

Smart Commute App How To Guide




Smart Commute

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About the App

What is the SmartCommute.ca app?

The SmartCommute.ca app is a transportation demand management (TDM) tool that helps users connect with like-minded people, share their commute, save time, money and reduce congestion.

With the SmartCommute.ca app you can:

- Join a network of Greater Toronto and Hamilton Area (GTHA) commuters.
- Find all options for your journey, including carpooling, transit, walking and cycling.
- Trip planning, trip tracking and ride matching.

Who is this app for?



Commuters



Employees



Smart Commute
Member Businesses

Smart Commute helps anyone who is going from A to B explore healthy and sustainable travel options. Visit smartcommute.ca for more information.



About the App

Why sign up?



Discover new options for commuting that can help you save time, money, develop healthy habits and connect with others.



Reduce your carbon footprint.



Get a full or partially subsidized ride home during an emergency if you commute sustainably through the Emergency Ride Home Program (ERH). *

* Please check with your Region / workplace to clarify ERH terms and conditions.



Collect prizes and rewards for logging trips and commuting more sustainably!

New Features:



Log past trips

If you forget to add a trip to your account, you can retroactively log your trip!



Find a mentor

Thinking of trying a new mode like cycling to work and not sure where to start? Connect with other users in your region to find a Bike Buddy or Transit Mentor to help you get started!



Connect to apps you already use to log your trips automatically

You can connect your account to existing activity and trip tracking apps including **Strava; Fitbit; Garmin; Under Armour.**



Getting Started

Here are a few tips to help you get started and show you how easy it is to start using the app and make it part of your routine!

How to sign up:



Create an account by visiting smartcommute.ca or searching SmartCommute.ca in the Apple or Google Play app store and download the application.



Register your account* and create your user profile.

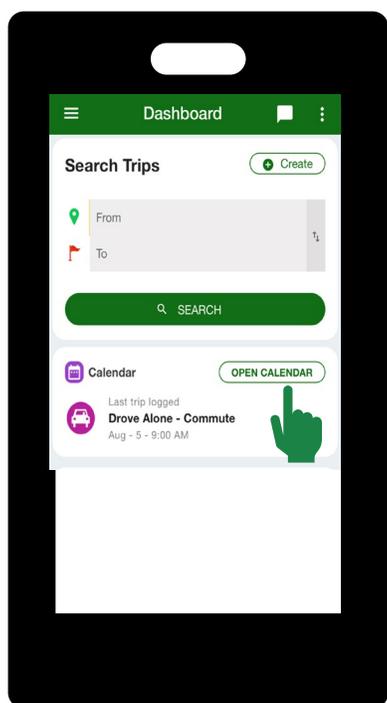


Start logging trips, look for other riders, request rides, find commute options and create a trip profile.

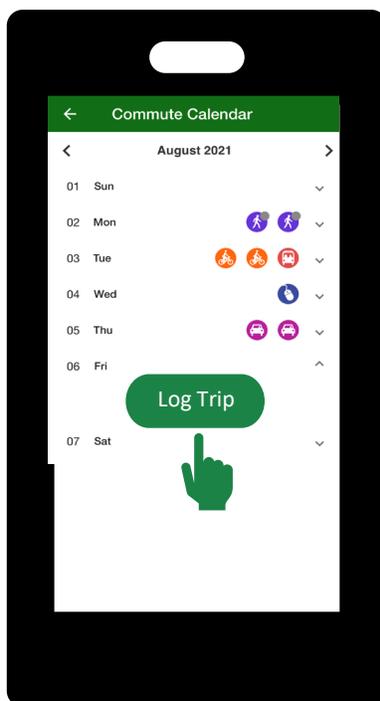
* Existing members have been automatically added to the tool and will need to update their profile and password and accept terms and conditions.

How to Log a Trip

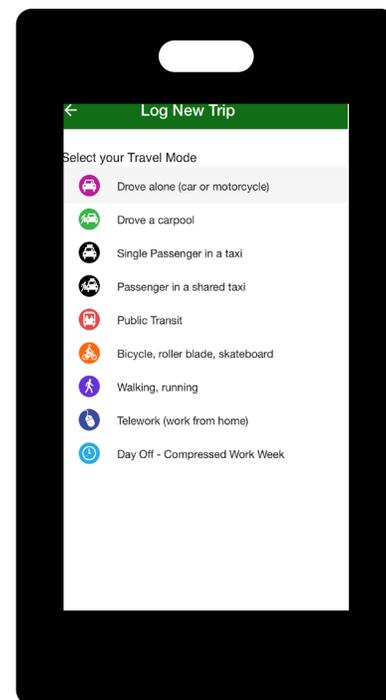
Logging your trips is quick and easy! Follow the steps below to get started!



Step 1:
 Select **Open Calendar** or **Log my Trips** from the dashboard.



Step 2:
 Select the **date** you want to log a trip for and **select the Log Trip** from the Commute Calendar.

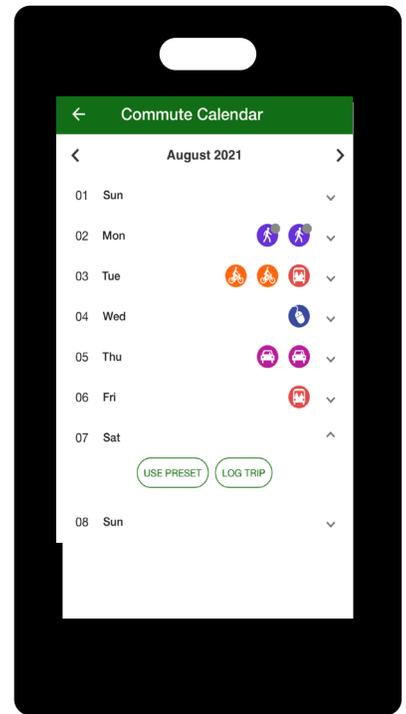
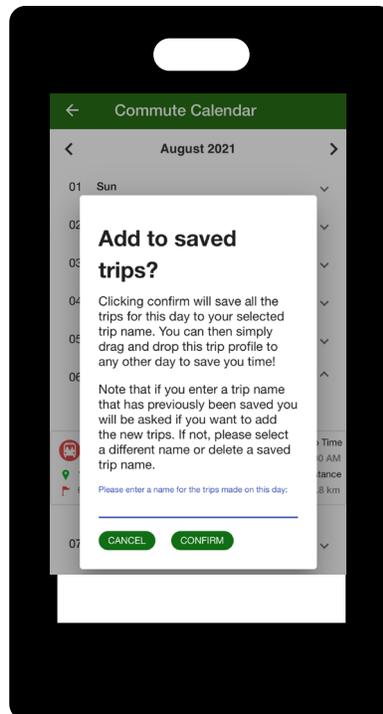
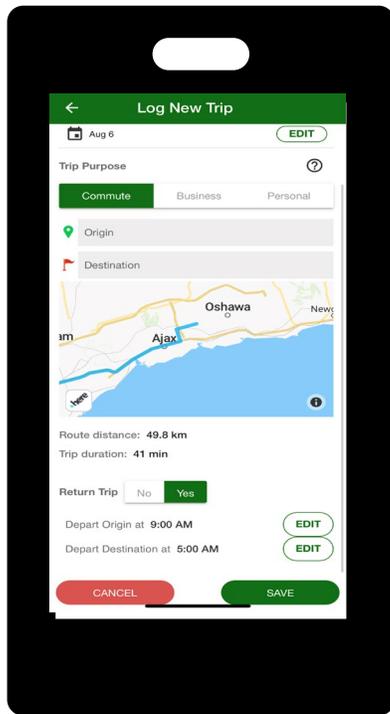


Step 3:
 Select your travel mode from the drop-down menu.*

*** Don't forget to log each mode separately!**

How to Log a Trip

Logging your trips is quick and easy! Follow the steps below to get started!



Step 4:

Enter your trip details including: trip purpose, origin and destination, return trip, and departure time(s).

Step 5:

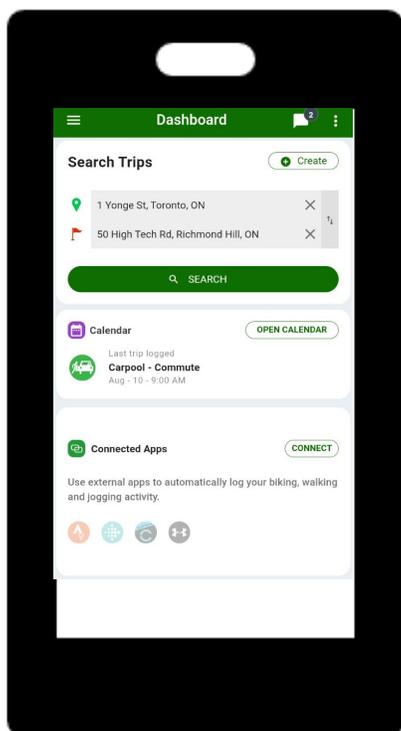
Save your trip information and if this is a recurring trip, you can **add it to your saved trips** for easy logging!

Step 6:

If you wish to apply your preset / saved trip, click the **use preset feature** for easy logging!

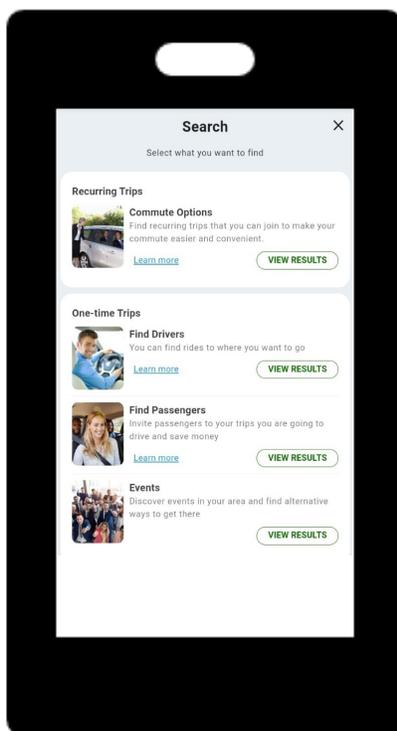
How to Post a Ride

Allow passengers to book a ride on your trip and select the option of using online payments.



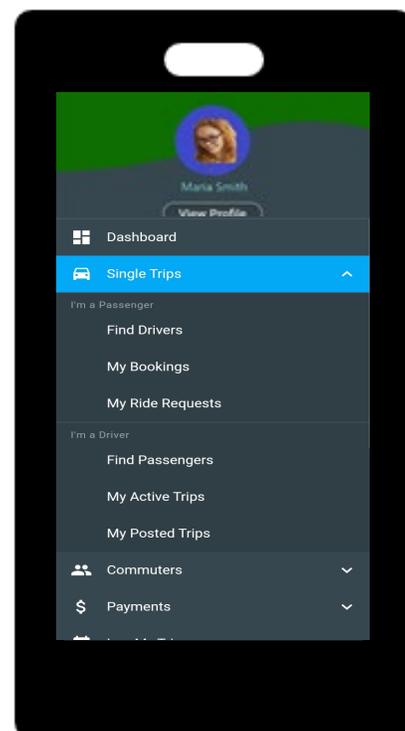
Step 1:

Use **Search Trips** by entering your origin and destination and select **Search**.



Step 2:

Select **Recurring Trips** for recurring trips or **Find Drivers / Find Passengers** for single trips and then select **View Results**.



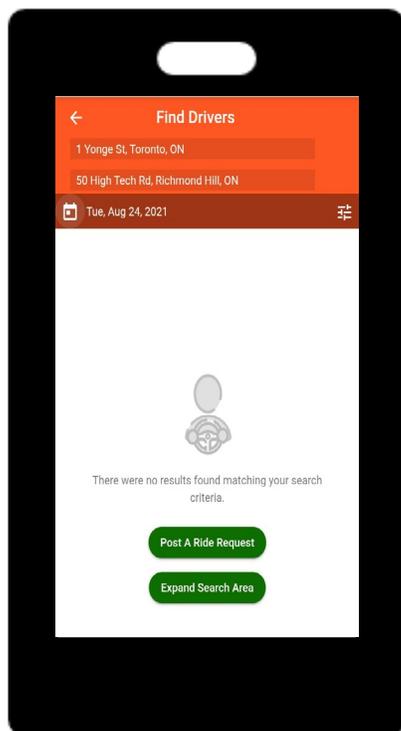
Step 3:

Select **Single Trips**, to post a ride. Select **Find Drivers** and if you are driving or **Find Passengers**.

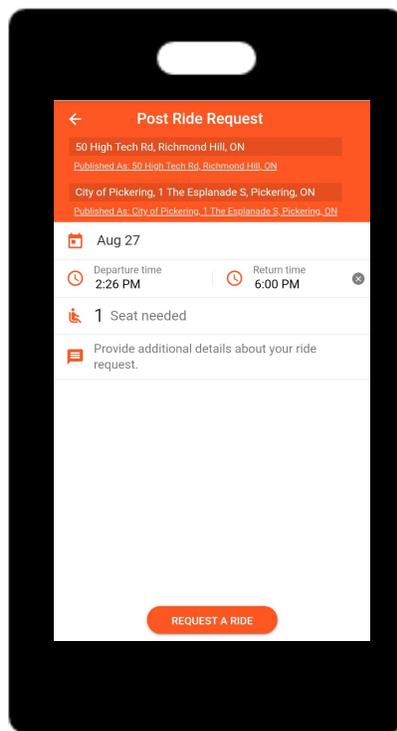
Smart Commute helps anyone who is going from A to B explore healthy and sustainable travel options. Visit [smartcommute.ca](https://www.smartcommute.ca) for more information.

How to Post a Ride

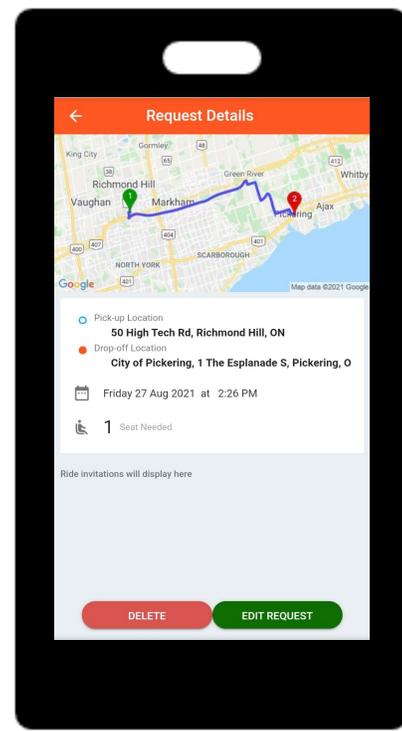
Allow passengers to book a ride on your trip and select the option of using online payments.



Step 4:
Find a ride by entering your origin and destination and **Post A Ride Request**.



Step 5:
Request Details shows the **pick-up and drop-off location, day and time, and number of seats**.

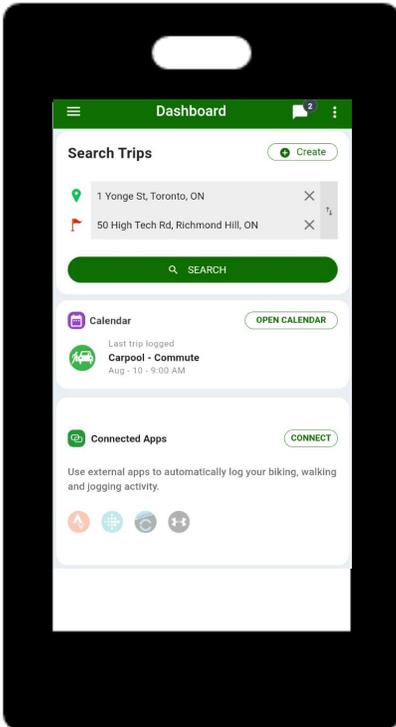


Step 6:
One-time ride matches will appear at the bottom. Requests may be deleted or edited by buttons below. Note: subject to payment.

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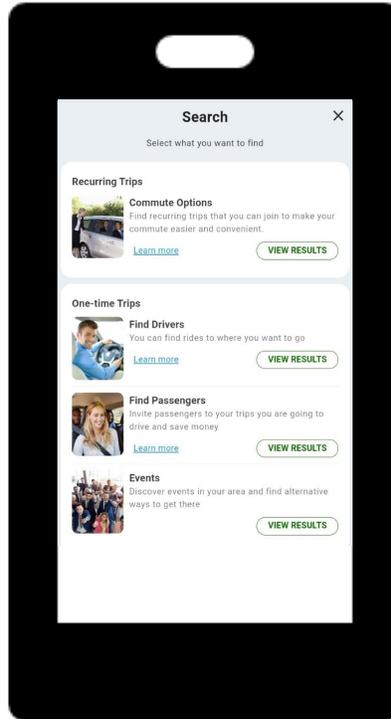
How to Trip Plan

Discover new options for your trip and how to plan by following the steps below.



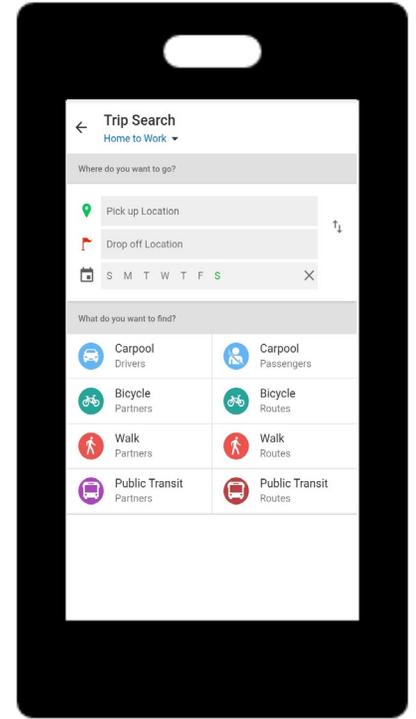
Step 1:

Use **Search Trips** by entering your origin and destination and select **Search**.



Step 2:

Select a **Recurring Trip** and **Commute Options** and **View Results**.



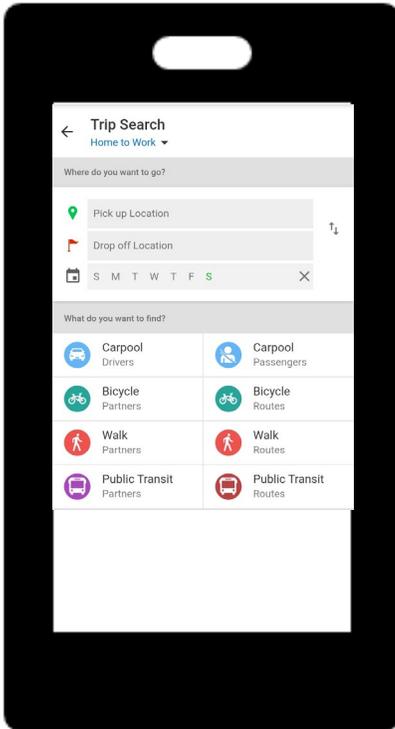
Step 3:

In **Trip Search** enter your **pick-up/drop off location, trip times/days** and **mode**.

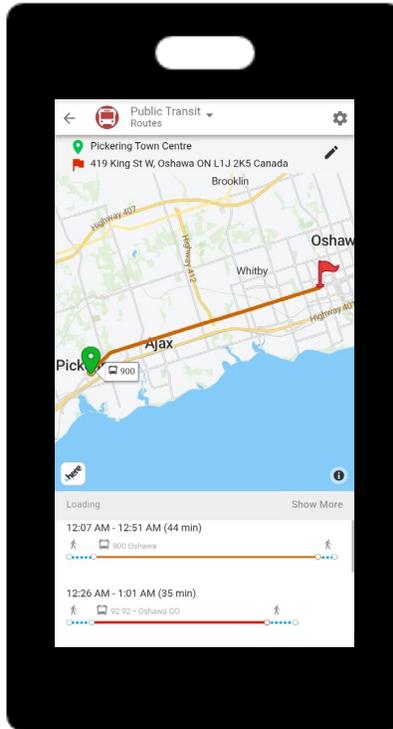
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How to Trip Plan

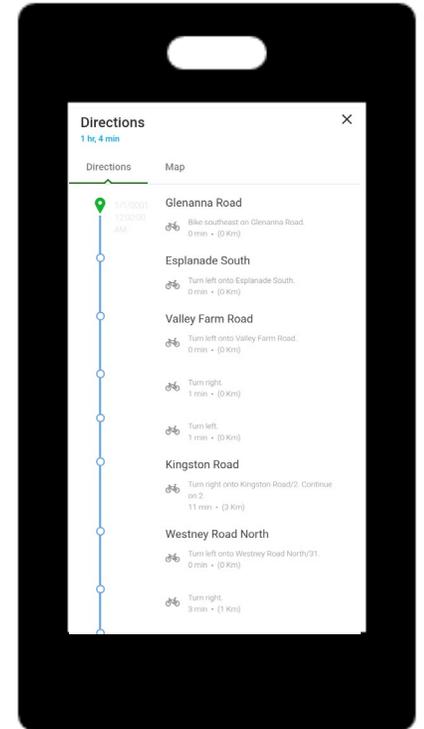
Discover new options for your trip and how to plan by following the steps below.



Step 4:
Select **Bicycle,**
Walking or Public
Transit Routes.



Step 5a:
Transit Routes
include schedules,
directions and map.

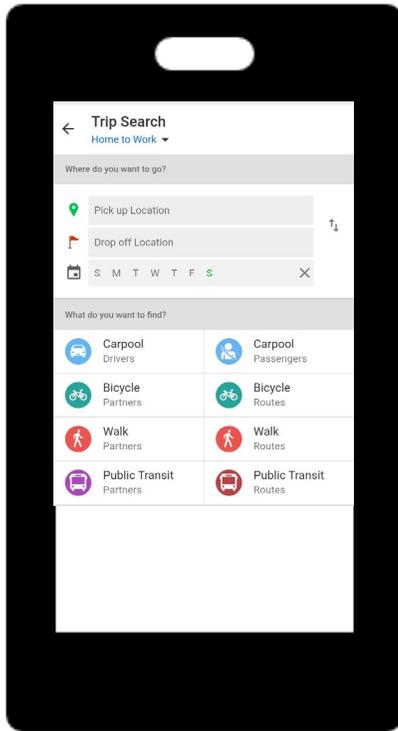


Step 5b:
Bicycle Routes
includes directions
and map.

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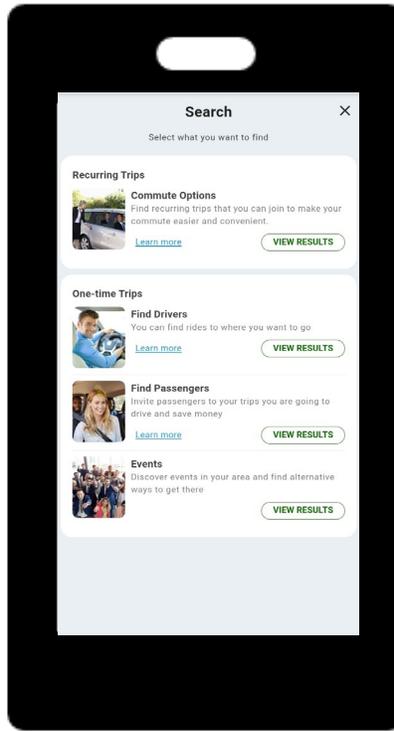
How to Find a Ridematch

Become a driver or passenger in a carpool!



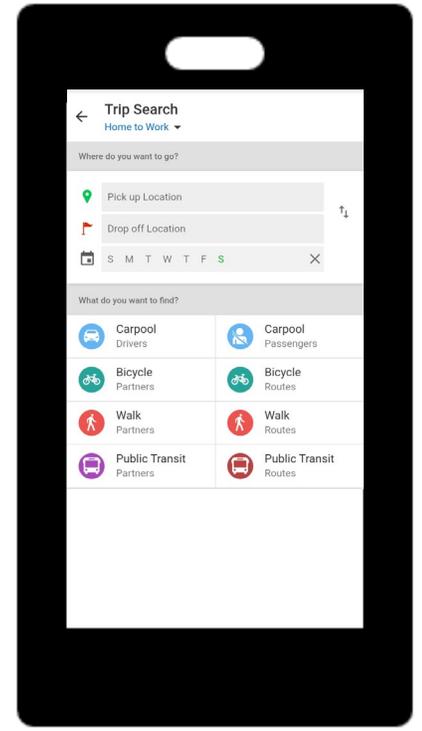
Step 1:

Use **Search Trips** by entering your origin and destination and select **Search**.



Step 2:

Select **recurring trips** for a weekly carpool or **Find Drivers** or **Find Passenger** for one-time trips. Select **View Results**.

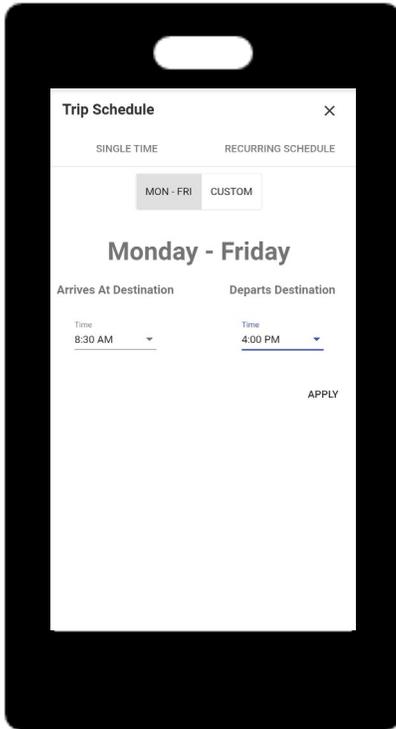


Step 3:

In **Trip Search** enter your **pick-up/drop off location, trip times/days** and **mode**.

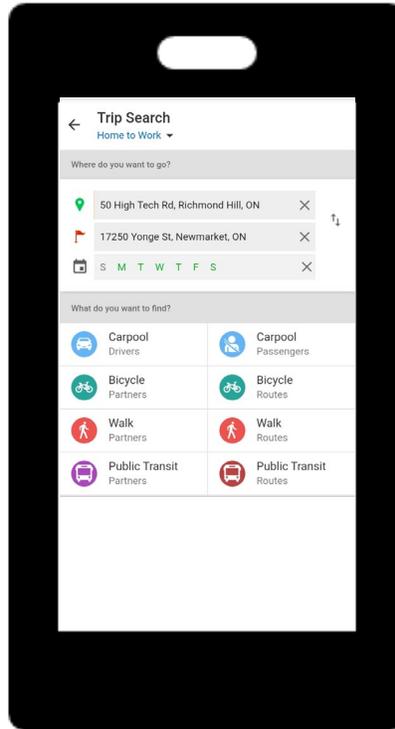
How to Find a Ridematch

Become a driver or passenger in a carpool!



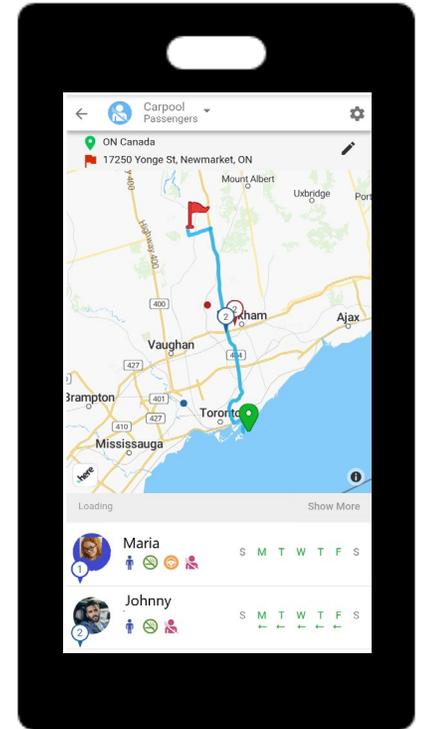
Step 4:

Select **pick up** and **drop off** location, then the preferred times and days of week.



Step 5:

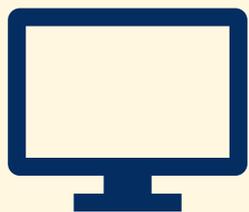
Select **Carpool – Driver** if you want to drive or **Carpool – Passenger** for a ride.



Step 6:

Matches are shown below the map. Click on persons name for more trip info and **Contact** to send a message.

Key Functions



Personal Dashboard helps you track:



**calories
burned**



**fuel
saved**



**money
saved**



**distance &
duration**

Tool Features* helps you track and match:



Carpool

Match with other users who are part of the same organization or have the same destination.



Single-trip

Find a one-off carpool to get home on weekends, attend events, or to work around an irregular schedule.



Bike Buddies

Match with other users who are looking for a partner to cycle with.



Transit Buddies

Match with other users who are looking for a partner to take transit with.



Walking Buddies

Match with other users who are looking to walk to complete their logged trips by foot.



Emergency Ride Home (ERH)

Get a full or partially subsidized ride home during an emergency if you commute sustainably. Please check with your Region and workplace to clarify ERH terms and conditions.

Additional Features:



Prizes and points for participating in contests.



Easy redemption of points through the app.

* Check with your Region or employer if the features / functions listed are available to your organization.

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