



## Volunteer Login Instructions

Welcome to Assisted Rides. The organization you volunteer for uses our software to help them provide the rides and other forms of assistance they do and we are very proud to help them achieve success.

But we understand that none of this would be possible without you, the volunteers. We truly appreciate your time and effort. Assisted Rides is designed to make it easy for you, the volunteers, to take an active role in making your program a success. Our application allows you to log in, view the rides assigned to you and update trips as you complete them.

And, depending on what permissions you have been given by your organization, you may also be able to assign rides to yourself or volunteer for rides. You can help your organization be even more successful and, we believe, you'll also find it fun!

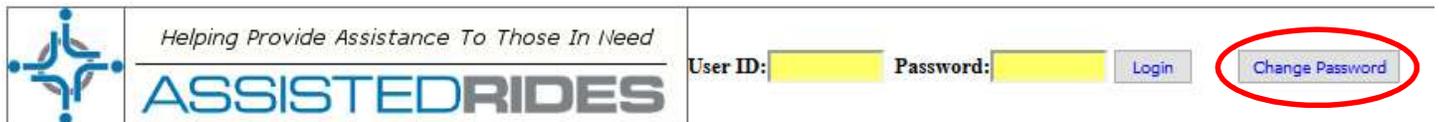
But first there are just a few simple steps you'll need to do before you'll be able to log in.

Step 1 – Come to <http://AssistedRides.com>

Step 2 – Click on the “Launch” link you'll find in the upper right corner of the page:



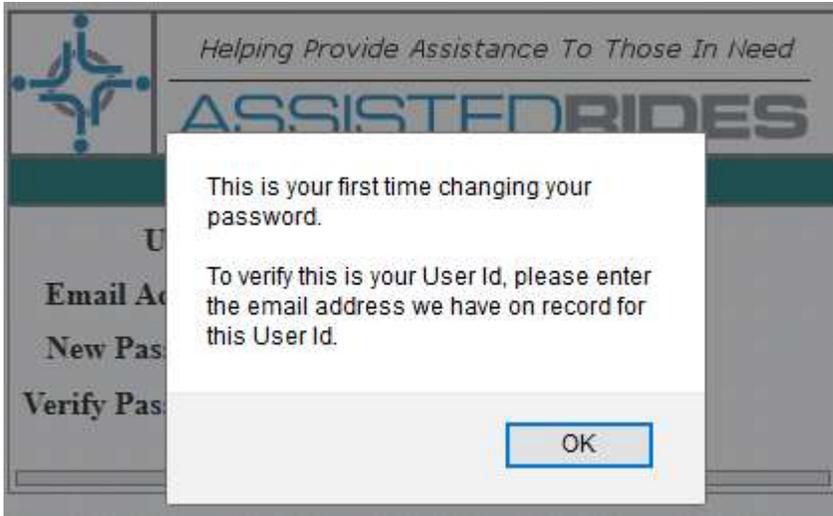
This will open a new window on your browser that will look like this:



Step 3 – Click on the “Change Password” button. This will bring up a box that will look like this:



Step 4 – Your organization will provide you with what your User Id is. Type this in and click the “Submit” button. If this is the first time you are changing your password, you’ll see the following message:



Click on the “OK” button to continue.

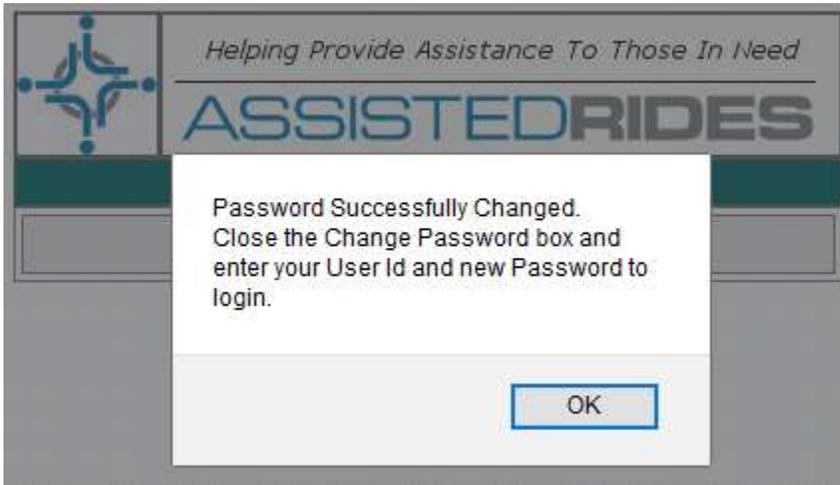
Step 5 – Enter your email address and what you want your new password to be (twice to make sure you don’t make a “typo”) and click on the “Change Password” button:

A screenshot of the ASSISTEDRIDES website's "Change Password" form. The header includes the logo and the tagline "Helping Provide Assistance To Those In Need". The form has a title "Change Password" and four input fields: "User Id:" with the value "NeutonI", "Email Address:" with the value "issac@gravity.com", "New Password:" with eight dots, and "Verify Password:" with eight dots. A "Change Password" button is located to the right of the "Verify Password" field. Below the form, there is a red text instruction: "Passwords must be at least 8 characters long."

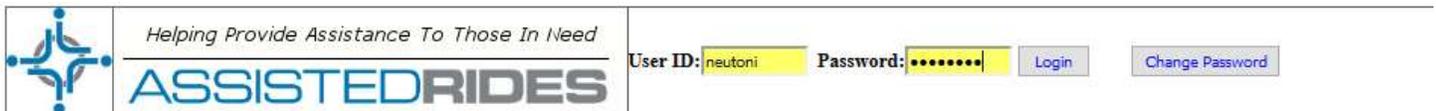
**Note:** The email address **MUST** be the email address that you provided to your organization. The system will verify that the User Id and email address are a match before you will be able to proceed.

User Id’s are not case sensitive.

When you have successfully changed your password, you will see the following message:



Voila! You are now ready to log into Assisted Rides! Just close the "Change Password" box and type in your User Id and new Password into Assisted Rides:



When you successfully login, depending on what permissions you have been given, you will see any rides that have been assigned to you and possibly the list of "Pending" rides: those rides needing a volunteer driver.

Request Date & Time	Status	DC	EC	RT	MI	Type	Client	Destination	Instructions
Mon - 4/13/2015 - 8:30am	Assigned	Y	Y		8360	Trip	Charlotte Albert 203 Frank Avenue, MAMARONECK NY	Alta Bates Hospital 2450 Ashby Ave, BERKELEY CA	
Thu - 7/10/2014 - 10:30am	Pending		Y		8	Trip	Barry Bonds 25A Crescent Drive, PLEASANT HILL CA	John Muir Hospital 123 Ygnacio Valley Road, WALNUT CREEK CA	<p>To ASSIGN a request to yourself:</p> <ol style="list-style-type: none"> <li>1) Click the STATUS of the request to bring up the 'Driver Trip Update' function</li> <li>2) Click on the 'Assign Me As Driver' button</li> <li>3) Click on the 'Close' button</li> </ol> <p>To REMOVE yourself from a request:</p> <ol style="list-style-type: none"> <li>1) Click the STATUS of the request to display the 'Driver Trip Update' function</li> <li>2) Click on the 'Remove Me As Driver' button</li> <li>3) Click on the 'Close' button</li> </ol> <p>To Update a request as COMPLETED:</p> <ol style="list-style-type: none"> <li>1) Click the STATUS of the request to display the 'Driver Trip Update' function</li> <li>2) Select COMPLETED in the 'New Status' drop down box, enter mileage and hours</li> <li>3) Click the UPDATE button</li> </ol> <p>To Add Additional Stops:</p> <ol style="list-style-type: none"> <li>1) Click the STATUS of the ride to display the 'Driver Trip Update' function</li> <li>2) Click on the ADD STOPS button</li> <li>3) Check additional stops and click the UPDATE button. Click the CLOSE button</li> </ol> <p>NOTE: Can only be done AFTER a ride is marked as COMPLETED.</p>
Fri - 7/11/2014 - 9:15am	Pending		Y		70	Trip	Howard Hughes 123 Post St., SAN FRANCISCO CA	John Muir Hospital 123 Ygnacio Valley Road, WALNUT CREEK CA	
Mon - 10/20/2014 - 8:30am	Pending		Y		36	Trip	Betty Ford 85 Elliot Dr, PLEASANT HILL CA	Alta Bates Hospital 2450 Ashby Ave, BERKELEY CA	
Wed - 10/22/2014 - Anytime	Pending				0	Home Repairs	Betty Ford 85 Elliot Dr, PLEASANT HILL CA		
Wed - 10/29/2014 - 10:00am	Pending		Y		8	Trip	Betty Ford 85 Elliot Dr, PLEASANT HILL CA	John Muir Hospital 123 Ygnacio Valley Road, WALNUT CREEK CA	
Mon - 11/3/2014 - 9:00am	Pending		Y		0	Senior Day Out (Cluster)	Betty Ford	Childrens Hospital Childrens Hospital 1500 Broadway St, CONCORD CA	
Mon - 1/26/2015 - Anytime	Pending		Y		0	Senior Day Out (Cluster)	Betty Ford	Childrens Hospital Childrens Hospital 1500 Broadway St, CONCORD CA	
Tue - 1/27/2015 - 9:00am	Pending		Y		0	Senior Day Out (Cluster)	Betty Ford	Childrens Hospital Childrens Hospital 1500 Broadway St, CONCORD CA	
Tue - 3/17/2015 - 10:30pm	Pending		Y		36	Trip	Betty Ford 85 Elliot Dr, PLEASANT HILL CA	Alta Bates Hospital 2450 Ashby Ave, BERKELEY CA	
Mon - 3/23/2015 - Anytime	Pending				0	In-Home Visits	Org: The AlterNetWays Company 65A Crescent Drive, PLEASANT HILL CA		
Mon - 4/13/2015 - 9:00am	Pending		Y		12	Trip	Barry Bonds 25A Crescent Drive, PLEASANT HILL CA	Kaiser Walnut Creek Campus 333 Newell Ave, WALNUT CREEK CA	
Tue - 4/14/2015 - 9:00am	Pending				137	Trip	Linda Hunt 123 Marin St., PLEASANT HILL CA	Childrens Hospital 1500 Broadway St, CONCORD CA	
Tue - 4/14/2015 - 9:15am	Pending		Y		274	Trip	Linda Hunt 123 Marin St., PLEASANT HILL CA	Childrens Hospital 1500 Broadway St, CONCORD CA	
Tue - 4/14/2015 - 10:30am	Pending				18	Trip	Betty Ford 85 Elliot Dr, PLEASANT HILL CA	Alta Bates Hospital 2450 Ashby Ave, BERKELEY CA	

You can click on the "Status" of any ride to display the "Driver Trip Update" function:

No Photo	<i>Helping Provide Assistance To Those In Need</i>		
<b>ASSISTEDRIDES</b>			
<b>Driver Trip Update</b>			
<a href="#">Remove Me As Driver</a>	Issac Neuton <b>Confirmed:</b> <input checked="" type="checkbox"/>	<a href="#">Note</a>	
<b>Client:</b> Charlotte Albert - 203 Frank Avenue, MAMARONECK NY 10543			
<b>Home:</b> 914-698-1653			
<b>Date:</b> Monday - 4/13/2015 <b>Pickup:</b> 7:30am <b>Dropoff:</b> 8:30am <b>Round Trip?</b> Yes <b>Return Pickup:</b> 9:00am <b>Miles:</b> 8360			
<b>From:</b> Home - 203 Frank Avenue , MAMARONECK NY 10543			
<b>To:</b> Alta Bates Hospital - 2450 Ashby Ave , BERKELEY CA 94705 Phone: 510-234-5679			
<b>Status:</b> <input type="text" value="Assigned"/>	<b>Miles:</b> <input type="text" value="8360"/>	<b>Time:</b> <input type="text" value="0:00"/>	<b>Pngrs:</b> <input type="text" value="0"/> <a href="#">Update</a>
<b>Important!</b> Be sure to click the <b>Update</b> button after making your changes.			
<a href="#">Print</a>	<a href="#">Display Trip Manifest</a>	<a href="#">Change Trip</a>	<a href="#">Close</a>

From here, you'll be able to display and/or print the "Trip Manifest", turn-by-turn directions and update the ride after it has been completed.

Don't be afraid to explore! We've worked hard to make Assisted Rides simple and easy to use but we are always open to suggestions. If you have ideas, tell your organization and they can pass them onto us. We want to make Assisted Rides the best we can to help you help others!

Thank you,

The Assisted Rides Team