



Member's guide to Liftshare

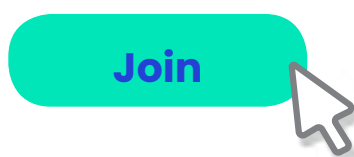


We are constantly developing our platform to ensure that it is as user friendly as possible for you and your members. However, we've put together some step by step, just in case.

Let's get started!

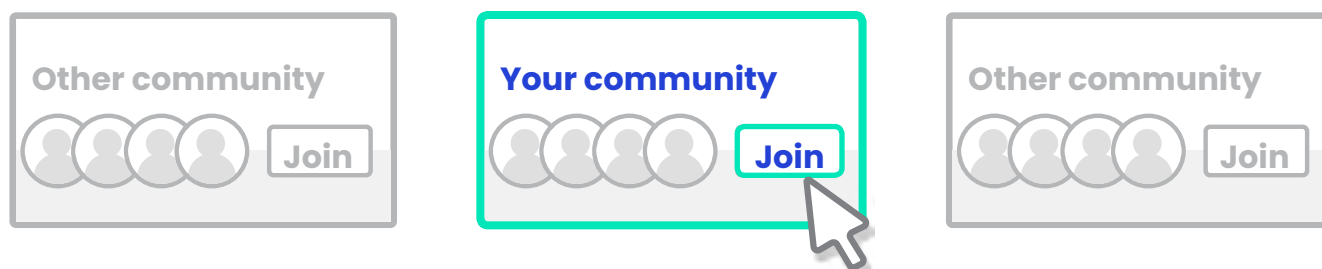
Signing up is simple

Go to your organisation's scheme website (*name.liftshare.com*). Click the "Join" button in the header or alternatively click "Get started".



If you are part of a large organisation or are joining through a regional community...

You may first need to select the specific community that applies to you. The name will be clearly visible and may even include a logo.



Fill out the brief form with your name, email address and password. Depending on your organisation the form may include picking a specific email ending or entering a company password.

Activate your account

Once you've joined you'll be sent an email to verify your account. Please activate your account, your journey won't be visible to other members without doing so.

Adding a journey

Once you've joined a Liftshare scheme you must add a journey to find a match! There are two ways to do this: as a driver or as a passenger.

As a driver

In your account you will see "Add journey" in the top right-hand corner of the page, click the button to take you to the form.

A teal rounded rectangular button with the text "Add a journey" in blue. A white mouse cursor icon is pointing at the button.

This will enable you to add your journey details, use a customisable schedule for regular journeys and even give some preferences in the "Show further details" section.

As a passenger

Looking for a lift? Simply log in to your account and input your journey details at the top of your account home page, and click "Find a lift":

To (postcode, street or town)



To (postcode, street or town)

Find a lift

A teal rectangular button with the text "Find a lift" in blue. A white mouse cursor icon is pointing at the button.

Forming a Liftshare team

Once you have added a journey and found a match, you will be able to form a Liftshare team. There are two ways to do this – as a driver or as a passenger.

As a driver

Once you've found a passenger to share with, click on their details. You will then see an option to message them:

Do you have any questions

[Message Laura](#)


Send the passenger a polite message letting them know that you would like to share, and ask them to send an official **"Request to share"** to you. Once you receive the **"Request to share"**, accept the request to create your Liftshare team. You will receive an email that will allow you to do this:


Please confirm this lift request by clicking the **"Accept"** button.

[Accept](#)

[Decline](#)

You will also see a notification when you log into your Liftshare account:





Laura has requested a lift
Highfield Road, Drayton NR8 to Duke Street, Norwich NR3

[Accept](#)

[Decline](#)

As a passenger

Passengers must request a seat in the driver's vehicle to form a Liftshare team.

Once you've found a match, click on their details. You will see an option to **"Request to share"**. Click this option to request a seat in the driver's vehicle. If you have any questions for the driver about the journey, you can do so by clicking the **"Message"** option.

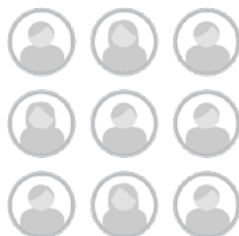


Once they have received your **"Request to share"**, they can choose to accept and the team is formed.

Sharing with someone you already know

If you already know the person you would like to share with you can search for their name by selecting **"Search for members"** on your account home page:

Other members in your Liftshare Community



[View all members](#)

[Map of all journeys](#)

By clicking **"View all members"**, you will be taken to a page which will allow you to search for the appropriate person.

Top Tips

- Add a profile picture and bio to your account so that other members know who you are;
- Always respond to requests to share, even if you must decline them;
- Ensure you follow the process and form a Liftshare team to qualify for your organisations incentives;
- Download the Liftshare Companion app to accept requests and communicate with your Liftshare partner:

iOS: [Apple store](#)

Android: [Google play store](#)

- If Liftsharing has made life better for you, we'd love to hear from you! You can contact us via support@liftshare.com.