

ETC Best Practices: Organization (Employer) Network Set-Up

WHAT?

The correct way to establish a Wheel Options/RideshareOnline network is to create an Organization (Employer) and add work-sites as child networks to the Organization. Even Organizations with only one worksite will need to add the work-site as a child network.

WHY?

- Groups your employees together for reporting and ridematching purposes.
- Run participation reports by individual worksite (if applicable).
- Employees know who to contact with commute questions.
- Branding opportunity for your employer transportation program.

HOW?

- Log into the administrative panel at <https://wheeloptions.icarpool.com/admin/en/login.aspx> or <https://rideshareonline.icarpool.com/admin/en/login.aspx>.
- Click on the **SETTINGS** tab.
- Complete the **Network Details**, including adding your employer logo.
- Enter **Primary Contact Details** of ETC.
- Under **Enter Association Details**, select **Private email address with the network** and enter the **Private email domain** of your employer.
 - If you have employees without an email account, contact your Wheel Options Administrator for assistance and recommendations.

HELP!

- For more details, visit smarttransportation.ning.com.
 - **Quick Instruction:** Page 5 of the Basic Training and Admin manual.
 - **More details and screenshots:** Network Administration Chapter 2 – Creating Your Network.

NEXT?

- View ETC Best Practices: Worksite Network Set-up