Welcome to your Festival Liftshare site! Before you do anything else, make sure you are at the correct url for the festival site you are travelling to: Leeds is leeds.liftshare.com and Reading is reading.liftshare.com



Car sharing is a great way of alleviating the stress caused by travel and reducing road and parking congestion. Start sharing now!

The quickest way to proceed is by clicking 'get started' which will take you through the process of adding a journey. If you click 'join' you will follow the same steps in a slightly different order.

If you are already a member of Liftshare, you can just sign in at this stage.

However, you might not be added to the right festival community. If your homepage is not branded with Leeds or Reading Fest imagery, your account has defaulted to the public Liftshare network and you will need to send an email to support@liftshare.com so we can solve this for you before you follow the rest of the steps.

LEEDS FESTI	VAL»		
powered by		Add a journey	5
	ey details		f Man Liverpool oManUnester
	Jnited Kingdom stival - Bramham Park	Leeds Festival - Bramham Park	ENGLAUD Cambridge
Share as a Driver and/or pass Journey frequency	enger 🔘 Driver 🔘 Passenger		Bristol Cardiff Map data @2017 GeoBasil-DE/BKG (@2009), Google Terms of Use You can adjust the route by dragging the line
● Regular ● Or	ne-off O Custom schedule		

You can set whether you are offering or seeking a lift, or happy to do either. The system will suggest your origin or destination as the location of the festival site. Click 'next' when you have filled in your details.

Your journey details London to Reading Festival - Richfield A	venue, one-off trip	edit		
2 Travel schedule & savir	igs			
Outbound date	Return date			
Thursday, 24 August 2017 🗸 🗸 🗸	Monday, 28 August 2017 🗸 🗸			
Departure time	Return time			
09 💠 : 30 💠	09 💠 : 30 💠			
Return journey? Yes O	trip)			
- £3.00 +				
Show further details				
Post journey >				

Here you can set the dates and times you are travelling. The system calculates a suggested financial contribution for the passenger. You can add more specific details to your journey by clicking 'show further details'

de furthe	er details		
Number of	of seats available		
-	3	+	
Receive y	our contribution		
Or	nline payment		Cash or take turns
Easy, saf	e, secure		Get paid in cash or alternate the driving
Happy with) پې چ	ا — ا	Medium
e.g. 'let's		ost office' or '	I go past the Town Hall if that's a

When you open out this page you can set the number of seats in your vehicle and whether you want to be paid in cash or via our online payment system. There is also a text both for any further useful information.

If you are setting up your journey as a passenger, ie, you are looking for a lift, you will not see any of this.

Your journey details London to Reading Festival - Richfield Avenue, o	ne-off trip	edit
2 Travel schedule & savings		
Outbound date Re	\otimes	
Thursday, 24 August 2017 🛛 🗸	Join with Facebook	
Departure time Re	Or	
09 🛟 : 30 💠	Join with email	
Return journey? Yes Suggested contribution per passenger (each trip)	By clicking "Join with Facebook" you confirm you have read the Terms and Conditions of Use and agree with the content	
- £3.00 + Reset	Already a member? Sign in here	
Show further details		
Post journey >		

When you go to post your journey, the system will prompt you to register. You can do this with one click using Facebook, or through a very short form using an email address.

LEEDS FESTIVAL»
Hi welcome to your Leeds Festival Liftshare community
Let's get you started and find you a car share match!
Add journey
Skip

You should have already added your journey so ignore this button and click 'skip'. However, if you clicked 'Join' on the homepage and didn't go through the process of adding a journey, you are doing the steps in a slightly different order, and you would do this now.



Now you can look for a match for your journey. You can adjust the parameters of your search using the sliding scales along the time. If you are flexible on timings, it will make it easier to find a litshare match. You can also define how far out of your way you are prepared to go, and you can see if there is anyone you could collect en route.

The top-right button sets defines whether you are prepared to search for a match solely within your festival community, or whether you would be willing to care share with someone travelling to somewhere nearby.



You can see that the top match here is in the Leeds Fest community, because of the red L underneath the departure time.

Now you will need to scroll down the list of journey matches to see which is the most suitable. To view more information, just click on the journey you are interested in. If you intend to Liftshare with someone you already know, they will have to register and add their journey too. Then you can scroll down until you find them in this list.

Henley-on Thames		Durman	AT PARA	Greenford	
Harpsden	I HIII	Dorney Slough	Iver Hayes West Drayton	Southall	KENSINGTON
Hare Hatch Sonning Eye Twyford Woodley Earley Winnersh Sindlesham	Binfield Warfield Winkfield	Oakley Green Windsor Old Windsor	Harmondsworth Longford Stanwell Felthan	Teddington	FULHAM EARLSFIELD BALHAM
is offering	a lift on Thu 24 Aug 20	017		Contribution per trip	
United Kingdom	tival - Richfield	Avenue		Seats	+
	4	@		Pon't forget to arrange to alter your contribution in cash!	mate the driving or
	9:30am	42.0 miles	3 seats left	Ask to sha	are
Journey time flexibility: ± 30 Lift originally posted: 14/08/				Any questions? Me	ssage

When you find someone you want to share with, you can click 'message' to speak to them to exchange information via the messaging function on the system. When you know that you definitely want to share with them, for example, after speaking via the messaging system or if you already know them, you can click 'ask to share'.

We recommend that you make message contact with a member you don't know first, before asking to share with them.

2	London United Kingdom	
δ	Reading Festival - Richfield Avenue	
	24 Aug 2017 🕘 9:30am 崔 1 seat	Suggested contribution £3.00

This is the screen you will see. You have another opportunity to send them a message here, too.



If you are offering a lift, this is the confirmation screen that will come up you accept someone's lift request. Now for the final stage: the driver will have to access and print off the parking permit.

LEE	DS FES	STIVAL»						
powered by liftshare	FI	rom (postcode, street or	town) 🧔 🛇	To (postcode, street or town)	Any date	Find a lift	Add a journey	1
Home	As driver	As passenger	Messages	Liftshare teams	Ratings Ac	count		
				~				, I
				Team I	D: 159387			
				Team members			1	
				1	2			
				Leave team Downlo	ad parking permit			
				London, Unite Reading Fest	ed Kingdom ival - Richfield	*		

The driver will need to visit the Liftshare Teams tab in their menu bar. When they click on it they will see this screen, and this button, which says 'download parking permit'.



Your permit will be generated with a unique number. You will need to print this out straight away and make sure you have it displayed in your vehicle for the duration of the festival. It will allow you to come and go from the site if you need to.