

Smart Commute App

How To Guide

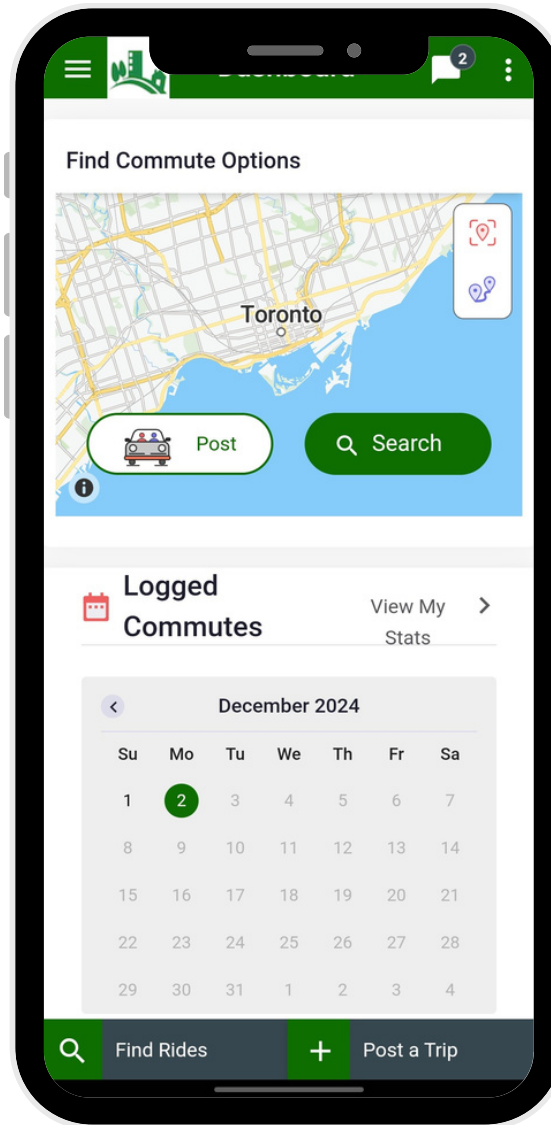


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About the App

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:

- Trip planning, trip tracking and ride matching.
- Find all options for your journey, including carpooling, transit, walking and cycling.
- Join a network of commuters in your area.

Who is this app for?

Commuters



Smart Commute Member Businesses



Employees



Smart Commute helps anyone who is going from A to B explore healthy and sustainable travel options.

Visit smartcommute.ca for more information.



Getting Started

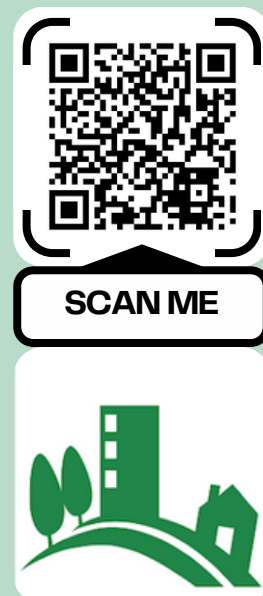
Why Sign Up?

- Discover new options for commuting that can help you save time and money while developing healthy habits and connecting with others.
- Match with other users who are part of the same organization or have the same destination for recurring commutes.
- Find one-off carpools to get home on weekends, attend events, or to work around an irregular schedule.
- Collect prizes and rewards for logging trips.
- Reduce your carbon footprint by commuting more sustainably.



How to Sign Up

1. Create a FREE account by visiting smartcommute.ca or by scanning and downloading the SmartCommute.ca app in the Apple or Google Play App Store with the QR code here:
2. Register your account and create your user profile.
3. Create a trip profile, find carpool partners, find commute options, start logging your trips, and much more!

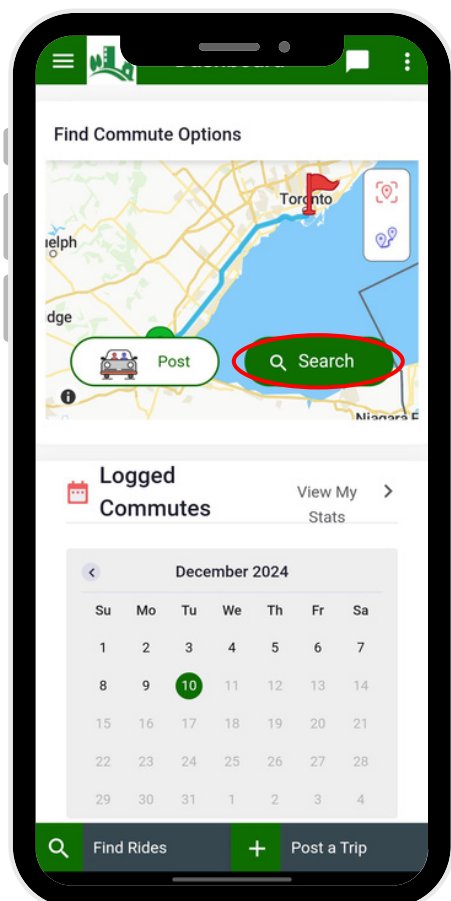


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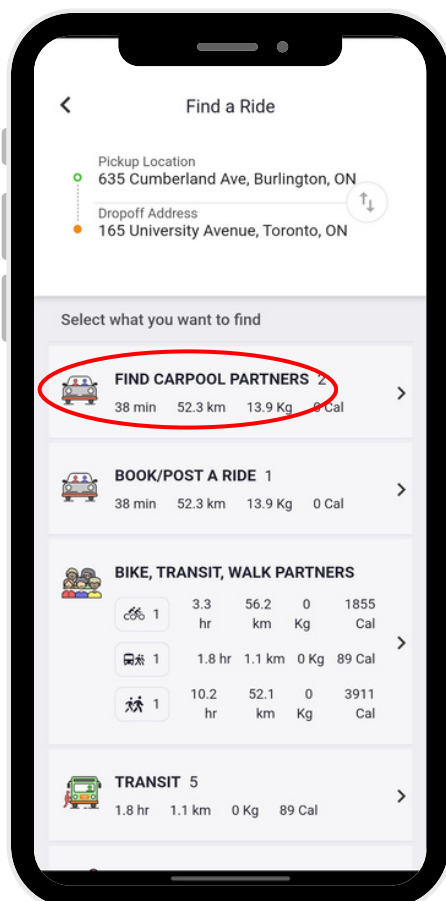


How to Find Carpool Partners

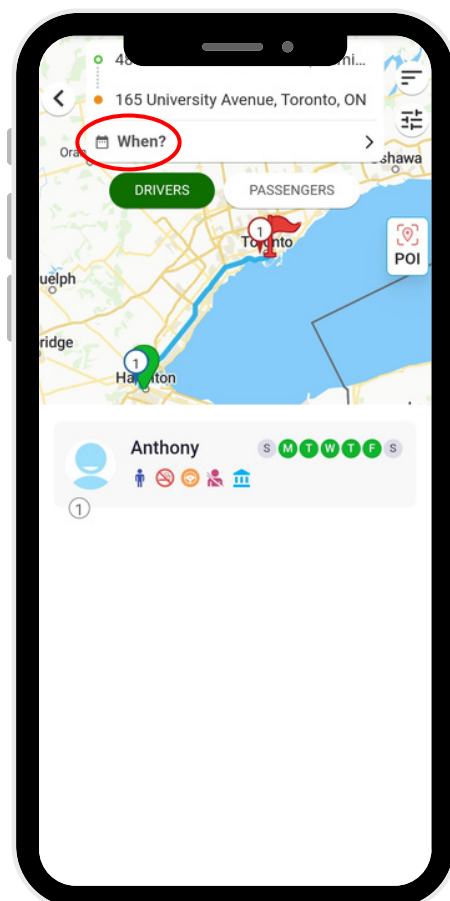
This function allows you to find carpool matches (drivers or passengers) with similar trips as you and ranks them in order of best fit.



Step 1:
Select “Search” from your Smart Commute Home Dashboard.



Step 2:
Enter your origin and destination and select “Find Carpool Partners”.

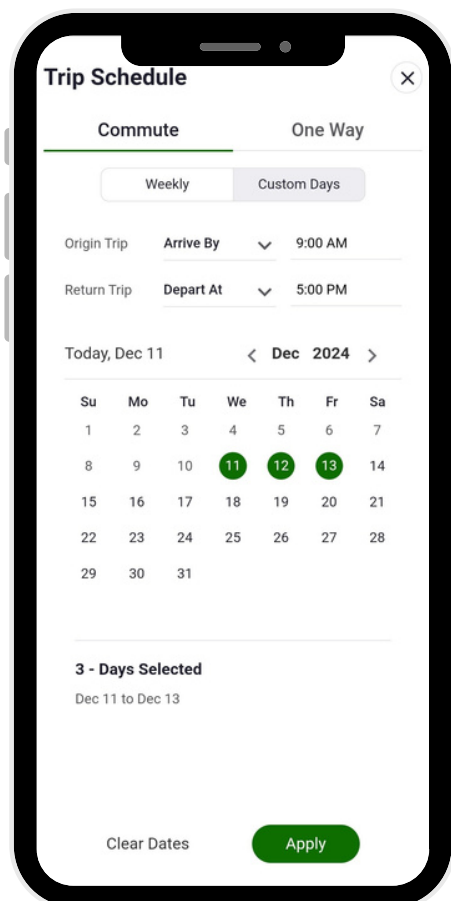


Step 3:
If you are a passenger looking for a driver, select “Driver”
If you are a driver looking for a passenger, select “Passenger”.
Next, select “When” to choose your trip schedule.

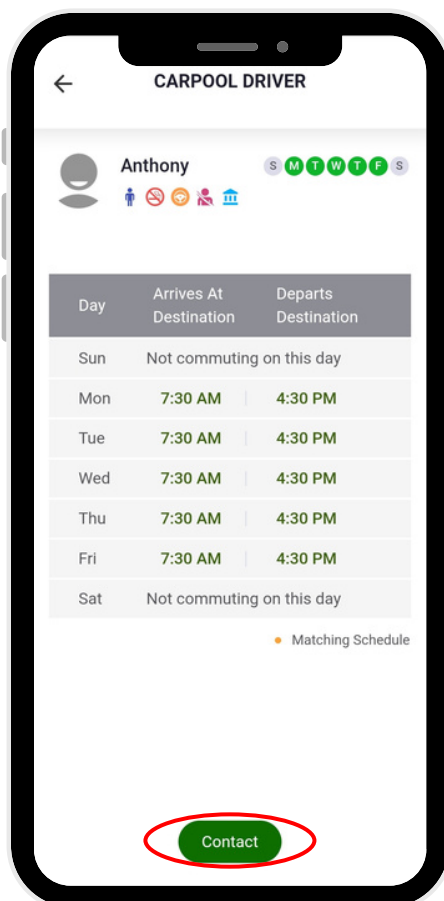
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How to Find Carpool Partners

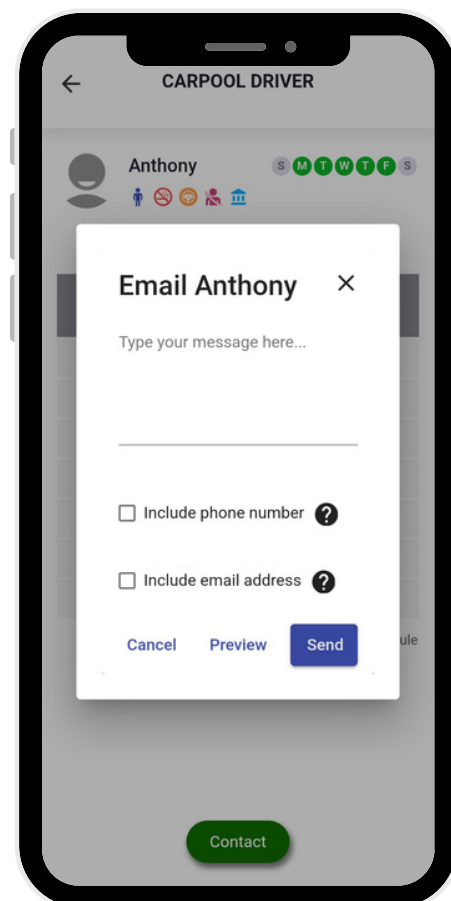
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Step 4:
Either select a weekly or custom schedule and add the respective times of your arrival and departure.



Step 5:
Once you see compatible carpool partners with a similar schedule, origin, and destination to yours, you can select and contact them.



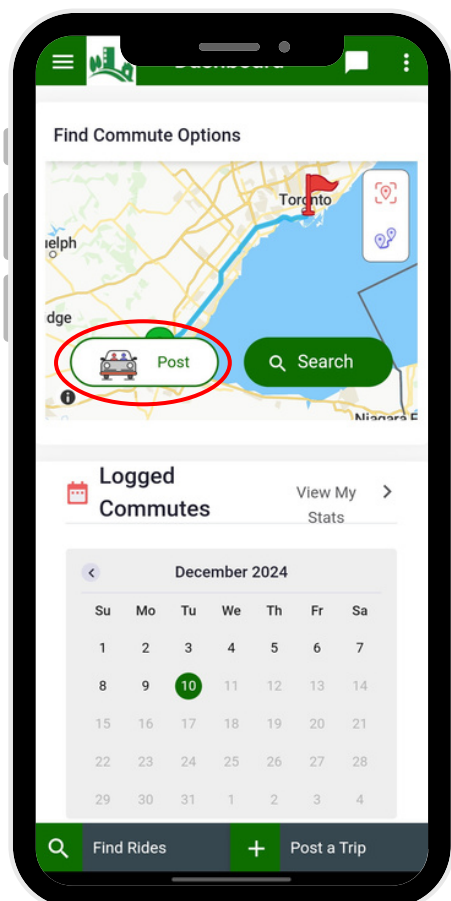
Step 6:
You can choose to email your carpool partner to see if they are interested in carpooling with you and include or exclude any personal contact information.

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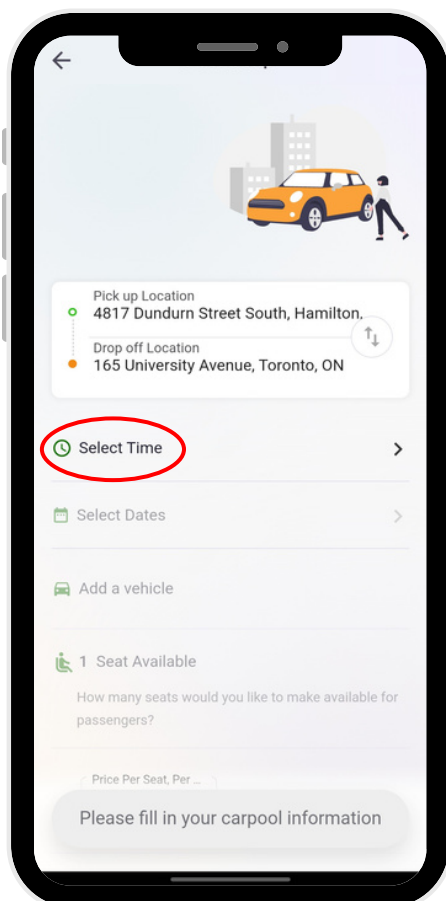
How to Post a Trip

This function allows you to fill your empty seats for your commute for specific dates and times by posting your trip for passengers to request to join.



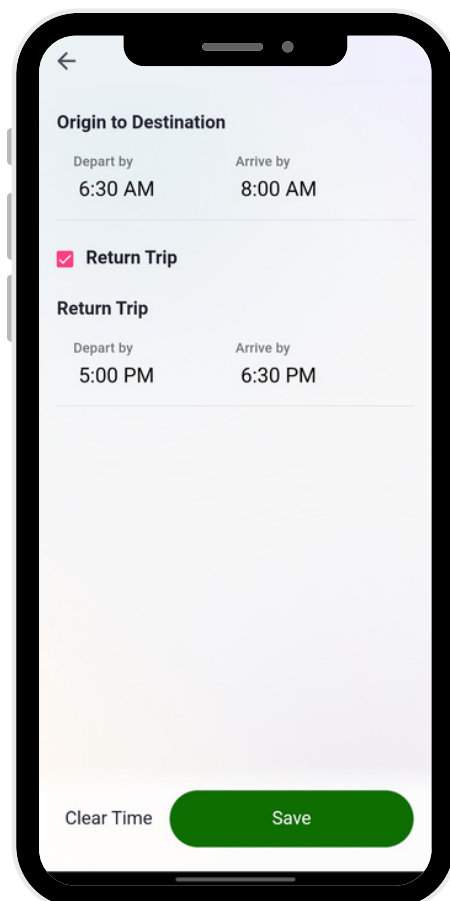
Step 1:

Select “Post” from your Smart Commute Home Dashboard.



Step 2:

Next, select your pick-up and drop-off location followed by “Select Time”.



Step 3:

Under “Select Time”, make sure to include departure and arrival times along with whether you are making a return trip.

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How to Post a Trip

Continued

Today, Dec 10 < Dec 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	Today 10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Clear Remove Weekends

3 - Days Selected

Dec 12, Dec 19, Dec 26

Clear Dates Save

Step 4:

After selecting your commute times, select which days you will be commuting for those times.

Change image

Brand Nissan Year 2016

Model Rogue

Type Compact SUV / Cross Over

Color selection circles: Light Blue, Grey, Red, Brown, Blue, White, Black, Yellow, Dark Blue, Green

☐ This is a Zero Emission Vehicle

SAVE

Step 5:

Next, add your vehicle details.

3 Seats Available - +

How many seats would you like to make available for passengers?

Price Per Seat, Per ... \$7.00 CAD

Accept Cash Payments

Name Your Carpool Hamilton to Toronto

Additional Notes

Write messages here to let your passengers know more about your carpool

Post 6 trips

Step 6:

Lastly, add how many seats you have available, your price per seat per trip*, name your carpool, and add any additional relevant notes.

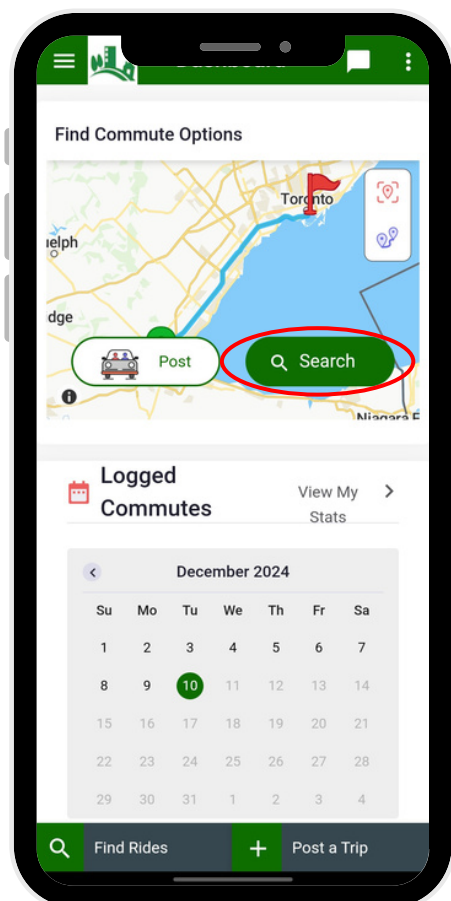
*Your price per seat per trip has to abide by CRA's allowable rate per kilometre

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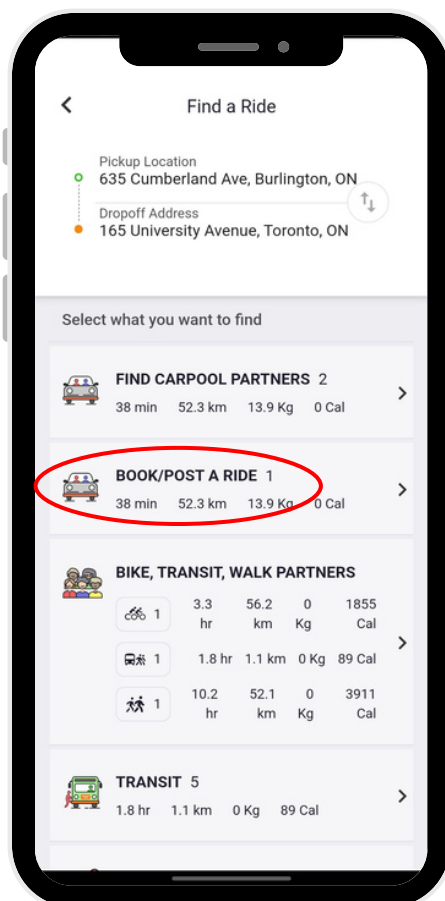


How to Find a Ride

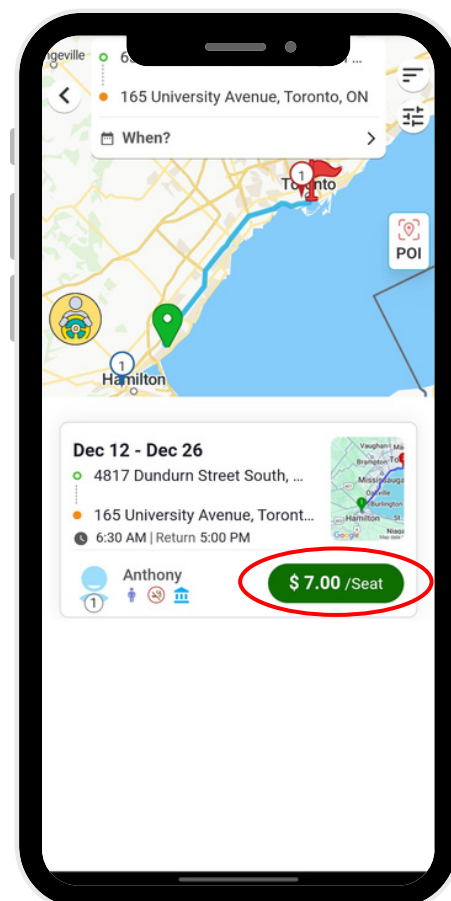
This function allows you to find and book rides for your commute for specific dates and times by requesting to join posted trips by drivers.



Step 1:
Select “Search” from your
Smart Commute Home
Dashboard.



Step 2:
Enter your origin and
destination and select
“Book/Post a Ride”.

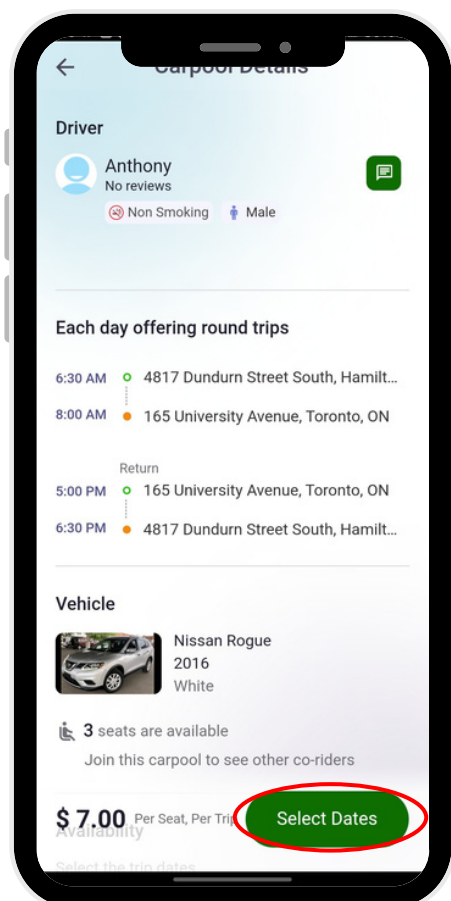


Step 3:
Enter your origin and
destination and select an
available ride to learn additional
details.

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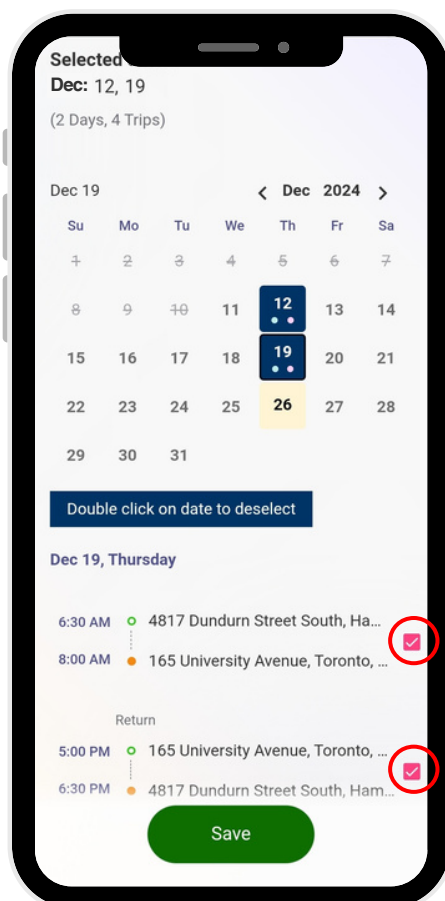
How to Find a Ride

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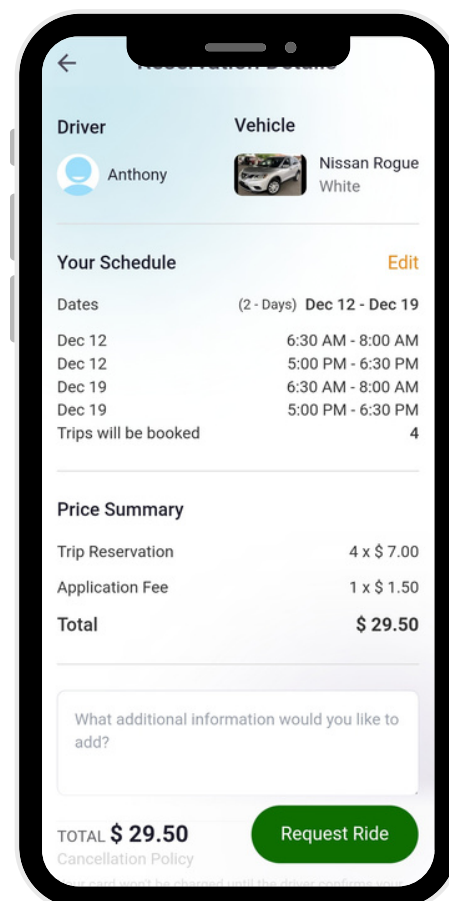
Step 4:

If ride departure and arrival times work with your schedule, proceed to select dates.



Step 5:

Select specific days you would like to join the driver for your commute. When you click on each date, you can also select the checkboxes to indicate if you will be joining on the return trip as well.



Step 6:

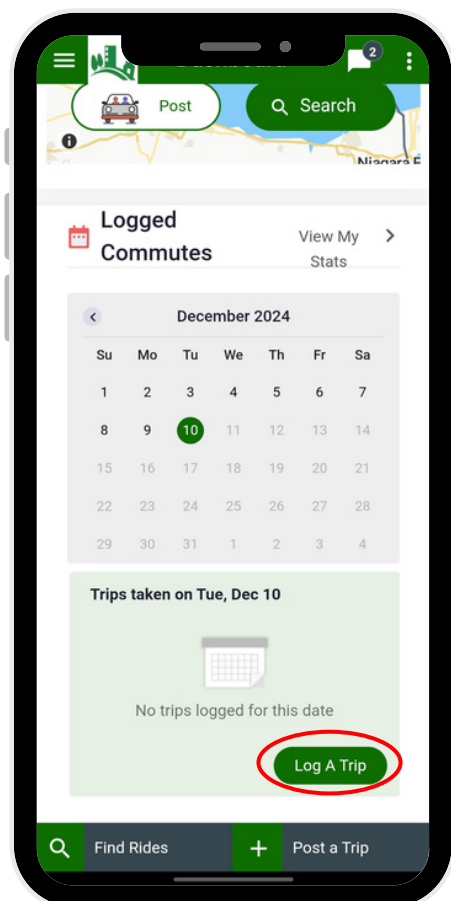
Once you have saved your information for what trips you will be joining the driver on, proceed to request the ride and add any relevant additional information.

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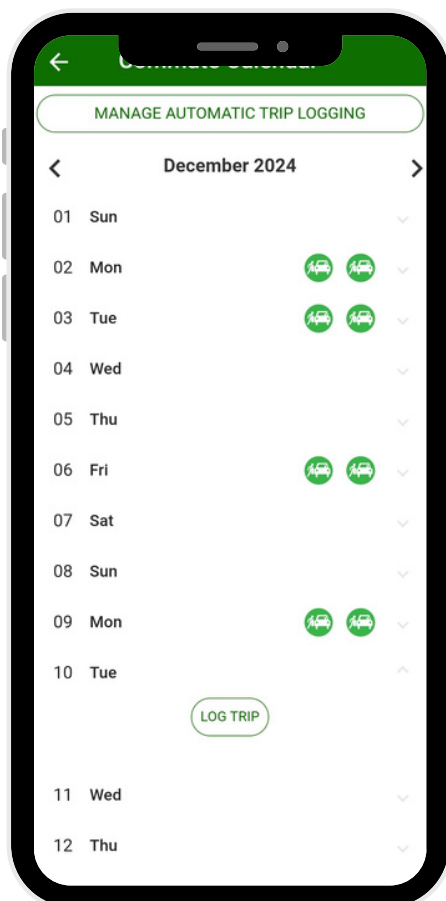
How to Log a Trip

This function allows you to log your past trips which you have completed along with the travel mode you used to complete it.



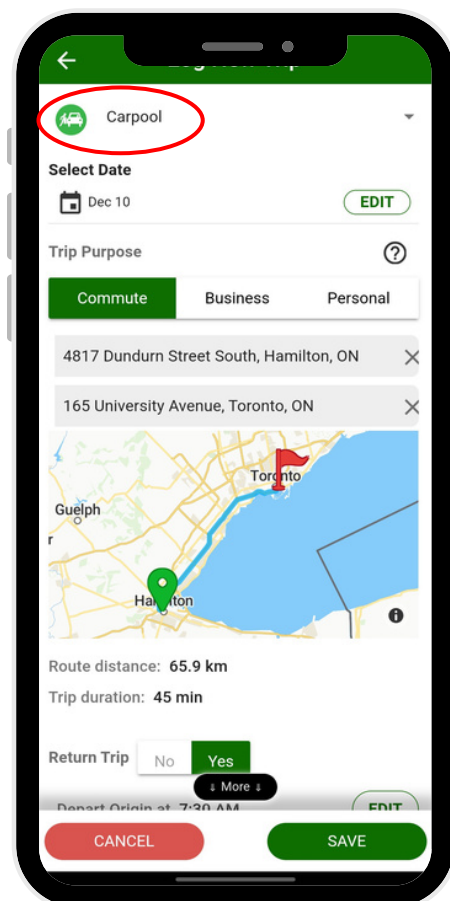
Step 1:

Scroll down on your Smart Commute Home Dashboard and select “Log A Trip”.



Step 2:

Select the day you want to log a trip and click “Log Trip”.



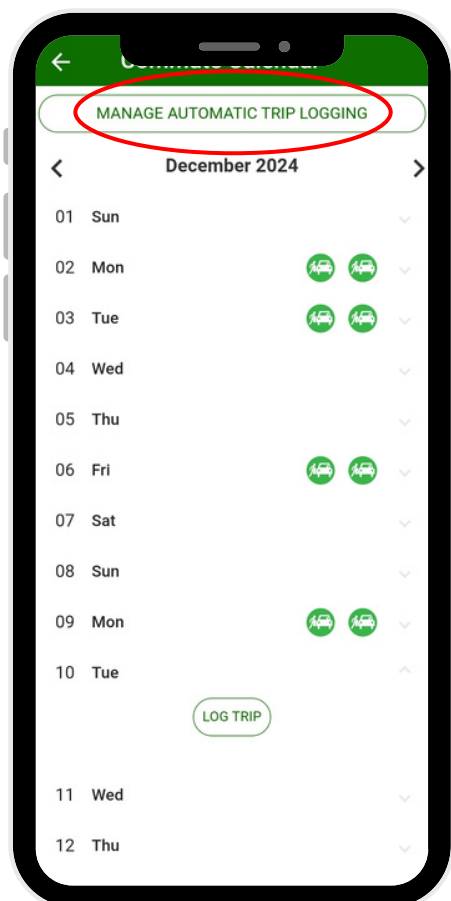
Step 3:

Lastly, select your travel mode, origin, destination, departure/arrival times, and add any additional information to save your logged trip.

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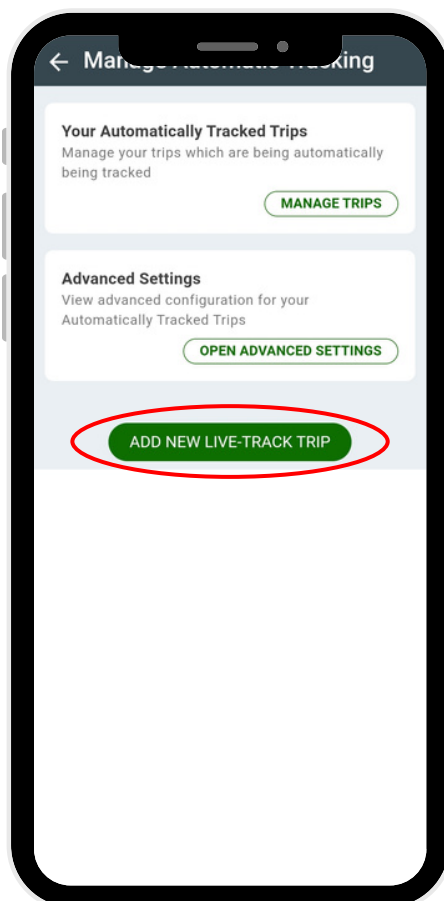
Automatic Trip Logging

This function allows you to automatically log your trips with live-track through scheduled location tracking.



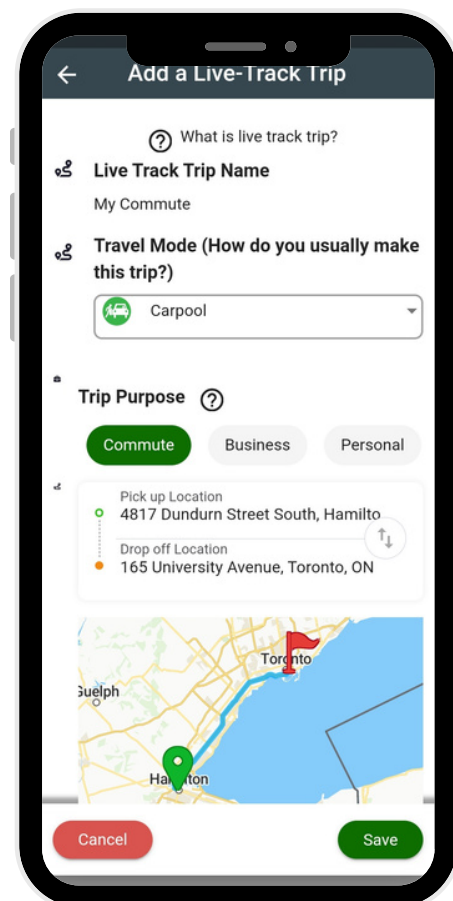
Step 1:

Select “Manage Automatic Trip Logging” under the “Log a Trip” calendar.



Step 2:

Select “Add New Live-Track Trip”. Alternatively if you already have scheduled live-track trips, you can manage them under “Manage Trips”.



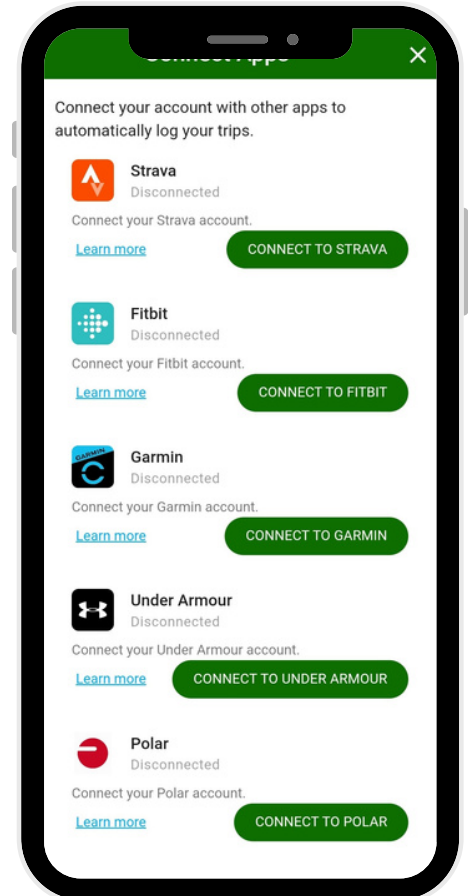
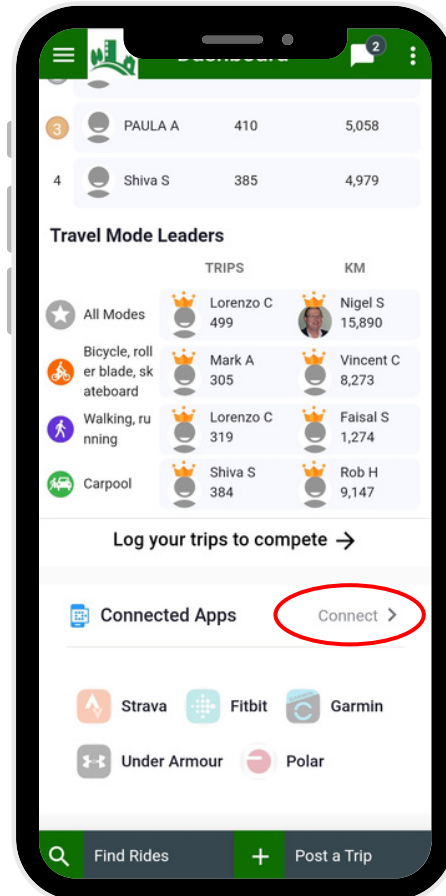
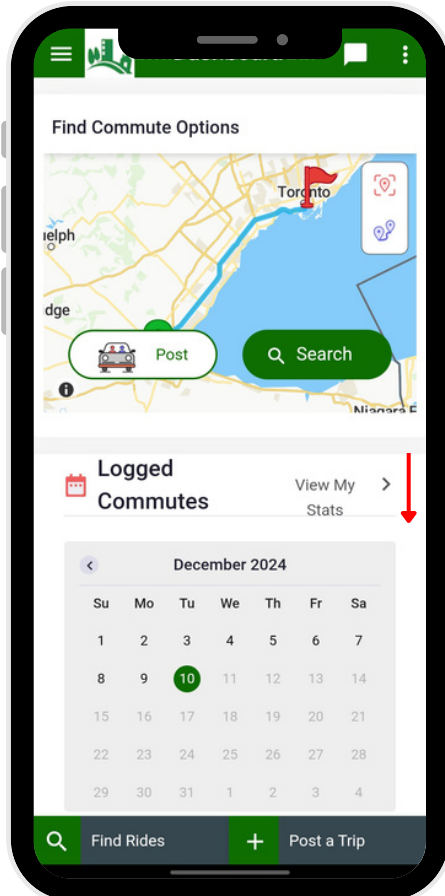
Step 3:

Lastly, name your live-track trip, select your travel mode, trip purpose, origin, destination, and other trip details to save your live-track trip.

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Connected Apps

This function allows you to connect to apps you already use to log your trips automatically. Compatible fitness tracking apps include **Strava, Fitbit, Garmin, Under Armour, and Polar.**



Step 1:

Scroll down on your Smart Commute Home Dashboard until you see “Connected Apps”.

Step 2:

Select “Connect”.

Step 3:

Lastly, select the fitness tracking app you would like to connect to and follow the steps to connect each individual app.

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Key Features

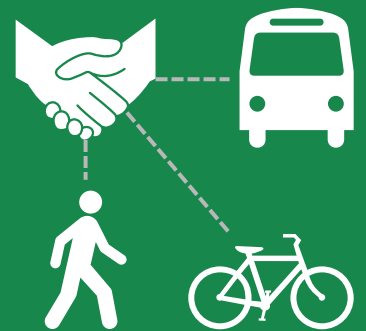
Personal Dashboard



Your dynamic dashboard helps you find commute options, log commutes, view leaderboards, track your metrics, connect trip-tracking apps, and manage your trip posts all in one place!

Mentors and Buddies

- Thinking of trying a new mode to work and not sure where to start? Connect with other users in your region to find a Bike or Transit Mentor to help you get started!
- Prefer to have some company on your way to/from work? Connect with Buddies from your region who are taking transit, cycling, or walking the same way!



Other Features



- **Emergency Ride Home (ERH):** Get a full/partially subsidized ride home during an emergency if you commute sustainably.
* Please check with your region/workplace to clarify ERH terms and conditions.
- **Incentives and Rewards:** Collect prizes and points for participating in contests through your region/employer.
- **Commuter Challenges:** Participate in challenges in your community/organization.

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