



# New Reservation Tutorial



Here's what you need to know about 'booking' a car in our new reservation system.

# Log-in screen



Mobile Site

eGo CarShare

Username:

Password:

Login

Keep me logged in

[Don't know your username or password?](#)

If you have an **Individual** account, login using the **same** Username and Password you used on our previous system.

If you have a **Household** or **Business** Account, each person now has a Driver number as well, enter your Username like this, "1234:01", "1234:02", etc.

If you can't get logged in using your Member ID #, try using your **e-mail address** instead (in conjunction with your usual password).

If you still can't get in:

1. Try using the Reset link to the left, or
2. Call our office at [\(303\) 720-1185](tel:3037201185) or e-mail us at [info@carshare.org](mailto:info@carshare.org). We're here to help!



Engage is our new software provider

eGo CarShare | (303) 720-1185 | [info@carshare.org](mailto:info@carshare.org)

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# Making a New “Booking” (Reservation)

**Mobile Site**

Ima CarSharer (1011) | [Logout](#)

[New Booking](#) [My Bookings](#) [My Account](#) [Find Cars](#)

## New Bookings

Pick up at:   Return by:

[★ My Favorite Locations](#)  [Search All Cars](#)  [What's up at...?](#)

No vehicles matched your search criteria.

**engage.**

eGo CarShare | (303) 720-1185 | [info@carshare.org](mailto:info@carshare.org)  
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Begin by clicking  
“New Booking”

Until you specify  
your “Favorite  
Locations” no  
vehicles will appear  
in the selection area

You may add  
“Favorite Locations”  
in the next steps

For now, click  
“Search All Cars”

# Searching for a Vehicle

Logo: **eGo CarShare**

Mobile Site | [New Booking](#) | [My Bookings](#) | [My Account](#) | [Find Cars](#)

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**New Bookings**

Pick up at: Jul 19, 2016 4:30 pm | Return by: Jul 19, 2016 4:30 pm | [search](#)

My Favorite Locations |  Search All Cars |  What's up at...?

Select location from list: **Anywhere**

Or type an address:

- 23056** U.S. 6, Dillon, CO, United States
- 23058** U.S. 6, Keystone, CO, United States
- 2305** Broadway, Boulder, CO, United States
- 2305** South Colorado Boulevard, Denver, CO, Unite...
- 2305** East Arapahoe Road, Centennial, CO, United ...

powered by **Google**

Vehicle Types: [\(select\)](#) | Required Features: [\(select\)](#) | [clear all filters](#)

**engage.**

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After selecting  
“Search All Cars”  
begin typing an  
address

Choose an address  
from the list

Adjust your Pick Up  
and Return dates  
and Time then click  
“Search”

# Selecting your vehicle

 ima CarSharer (1011) | [Logout](#)

[Mobile Site](#)   [New Booking](#)   [My Bookings](#)   [My Account](#)   [Find Cars](#)

## New Bookings

Pick up at:   Return by:

My Favorite Locations    Search All Cars    What's up at...?

Select location from list:    Vehicle Types: [\(select\)](#)   Required Features: [\(select\)](#)  

Or type an address:     Extend search radius?   powered by 

6 vehicles matched your search criteria, and all of them are available during the specified period.

← →

	12a	1a	2a	3a	4a	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p	12a	1a			
☆ 0.21 miles - Spruce & 13th (County Courthouse) #5510 Toyota Prius C																												<input type="button" value="book it"/>	
☆ 0.28 miles - Broadway & Walnut (Wells Fargo) #6271 Subaru Outback																													<input type="button" value="book it"/>
☆ 0.31 miles - 9th & North #818 Toyota Prius C																													<input type="button" value="book it"/>
☆ 0.44 miles - Tea House #7783 Honda Fit																													<input type="button" value="book it"/>
☆ 0.48 miles - BMoCA Lot EV #1104 Nissan Leaf																													<input type="button" value="book it"/>
☆ 0.51 miles - Alfafa's Hybrid EV #4565 Chevy Volt																													<input type="button" value="book it"/>

← →

Cars that are available during the selected time are shown in green.

Select the Vehicle you want from the list and click "book it" to confirm.

Note: This is now the final step of the reservation process.

# Reviewing your Booking

**go CarShare** Ima CarSharer (1011) Logout

Mobile Site New Booking My Bookings My Account Find Cars

Booking confirmation - Spruce & 13th (County Courthouse) on 23 Jul 2016 4:30pm-5:00pm

We cannot send a separate acknowledgement because the database has no e-mail address for you. If you have an e-mail address, you can submit it through the [My Account](#) screen.

### My Bookings

Booking #68

Pick up at: Sat Jul-23-16 4:30pm  
Return by: Sat Jul-23-16 5:00pm  
Duration: 0.5 hours  
Distance: n/a  
Car: #5510 - 2012 Red Toyota Prius C (plate: 375DQQ)  
Vehicle Notes:  
Location: [Spruce & 13th \(County Courthouse\)](#) in the designated space in the Boulder County Courthouse lot near 13th & Spruce, enter and exit on 14th St, since we do not have an access card for the gate on 13th St.  
Vehicle Features: A/C , Automatic , AUX Input , CD Player , Cruise Control , Dog Free , Folding Rear Seats , Hybrid

Status: **CONFIRMED**  
Price Plan: Free Wheelin'  
Charges  
Time: \$2.25  
Distance: See below  
Subtotal: \$2.25  
State Tax: \$0.09  
Total: \$2.34

Your first 50 miles cost \$0.33 each.  
Subsequent miles cost \$0.20 each.

Modify Booking Driver Permissions History Repeat Booking Calendar

Pick up time can be extended from 06:00pm on Jul 19, 2016.  
Return time can be extended indefinitely.

Pick up at: Jul 23, 2016 4:30 pm  
Return by: Jul 23, 2016 5:00 pm  
Location: Car #5510 - Spruce & 13th (County Courthouse) - Red Prius C  
[filter for nearest available cars](#)

Your Notes:

**Save Changes** Cancel Booking

Success messages are listed in the green box

Error messages are listed in the orange box

If you need to make adjustments, use the drop-down options below.

If you make any adjustments, be sure to click "Save Changes" to confirm.

# We are here to help!



Our small but dedicated staff is here for you during this transition. We hope you enjoy our new system! 😊

Email [info@carshare.org](mailto:info@carshare.org) or call 303-720-1185 x 3