Carpooling EPFL

fairpark WEB User Guide (v.2)

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Contact of the EPFL fairpark administrators:

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I. Create your fairpark profile

Go to https://epfl.fairpark.ch and create an account with your business email.

Se connecter

sur epfl

Adresse email ou login

Mot de passe

Connexion

Mot de passe oublié?

Créer un compte

Créer un compte

Prénom *

Nom *

Email *

Nom de l'entité

Créer compte

Under « Nom de l’entité », you can choose between EPFL and EPFL Innovation Park.
1. Create your fairpark profile

- A welcome email is sent to you containing a connection link
- Click on the link in the email to access your fairpark profile
- Accept the terms and conditions and complete your profile. This part consists of 6 steps
I. Create your fairpark profile

1. My information

➢ Some fields are pre-filled, but you can change them if necessary

➢ Language: you can choose between French or English

➢ Cell phone number: enter your cell phone number if you wish to receive your notifications by SMS

➢ Site = your place of work
  (Note: the EPFL Innovation Park is part of the main EPFL - Lausanne Campus)

➢ Under Employment Contract, choose Collaborateur.trice

➢ Registration date on fairpark = current date
  (= the moment you fill in this information)

➢ Register and continue by clicking on Save
1. Create your fairpark profile

2. Notifications

- Choose between SMS, Push or None

⚠️ Please note: if you tick SMS, you must enter a mobile phone number under Mobile in the My details step

- Register and continue

You will receive a notification when someone requests a carpool via the platform

You will receive a notification if your driver removes you from the carpooling trip (e.g. if the person cancels his/her trip)

You will receive a notification when someone in the carpooling team writes a message on the team wall
1. Create your fairpark profile

3. Schedule

➢ Tick your working days on site and indicate your usual arrival and departure times for each day of the week

➢ If you have irregular working hours, please indicate your usual working hours. You can make individual arrangements with the people who apply to you, if necessary

➢ Register and continue
1. Create your fairpark profile

4. My address

➢ Fill in the requested fields concerning your point of departure (home)
➢ Register and continue
1. Create your fairpark profile

5. My vehicles

➢ If you want to share your ride, and thus participate in carpooling as a driver, click on Add and then Register (the vehicle type "Car" is preselected)
  ➢ You will then have a driver profile. With this profile, you can accept or refuse carpooling requests as well as look for a carpool as a passenger on the desired days

➢ If you wish to participate in the carpool only as a passenger and you do not wish to offer your commuting trips, click on Continue to go to the next step (you will then have a passenger profile)

6. Security

➢ Set a password
➢ Click on Continue
II. Share your ride (as a driver)

➢ Once you have completed your profile, you will automatically be taken to the page Share my ride

➢ If you have added a car to your profile under My Vehicles and therefore wish to publish your trips and propose them to carpooling, click on the Publish my trips button

➢ After checking your information (there is no need to enter any text under Your request), click on Confirm

➢ Fairpark then indicates that your request is awaiting validation by your fairpark administrator

➢ Once your request has been accepted, the publication of your trips will appear as active. You now have an active driver profile and your trips will be offered to people registered on the EPFL platform for 30 days, automatically renewed

If you (driver) don’t want to publish your trips automatically anymore, you have to ask your fairpark administrator
III. Your dashboard - Shared ride (driver profile)

- By clicking on the Dashboard tab on the left side of your screen, you have access to your calendar.
- The symbol 🚗 indicates that you have a driver profile (it is visible all year long on your calendar).
- As a driver, the symbol 🚗 is automatically added to 🚗 becoming 🚗 for the next 30 days to indicate that your trips are available for carpooling.

⚠️ The symbols appear every day on your calendar, but your journey is only visible to other users according to the schedule you have indicated on your profile.

- By clicking on the symbol 🚗 🚗 you can choose between:
  1. Don't offer my ride anymore this day = unpublish your trip on that day
  2. Manage the shared trip = change the information for this trip (departure and arrival locations, schedules and available seats)

A legend will guide you in understanding the symbols

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III. Your dashboard – Passenger only profile

➢ If you have not publish your trips (because you do not own a car or don’t want to share your rides), your calendar is empty by default

➢ When you move your mouse over a day in your calendar, a Carpool button appears

➢ By clicking on the Carpool button, you can search for a carpool for the next 30 days
IV. Search for an occasional carpool (driver and passenger)

- In your calendar, move your mouse over the day for which you are looking for a carpool and click on the Carpool button that appears.
- In the window that opens, choose the option Find a carpool.
- Enter your departure and arrival location (home or site) and time and click on Search.

- A list of proposals opens and you can choose your outward and return carpools (a different choice for the outward and return trips is possible). The distance between your respective homes is indicated to the right of each proposed journey.
- Once you have made your choice, click on Confirm. Your carpool request is sent. While waiting for confirmation from your driver, a new Carpool symbol appears in red on your calendar.
- Once the driver has accepted your request, the Carpool symbol appears in green.

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IV. Search for an occasional carpool (driver and passenger)

- Clicking on the green **Carpool** symbol opens a new window
- You have the possibility to Leave the shared trip or to access the Details and messages
- By clicking on Details and Messages a window appears with 3 tabs: Map, Passenger and Messages
- Under Messages you can access the team's conversation

⚠️ If you have indicated this day as a work day in your profile (under Schedule), be sure to cancel your trip on this day so you no longer offer a carpooling ride (see page 17)
V. Accepting or refusing a carpooling request (driver)

- When a person asks you to carpool, the carpool symbol appears in red.
- By clicking on the symbol a window opens and you can click on Manage Shared trip.
- You will see a red dot on the Passengers tab, by opening the tab you will have the possibility to accept or refuse the carpooling request.
- You can also chat with your carpooler in the Messages section.
- Under Map you can see the location of your carpooler and the suggested route.
VI. Cancelling a shared trip (driver)

➢ If for any reason you wish to cancel your shared trip on a particular day, click on the carpool symbol 🎉 in your calendar.

➢ In the window that opens, click on No longer sharing my ride this day.

➢ You can also choose to cancel your trips on several consecutive days (e.g. in case of holidays).

➢ Then click on Confirm.

➢ Your potential passengers of the day will be informed of your cancellation.

➢ The carpool symbol disappears and the car symbol turns orange 🚗 that means that your driver profile is "paused" that day so you don’t share your trips anymore.
VI. Cancelling a shared ride (driver)

If you have a driver profile (meaning that your trips are automatically published on the platform according to the schedule indicated in your profile) and have made a request to carpool as a passenger, please be sure to cancel your published trip as soon as you receive your carpool confirmation as a passenger. If you do not do this, you could potentially continue to receive carpooling requests for that day.

➢ To do this, click on the symbol 🚘, then choose **No longer sharing my ride this day**
VI. Republishing a trip after its cancellation (driver)

- If you wish to re-publish your trip and by doing so sharing your ride again, you need to do two things: (1) cancel the release and (2) re-share your trip

1. Cancel release
   - Click on the symbol 🗺️ and then on cancel the release (fairpark will ask you to confirm your cancellation)
   - The symbol turns blue 🚗

2. Share trip
   - Click on the symbol 🚗 and then on Share trip
   - The symbol becomes double 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.