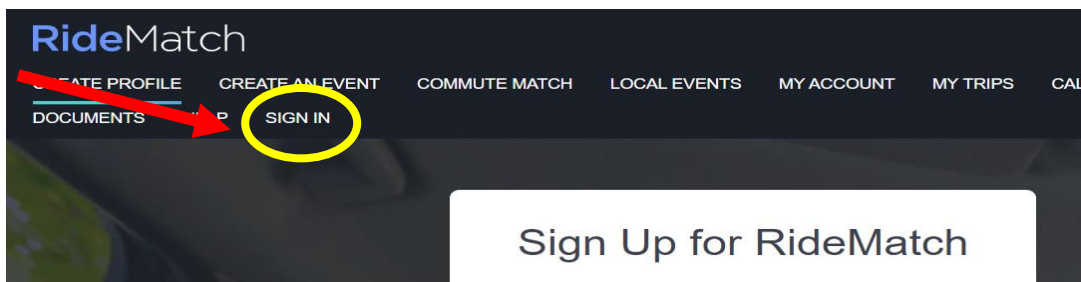


Logging into RideMatch.info

You will receive a custom login link to your assigned worksite. The City of Santa Ana work sites are the following:

- City Hall Complex (including Main Library)
- Police & Detention
- City Yard
- Other Locations

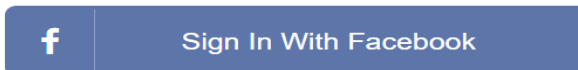
Please note: most Rideshare participants will already have a RideMatch.info account set up. Rather than signing up for an account, go to 'Sign In' on the ribbon and reset your password. The email on file will be your City email.



Select '...reset your password to activate your profile' and proceed with the instructions emailed to your City email.

Sign In

Sign into RideMatch using Facebook or your email and password.



or

npintor@santa-ana.org

.....

Sign In

If you have arrived at this page from Your RideGuide or if you have forgotten your password, reset your password to activate your profile.

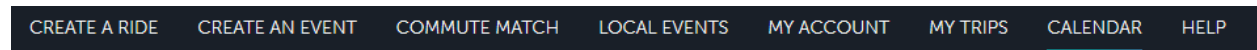
Need an account?

Sign Up

Logging your Trips

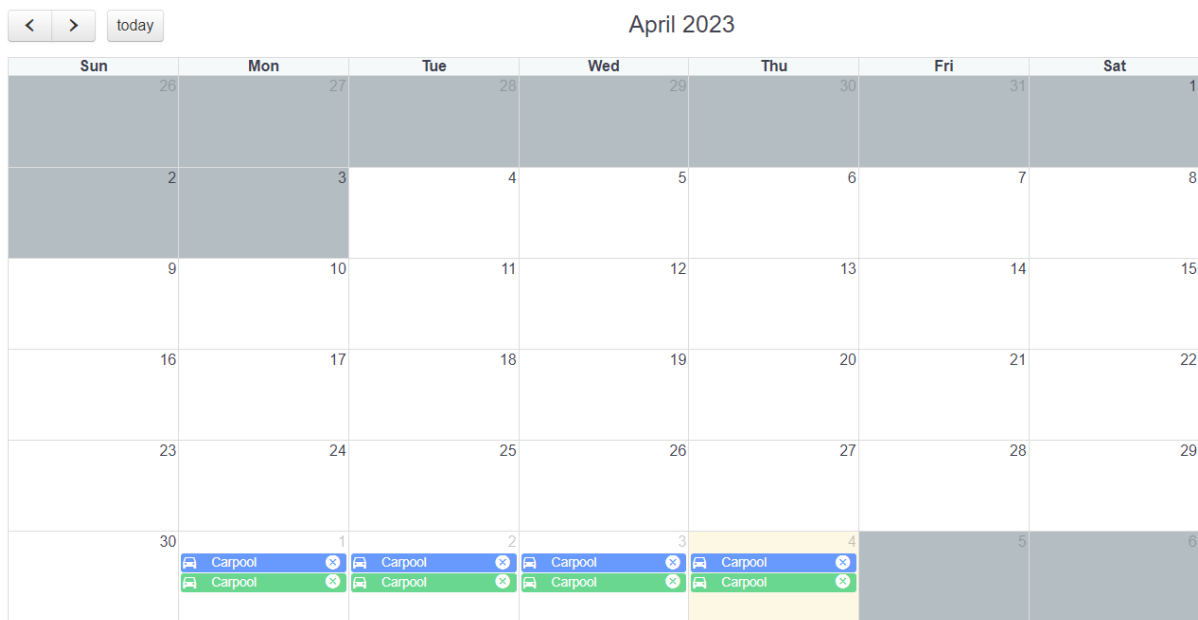
The Commute Calendar is used for trip tracking. As you track rideshare trips, you'll see your savings (in vehicle travel, pollution and cost). These trips will be used to calculate your monthly incentives.

Just select 'Calendar' in the menu to access the commute calendar feature.



The commute calendar is laid out like a one-month calendar. By default, it starts in the current month. Note that certain days on the calendar are disabled. You can't report trips in the future, and you can only report trips as much as 30 days in the past.

Convenient buttons are provided at the top to move from month to month and return to today's date.



The screenshot shows a calendar for April 2023. At the top, there are navigation buttons: a left arrow, a right arrow, and a 'today' button. The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The dates are: Sun 26, Mon 27, Tue 28, Wed 29, Thu 30, Fri 31, Sat 1; Sun 2, Mon 3, Tue 4, Wed 5, Thu 6, Fri 7, Sat 8; Sun 9, Mon 10, Tue 11, Wed 12, Thu 13, Fri 14, Sat 15; Sun 16, Mon 17, Tue 18, Wed 19, Thu 20, Fri 21, Sat 22; Sun 23, Mon 24, Tue 25, Wed 26, Thu 27, Fri 28, Sat 29; Sun 30, Mon 1, Tue 2, Wed 3, Thu 4, Fri 5, Sat 6. The days from Sun 30 to Sat 6 are highlighted in light grey, indicating they are disabled. On the bottom row, there are trip reports for the days from Mon 1 to Thu 4. Each report consists of a car icon, the word 'Carpool', and a close button (X). The reports for Mon 1, Tue 2, and Wed 3 are blue, while the reports for Thu 4 are green.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6
	Carpool	Carpool	Carpool	Carpool		
	Carpool	Carpool	Carpool	Carpool		

Report a Trip

Reporting a trip is simple. Just click or touch the date, and the following 'widget' appears:

Your Trips For 5/5/2023 ×

No trips have been created for this day

Please select a template or create a trip

Select a Trip Template ▼

Create a trip

Select a type ▼

Select a mode ▼

Miles

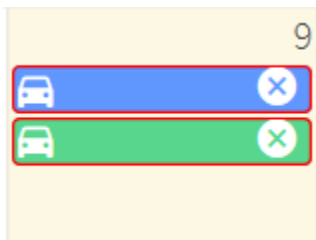
0.97

Submit Close

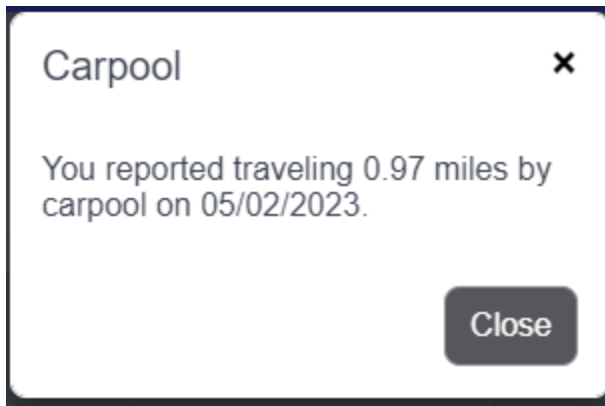
Under "create a trip " select...

1. Select a trip type - such as round trip (to work), one-time trip, etc.
2. Select a mode (the means by which you traveled) such as carpool, transit, etc.
3. Confirm the trip distance.

Once you 'submit' your trip is entered on the calendar.



At any time, you can review the trips you reported by touching or clicking on them. As you do so, you'll see a summary of the information about the trip you selected.



Create a Template

If you use the same rideshare mode everyday it is useful to create a template. First, touch or click 'create a template.'

A form titled "Create a Template" in a blue header bar. The form has a white background and a dark border. At the top right is a dark square with a white "x" icon. Below the title is a text input field labeled "Template Name" with a horizontal line underneath. To the right of the input field are three stacked dropdown menus: "Type" with "Round Trip" selected, "Mode" with "Carpool" selected, and "Miles" with "56.11" selected. To the right of the "Miles" dropdown is a blue square with a white "+" icon. At the bottom of the form are two buttons: a blue "Submit" button and a grey "Close" button.

1. Give your template a name, such as 'carpool.'
2. Select round-trip and commute mode. Distance is pre-filled.
3. Once you've done so, you will have a template like the one below.

Create a Template



Carpool

Carpool Miles: 0.97



Carpool Miles: 0.97



Select a type



Select a mode



Miles

0.97

Add Segment

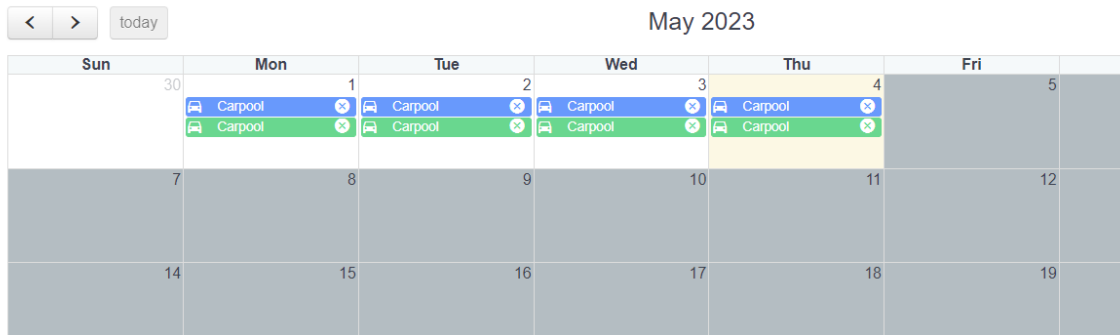
Save

Cancel

Click Save and it's ready to go.

Using a Template

To use a template, just drag it from the heading of the calendar to the date on the calendar. Your trips will be filled in for that day.




Deleting a Trip

If you entered a trip in error, just click or touch the "x" on the trip for the date you want to remove. The trip will be deleted as you do so.

See your Savings

Every time you enter a trip, the status display at the top will update with a current summary of vehicle travel, pollution and cost savings.

 So far, you've saved 722.4 miles of vehicle travel, 0.83 tons of pollution and \$426.22 in cost. [Show detail](#)

You may click the 'details' link to see a more detailed report of your savings and the savings of everyone you work with, if you registered your employer as part of your account preferences.