

Walkpools. Bikepools. Carpools.



# Let's get started!

CarpooltoSchool provides support in 3 ways:

1. Live Chat on your website.  
Available Monday - Friday 8:30AM-8:30PM
2. Email directly to [admin@carpooltoschool.com](mailto:admin@carpooltoschool.com)
3. Call 800.514.3808.  
Available Monday-Friday 8:30 AM-5:30 PM EST



Let's get started!

My Settings

Find a Match

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Users who wish to start or join a carpool can now easily create, schedule and manage on your school's exclusive [CarpooltoScool](#) website

Features include a secure matching service integrated with Google maps, scheduling, and built-in text messaging to remind parents when it's your turn to drive

After registering at [CarpooltoScool](#), you will receive approval from your school within 48 hours and be able to start connecting with other users

Logon to your school's CarpooltoScool website and look for our logo to get help forming or joining a carpool or go directly to [www.carpooltoschool.com](http://www.carpooltoschool.com)

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## My Settings

On the Home page in the top navigation bar choose “[My Settings](#)” and set up your Profile by following these four steps:



- 1. My Addresses** - you can include both home and work addresses to expand your chances of finding a convenient school pool
- 2. Contact Info** - “How to reach me”: supplying phone numbers and email addresses gives your school pool network a way to reach you
  - If you check the box “Available for school pool match” you will show as available for possible match through “Find a Match”. If you uncheck this box you remove yourself from Carpool Matching.
  - When the box “Share my calendar info with my School Pool Network” approved members of your network can access your school pool calendar online and view your availability
  - Anytime you want you can [change](#) your [password](#)
  - You can control how we communicate with you by clicking [Customize your notification](#). Choose your preferences from the dropdowns for each notification and click “Save”
    - you can be notified when someone request a carpool, send a message, confirms a carpool request, when school adds new announcement or carpool matches are available in your area.
    - if you wish we can remind you when it’s your turn to drive for your carpool via text messaging
    - you can be notified via SMS messaging, email, both or none
- 3. Personal Info** - “Tell us about you”: how we can make your commute better, safer, greener or fun. Include details about you and what type of carpool you are looking for
- 4. My destinations** - “Public destinations”: by adding them gives you more flexibility in finding school pools to after school events and extra-curricular activities. You can review the destinations already added or you can add one of your own



## Find a Match

On the Home page in the top navigation bar choose “[Find a Match](#)” then follow two easy steps:



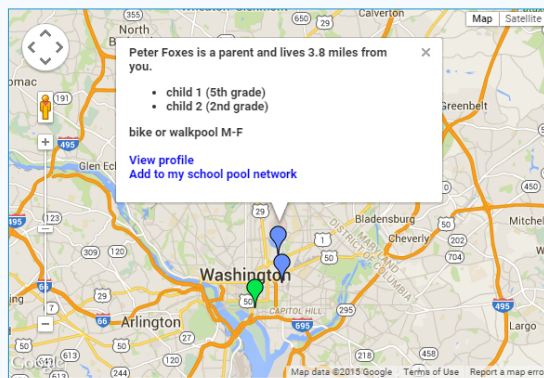
### 1. Fill out the information

- Include your address, contact info and children's information if you are interested in carpooling your children
- Choose your matching parameters – where you are coming from and going to. CarpooltoSchool will default to your home address as provided in your Settings as the “Starting address”
- Click “[Find a match!](#)”

\*If you are a teacher, administrator or student interested in carpooling, you DO NOT need to fill out the Children tab to find a match

### 2. Choose

- A google map will appear with the other carpoolers that match your requested parameters. To see more detail on a potential match, click one of the blue balloons (you are the green one; red pins are users who are not currently available for matching). A popup will appear with that user's information
- Click on “[View profile](#)” to sent an email to your potential match
- If you want to add a person to your school pool network you will be the one that create the schedule



## Schedule a Carpool

On the Home page in the top navigation bar choose **"My School Pools"** then click on **"Create new Schedule"**



### 1. Set up Your School Pool

- Choose your preferences from the dropdown for **"This is a:"** carpool, walkpool or bikepool
- Add **School Pool Name** – this name will be used to communicate with you about your carpool. You can also view your calendar by carpool name. If you are participating in multiple carpools, this can be a great way to stay on track
- Add Person/ Invite Person. There are two ways to invite someone into your carpool:
  - **Add person** - if the potential driver is a part of your carpool network, you can choose the person's name from the drop down. Click "add" after you have chosen the user to add them to the schedule
  - **Invite person to your school pool** - if you already have a carpool buddy and did not match on CarpooltoSchool, enter the email of the person you would like to carpool with and click "invite". CarpooltoSchool will check to see if they are a member and include them in the carpool schedule as a driver
- **Children in school pool** - hide / show : click on the "Show children" link to choose the children that will be in your carpool. This is an optional step, but can come in handy if you have multiple carpools happening at the same time.  
If you are a student, teacher, or administrator and are not carpooling kids, you would leave this area blank.

### 2. Schedule

- Choose Carpool pick up and drop off date, hour and address
- If you want a recurrent schedule - select **"Recurrence"** and choose the dates

\* You can also **Schedule a Carpool** from **My Calendar** - double-click on any date to set up your carpool, following the steps as described above



## My Calendar

On the Home page in the top navigation bar choose "**My Calendar**"



- Here is the schedule of your carpools. You can export your calendar, print, view by participant or by school pool
- **Double-click** on any **date** and the menu for **Set up your carpool** will open. Then follow the steps described before to Schedule a Carpool

## My Mail

On the Home page in the top navigation bar choose "**My Mail**"



- There is an internal email system which does not reveal the personal email address and can be used to communicate

