

CarpoolMatchNW

One Trip Step-By-Step Registration Instructions

- 1) Go to www.CarpoolMatchNW.org
- 2) Select **One Time Trip** and then **Register Today!**
- 3) Read CarpoolMatchNW Terms and Conditions. Select **Accept** and then **Continue**.
- 4) Complete the Contact Information. CarpoolMatchNW insures confidentiality. Home addresses are never released to matches. If you want your last name and work or home phone number to be released, please check the box allowing this information to be released. Primary contact will be through your email account.
- 5) Select **Submit**.
- 6) On the One Time Trip Details page complete the question, "What do you want to call your trip?"
- 7) For Origin put in your home address or other point of origin.
- 8) Select **Verify Origin** and confirm by looking at the map that this is the origin address.
- 9) Complete the time you would like to leave and date boxes. You may select a date from the calendar next to the date box.
- 10) Going To (Destination) select "Race for the Roses" from the drop-down menu.
- 11) Complete the time you would like to return and date boxes.
- 12) Under Other Details check the box if you have a car and are willing to drive. If not, leave it unchecked. Complete comments to provide more information to potential matches.
- 13) Select **Save trip and find matches**.
- 14) The One Time Trip Matches page will come up. If you have matches, their email address and comments about the trip they plan will be displayed. Select their email to send a message. If no matches appear, check back in a couple of days under your new CarpoolMatchNW profile by going to www.CarpoolMatchNW.org , selecting **One Time Trip** and then put in your email address and password to go to your own profile. New commuters register daily.