**
- Future

Incentive Programs



Incentive: Test Incentive
Launch Date: 10/25/2021
Expires on: 12/1/2021

[Manage Incentive](#)
[Edit Incentive](#)

[View Rewards](#)



Manage the incentive

- Reviewing past incentives can help determine how to set up a new one
- As long as you have some kind of reward set up, you can link the future incentive to it before it goes “live”
- If you decide to use a different reward, be sure to set that reward up and then you can link the future incentive to it



Manage the incentive

Click **Manage Incentive**

ETCMimi
Logout

You are currently managing: **City of Everett (Employees)**

Benefits Challenges Users Networks Reports Settings

Emergency Ride Home

Program is not configured.



[Configure Program](#)
[Manage Transportation Providers](#)
[Manage Block List](#)

Prize Drawings

[Manage Prize Drawings](#)

Page: 1 of 1 << >>

+ Add Incentive

Show Incentive Programs

Incentive Programs



Incentive: Test Incentive
Launch Date: 10/25/2021
Expires on: 12/1/2021

[Manage Incentive](#)
[Edit Incentive](#)



EVERETT TRANSIT

[View Rewards](#)



Manage the incentive

Since our incentive does not require participants to request anything, three of the six options are applicable:

List of users that qualify

Configure approve/reject email template

Approved requests not yet fulfilled

You are currently managing: **City of Everett (Employees)**

Benefits Challenges Users Networks Reports Settings

Incentive Name: **Test Incentive** Available Incentives: **No limit set**

[List of users that qualify](#) [Approved requests pending user selection](#) [Configure approve/reject email template](#) [Approved requests not yet fulfilled](#) [Rejected requests](#) [Remove requests not meeting program criteria](#)

Timeframe :

Incentive Eligibility List

No pending requests.



Manage the incentive

Use this link to customize emails that are sent upon approval or rejection of a request.

Typically, your participants will be approved, but you might run into someone who really doesn't qualify.

The screenshot shows the ETCMimi interface for managing incentives. At the top right, it says "ETCMimi Logout". Below that, it says "You are currently managing: City of Everett (Employees)". A navigation bar contains links for "Benefits", "Challenges", "Users", "Networks", "Reports", and "Settings". The main content area shows "Incentive Name: Test Incentive" and "Available Incentives: No limit set". There are several links: "List of users that qualify", "Approved requests pending user selection", "Configure approve/reject email template" (highlighted with a red arrow), "Approved requests not yet fulfilled", "Rejected requests", and "Remove requests not meeting program criteria". A "Timeframe" dropdown is set to "Current Period". Below this is an "Incentive Eligibility List" section with a yellow box containing the text "No pending requests."



Manage the incentive

Enter your **Approve** message, then click **Save**.

You can expand the drop down and select **Reject** to create your rejection message. Then click **Save**.

ETCMimi
Logout

You are currently managing: **City of Everett (Employees)**

Benefits Challenges Users Networks Reports Settings

Incentive Name: **Test Incentive** [Go back to Manage Incentive](#)

Email template for: **Approve** 

Email Template – Approve Incentive Request

The default message generated by the system will include salutation and a brief message that the user request has been approved. Any content provided here will follow the default message.

Content:





Manage the incentive

Use this link to view users in your network who meet the incentive program criteria.

ETCMimi
Logout

You are currently managing: **City of Everett (Employees)**

Benefits Challenges Users Networks Reports Settings

Incentive Name: Test Incentive **Available Incentives: No limit set**

[List of users that qualify](#)  [Approved requests not yet fulfilled](#)

[Approved requests pending user selection](#) [Rejected requests](#)

[Configure approve/reject email template](#) [Remove requests not meeting program criteria](#)

Timeframe :

Incentive Eligibility List

No pending requests.



Manage the incentive

From this list, you have three options:

1. Click the **Move** button to move the selected users to the eligibility list
2. Use the **Random Selection** option to randomly select a specific number of users to add to the eligibility list
3. Use the **Move All Users to Eligibility List** link to move the entire list at once

The screenshot shows the ETCMimi web interface. At the top right, it says 'ETCMimi Logout'. Below that, a blue navigation bar contains 'Benefits', 'Challenges', 'Users', 'Networks', 'Reports', and 'Settings'. The main content area is titled 'You are currently managing: City of Everett (Employees)'. Below this, there's a sub-header 'Benefits Challenges Users Networks Reports Settings'. The main section is titled 'Incentive Name: test1' and includes a 'Go back to Manage Incentive' link and a 'Timeframe: Current Period' dropdown. A table titled 'Users that meet the incentive criteria' lists three users: Mimi West, Amanda Koerber, and Janine Woolery. Each row has a 'Move' button. A red arrow points to the 'Move' button for Mimi West. Below the table is an 'Export to CSV' link. A section titled 'Move to Eligibility List' contains a 'Number of users:' input field, a 'Random Selection' button (with a red arrow pointing to it), and a 'Move All Users to Eligibility List' link (with a red arrow pointing to it).

First Name	Last Name	Email Address	Phone	Trips	Miles	Days	
Mimi	West	mwest@everettwa.gov	(425) 257-8803	20	350.7	5	Move
Amanda	Koerber	akoerber@everettwa.gov	(425) 257-7728	10	4.6	5	No Mailing Address. Move
Janine	Woolery	jwoolery@everettwa.gov	(425) 257-8803	10	38	5	No Mailing Address. Move

Manage the incentive

OPTION 1: Using the Move Button

Click the **Move** button for each user you would like added to the eligibility list.

Depending on the number of listed users, this may take longer than you'd like, but you have more control over who is and is not added to the eligibility list.

ETCMimi
Logout

You are currently managing: **City of Everett (Employees)**

Benefits Challenges Users Networks Reports Settings

Incentive Name: test1 [Go back to Manage Incentive](#)

Timeframe: Current Period

Users that meet the incentive criteria

First Name	Last Name	Email Address	Phone	Trips	Miles	Days		
Mimi	West	mwest@everettwa.gov	(425) 257-8803	20	350.7	5		 <input type="button" value="Move"/>
Amanda	Koerber	akoerber@everettwa.gov	(425) 257-7728	10	4.6	5	No Mailing Address.	<input type="button" value="Move"/>
Janine	Woolery	jwoolery@everettwa.gov	(425) 257-8803	10	38	5	No Mailing Address.	<input type="button" value="Move"/>

[Export to CSV](#)

Move to Eligibility List

Number of users:

[Move All Users to Eligibility List](#)



Manage the incentive

OPTION 2: Using Random Selection

Enter the **number of users** you would like to randomly add to the eligibility list.

Then click **Random Selection**.

You are currently managing: **City of Everett (Employees)**

Benefits Challenges Users Networks Reports Settings

Incentive Name: test1 [Go back to Manage Incentive](#)

Timeframe: Current Period

Users that meet the incentive criteria

First Name	Last Name	Email Address	Phone	Trips	Miles	Days	
Mimi	West	mwest@everettwa.gov	(425) 257-8803	20	350.7	5	Move
Amanda	Koerber	akoerber@everettwa.gov	(425) 257-7728	10	4.6	5	No Mailing Address. Move
Janine	Woolery	jwoolery@everettwa.gov	(425) 257-8803	10	38	5	No Mailing Address. Move

[Export to CSV](#)

Move to Eligibility List

Number of users: [Random Selection](#) [Move All Users to Eligibility List](#)



Manage the incentive

The **pop-up** is verifying your request. If it's good, click OK. Otherwise, click Cancel to go back.

By clicking OK, you'll be brought to the Incentive Eligibility list with the randomly selected users.

The screenshot shows a web browser window with the URL `CustomBenefitClaimManage.aspx?x=5hiWx4DAevyICW95uMbmHIFXSp62IKvtjCVwfuiqsA1ZyHpDxZ%2b0ZXqw1GnuPPQfBoSNwZylbslh3ek36jQOMVXD76MCI`. The browser tabs include MapStrat, ORCA - ADSelfServi..., and ORCA - Customer S... The page title is "Administration Portal". A red arrow points to a confirmation pop-up that reads: "rideshareonline.icarpool.com says Users that meet the incentive criteria will be selected at random and moved to the Incentive Eligibility List." The pop-up has "OK" and "Cancel" buttons. Below the pop-up, the page shows "You are currently managing: City of Everett (Employees)" with a navigation menu: Benefits, Challenges, Users, Networks, Reports, Settings. The main content area displays "Incentive Name: test1" and a "Timeframe" dropdown set to "Current Period". A table titled "Users that meet the incentive criteria" lists three users with their details and "Move" buttons. Below the table is a section titled "Move to Eligibility List" with a "Number of users" input field set to "1" and a "Random Selection" button. A "Move All Users to Eligibility List" link is also present.

First Name	Last Name	Email Address	Phone	Trips	Miles	Days	
Mimi	West	mwest@everettwa.gov	(425) 257-8803	20	350.7	5	<input type="button" value="Move"/>
Amanda	Koerber	akoerber@everettwa.gov	(425) 257-7728	10	4.6	5	No Mailing Address. <input type="button" value="Move"/>
Janine	Woolery	jwoolery@everettwa.gov	(425) 257-8803	10	38	5	No Mailing Address. <input type="button" value="Move"/>

Manage the incentive

OPTION 3: Using Move All User to Eligibility List

If you'd like all users in this list added, click the **Move All Users to Eligibility List** link.

ETCMimi
Logout

You are currently managing: **City of Everett (Employees)**

Benefits Challenges Users Networks Reports Settings

Incentive Name: test1 [Go back to Manage Incentive](#)

Timeframe : Current Period

Users that meet the incentive criteria

First Name	Last Name	Email Address	Phone	Trips	Miles	Days	
Mimi	West	mwest@everettwa.gov	(425) 257-8803	20	350.7	5	Move
Amanda	Koerber	akoerber@everettwa.gov	(425) 257-7728	10	4.6	5	No Mailing Address. Move
Janine	Woolery	jwoolery@everettwa.gov	(425) 257-8803	10	38	5	No Mailing Address. Move

[Export to CSV](#)

Move to Eligibility List

Number of users: [Random Selection](#)

 [Move All Users to Eligibility List](#)



Manage the incentive

If you are not automatically taken to the Incentive Eligibility List, click **Approved requests not yet fulfilled**.

The **Incentive Eligibility List** is where you can approve, reject or remove users from this list.

Let's Approve Janine for the reward...

You are currently managing: **City of Everett (Employees)**

Benefits Challenges Users Networks Reports Settings

Incentive Name: test1 Available Incentives: No limit set

[List of users that qualify](#) [Approved requests not yet fulfilled](#)
[Approved requests pending user selection](#) [Rejected requests](#)
[Configure approve/reject email template](#) [Remove requests not meeting program criteria](#)

Timeframe : Current Period

Incentive Eligibility List

[Approve](#) | [Reject](#) | [Remove](#)

<input type="checkbox"/>	First Name	Last Name	Email	Date	Comments	Flag
<input type="checkbox"/>	Janine	Woolery	jwoolery@everettwa.gov	11/1/2021	N/A	✓ ↓

[Remove All](#)



Manage the incentive

Click the **box** next to Janine's name, then click **Approve**.

You can edit the message in the **pop-up Approve window** with congratulations and/or instructions on claiming the reward.

If you would like the user to receive an email with the Approve message, make sure the box is checked for **Send an email to user**. Then click the **Approve** button.

Incentive Eligibility List

Timeframe : Current Period

[Approve](#) | [Reject](#) | [Remove](#)

<input type="checkbox"/>	First Name	Last Name	Email	Date	Comments		Flag
<input type="checkbox"/>	Janine	Woolery	jwoolery@everettwa.gov	11/1/2021	N/A	✓	↓

[Remove All](#)

Configure approve/reject email template

[Remove requests not meeting program criteria](#)

Timeframe : Current Period

[Approve](#) | [Reject](#) | [Remove](#)

First Name

Janine Woolery

Approve

Comments:

Congratulations! You have qualified for the test incentive!

Comments entered here are shown to the user.

Send an email to user

[Approve](#) [Close](#)

[Flag](#)

✓ ↓

[Remove All](#)

Manage the incentive

When you have Approved the user(s), you are returned to the Incentive Eligibility List.

Now we can distribute the rewards!

Click **Approved requests not yet fulfilled**.

ETCMini
Logout

You are currently managing: **City of Everett (Employees)**

Benefits Challenges Users Networks Reports Settings

Incentive Name: test1 Available Incentives: No limit set

[List of users that qualify](#) [Approved requests not yet fulfilled](#)
[Approved requests pending user selection](#) [Rejected requests](#)
[Configure approve/reject email template](#) [Remove requests not meeting program criteria](#)

Timeframe : Current Period

Incentive Eligibility List

No pending requests.



Manage the incentive

When you click **Mark as Fulfilled**, the reward connected to this incentive will pop up already selected.

Click **Continue**.

The screenshot shows a web interface for managing incentives. At the top right, it says 'ETCMimi Logout'. Below that, it says 'You are currently managing: City of Everett (Employees)'. There is a navigation bar with 'Benefits', 'Challenges', 'Users', 'Networks', 'Reports', and 'Settings'. The main content area shows 'Incentive Name: test1' and a 'Timeframe: Current Period' dropdown. Below this is a table titled 'Approved requests not yet fulfilled' with columns for 'First Name', 'Last Name', 'Email Address', 'Phone', and 'Reward'. The table contains one row for 'Janine Woolery' with email 'jwoolery@everettwa.gov' and phone '(425) 257-8803', with a 'Test Reward' listed. A 'Mark as fulfilled' button is next to the row. A red arrow points to this button. Below the table is a 'Select Reward' dialog box with 'Rewards: Test Reward' selected. A red arrow points to the 'Continue' button in the dialog box.

First Name	Last Name	Email Address	Phone	Reward	
Janine	Woolery	jwoolery@everettwa.gov	(425) 257-8803	Test Reward	Mark as fulfilled

Very important note: Don't forget to give the winner the actual reward!



Conclusion

Rideshareonline.com is a great, easy way to promote your program and reward your employees at the same time.

And don't forget that we are here to help you!

Questions?



Survey



Thank you!



EVERETT TRANSIT