Carpooling challenge
EPFL / EPFL Innovation Park

Carpooling with fairpark – User manual

November 2019

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I – Create a carpooling team
Create your profile on fairpark

1) Click on [https://epfl.fairpark.ch](https://epfl.fairpark.ch) and create an account

2) An email is sent to you. Click on the link to complete your profile.

- **Sciper** = 6-digit EPFL personal code
- **Site** = work place
- **Work contract** = type of parking subscription
- **Start of contract** = hiring date
- **Usual working hours**
- **Default login** = e-mail
Create your profile on fairpark

3) Fill the additional fields
   - Carpooling preferences (passenger / driver)
   - Vehicle
   - Address

4) Click on save
5) You now have access to your personal dashboard

Dashboard

Information
Once your personal information is complete, look for carpoolers and create your team! Don't forget to submit your team to participate to the EPFL November carpool challenge!

Challenge covoiturage - EPFL Main campus - Lausanne
from 2019-11-01 to 2019-11-30
Status: Start of registration period

YOUR SERVICES FOR CHALLENGE COVOITURAGE

Create my carpool team

Return in case of unforeseen circumstances

Click on «carpooling» to find potential teammates.
Carpooling

6) Review potential teammates

Select users you would like to invite to your team

You already know someone? Find them using the search function!

The platform will only suggest users with similar schedules / itineraries
Carpooling

View additional information about each potential teammate

Fairpark will dynamically calculate your itinerary and commuting time

Here is how much your team could save every year!
Carpooling

7) Once selected, invite your potential teammates!

Click on «create team»

Selected users will receive an email in order to accept/reject your invitation
Carpooling

8) Review your team’s status

- A team must have a minimum of 2 members
- You can only join one carpooling team

The team’s leader is by default the person who sent the requests

The team leader can remove other members or name a new leader

9) Once the team is complete, the leader must submit it
Carpooling

10) Once the team has been submitted, the banner turns green

Congratulations, you are now participating in the EPFL’s carpooling contest!
Winners will be randomly drawn in December

The only thing left to do is to carpool!

- Teammates organize themselves to share the costs
- The reimbursement concern only your parking subscription of November

Green space = 45.-
Yellow space = 85.-
Reminder of the agenda

1. Signing-up period
   starting on 10.10.2019
   until 11.10.2019

2. Team creation
   from 11.01.2019 au 11.30.2019
   from 12.01.2019 to 12.15.2019

3. Carpooling challenge
   December 2019
   during 2020

4. Requesting a reimbursement
   December 1st – 15th
   Requesting a reimbursement

5. Random draw & prizes handout

6. Improvement & adoption of the platform
   October 10th
   Start of registration
II – Requesting a reimbursement in case of unforeseen circumstances
Unforseen return trip - November

In case of unforseen circumstances, the costs of your return trip – by Publibike, public transport, taxi – will be reimbursed during the month of November up to CHF 30/trip, provided a receipt is submitted.

The system is based on trust, be fair-play!

From December 1st to 15th, submit your request for a reimbursement.
Unforeseen return trip - November

Combine all your receipts into one document

Do not forget to submit your request once the document has been uploaded
Questions?

Your fairpark team will answer your questions via the FAQ available on your personal dashboard.

For more information on the epfl carpooling challenge

https://go.epfl.ch/covoiturage