Carpooling EPFL

fairpark MOBILE User Guide
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I. General indications

- The fairpark EPFL App is used only for carpooling
- The App is more easily used by people who do not have a car and participate only as a passenger
- While fairpark WEB is more easily used by people with a driver profile
- As a driver, you can also search for a carpool as a passenger and manage your shared rides from the App
- Our recommendation: if you are a driver, we recommend to use fairpark WEB from your smartphone browser in order to manage your shared rides easily
I. General indications

- Understanding the information on your homepage

  My Carpooling status = Signals that you are publishing your trips of the day (to eventually share you ride if you receive a request)

  Your next activities

  Your notifications

  Confirmed carpooling (as a passenger or driver)

  Carpooling request pending

Home page
View your upcoming carpooling activities
II. First connection

➢ Open fairpark WEB via https://epfl.fairpark.ch and log in

➢ Click on the QR-code symbol at the top right of the web page, next to your name

 Daniela D. ➢

➢ A new window appears. You will find:
  1. connection instructions
  2. your login QR code
  3. links to the fairpark3 mobile app on Google play and the App Store (note that you can also download the fairpark 3 mobile app by searching for it directly on Google play or the App store)

➢ Follow the login instructions to connect to the mobile app

Mobile App

1. Download and install the fairpark 3 App from your phone.
2. Enter the entity code **epfl**
3. Authorize access to the camera so you can scan the QR code below.
4. Scan the code and you’re connected!
III. Search for an occasional carpool (passenger)

➢ Click on the carpooling icon 🕵️‍♂️ at the bottom right of your screen. This section is only dedicated to carpooling as a passenger (if you are a driver you can of course still look for a carpool as a passenger here)

➢ Here you can view your scheduled reservations as a passenger and make requests

➢ Choose the day you want to carpool and click on the 🕵️‍♂️ (you can also find this icon at the top right of your screen)
III. Search for an occasional carpool (passenger)

- Choose a carpooling proposal from the published trips
- You can choose one way, return only or directly the return trip
- Then click on the Book button at the bottom of your screen
- Your carpool reservations (as a passenger) are now visible in your carpool calendar
- By clicking on a booked carpool you will be able to consult the details of the trip and the team, access the messages or cancel your carpool by clicking on Quit this rideshare team

⚠️ Ignore this option! Not available on fairpark EPFL

Calendar of your carpool reservations as a passenger

To cancel your carpool reservation

Wednesday 31 August
III. Search for an occasional carpool (passenger)

➢ On your home screen 🏡, the carpooling request waiting for confirmation is symbolised by 📦.

➢ Once the driver has validated your request, the symbol turns green ✅.
IV. Accepting or refusing a carpooling request (driver)

➢ When a carpool request is made, you will receive a notification from the fairpark mobile app
➢ Access your notification centre by clicking on the small bell 📍 in the top right corner of your fairpark homepage 🏡
➢ Accept or reject requests: 
➢ The successful carpool confirmation appears on your homepage 🏡 symbolised by:
V. Delete a trip share (driver)

If you have a driver profile, your trips are automatically published on the platform. You will need to delete your published trip if:

- You have applied for carpooling as a passenger and have been accepted
- You are absent and do not plan to ride to work

If you do not want your ride to be offered to other users, open the **Management** tab in the bottom centre of the screen. In this tab you will only see your published trips that have been offered for carpooling.

- Choose the relevant day in your calendar
- Click on **Covoiturage** and then on **Release my spot**
- You can then choose the whole day or several consecutive days
- Your trip(s) will no longer be offered and will no longer appear to other users

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⚠️ Ignore this option!
VI. Re-sharing your ride (driver)

If for any reason you want to re-share your ride, that means re-publish a previously deleted trip, open the Management tab and

1. Click on the day in question which contains the sentence **whole day released** (this indicates that your trip is no longer published on that day) and then choose **Cancel my release**

2. The mention **whole day released** has now disappeared, but your trip is still not published.

3. Click again on the day in question and then choose **Share your ride**

   - Your trips are now available to other users again

The trip isn’t published and do not appear here

The trip is published and appears here again
Any questions?

Your fairpark team is available to help you. You can contact your fairpark administrator directly or ask your questions via the FAQ accessible from your fairpark dashboard.

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