

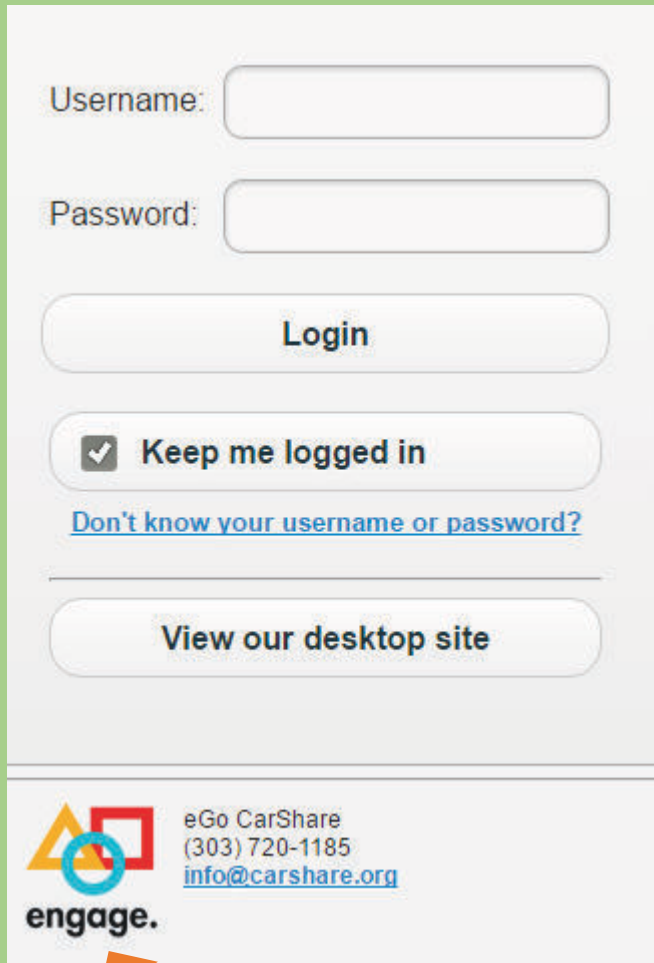


Mobile Booking Tutorial



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

Accessing Your Account



The screenshot shows the login interface for CarShare.org. It features a 'Username' field, a 'Password' field, and a 'Login' button. Below the login button is a checkbox labeled 'Keep me logged in' which is checked. A link for 'Don't know your username or password?' is provided. At the bottom, there is a button for 'View our desktop site'. The footer contains the eGo CarShare logo, contact information (303) 720-1185, the email info@carshare.org, and the Engage logo.

Username:


Password:


Login

☒ Keep me logged in

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

[View our desktop site](#)

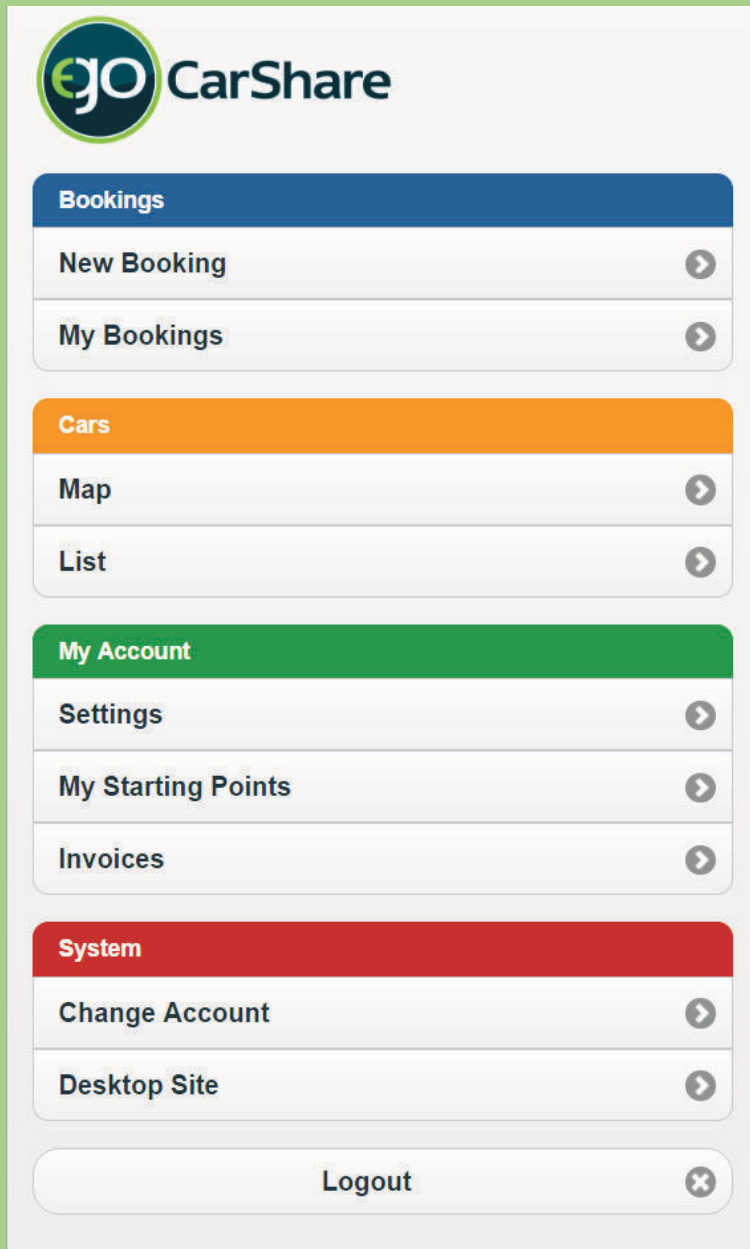
 eGo CarShare
(303) 720-1185
info@carshare.org

 engage.

1. Go to carshare.org and click "login."
2. If you have an individual account, your member number is the same as before and goes in the Username line.
3. If you have a household or business account, you now enter your number with a : (example: 1234:01 or 1234:02 instead of 1234 or 1234-2)
4. Your password has not changed.

Engage is our new
software provider

Making a New “Booking” (Reservation)



← Click “New Booking” to make a new reservation

← View / Modify existing bookings here

← You may add “Starting Points” to simplify future bookings

← If you prefer to view the full desktop site on your mobile device click here

Searching for a Vehicle

Back New Booking Menu

Pick up at:

Fri, Jul 22, 2016

4:45 pm

Return by:

Fri, Jul 22, 2016

5:45 pm (1 hour)

Vehicles:

Near Me (requires GPS)

Search

Ima CarSharer (1011)

eGo CarShare
(303) 720-1185
info@carshare.org

Be sure to specify
your desired return
time.

Quickly find cars
near your current
location
(Location settings
must be active).

Or Tap to choose from
"Favorites" or
"Starting Points."

Back New Booking Menu

Pick up at:

Fri, Jul 22, 2016

4:45 pm

Return by:

Fri, Jul 22, 2016

5:45 pm (1 hour)

Vehicles:

2305 Broadway, Boulder, CO, United States

Near Me (requires GPS)

My Favorites

Near Address or Intersection

Near my starting point:

2305 Broadway, Boulder, CO, United States

Denver, CO, United States

Longmont, CO, United States

In neighborhood:

All vehicles

Boulder - 30th St Locations

Boulder - CU Main Campus

Boulder - Central

Boulder - Downtown

Boulder - East

Boulder - North

Boulder - North-Central

Boulder - South

Denver - East

Denver - Lodo

Denver - Capitol Hill

Selecting a Vehicle


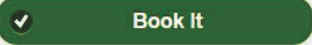
[Back](#) Search Results [Menu](#)

6 vehicles matched your search criteria, 5 of which are available during the specified period.


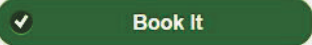
You requested a booking from 4:45pm - Jul 22, 2016 to 5:45pm - Jul 22, 2016 (1 hour).

Available


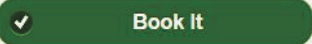
Spruce & 13th (County Courthouse)
0.21 miles
#5510 - Red Toyota Prius C
Hybrid - seats 5
375DQQ

 Map 


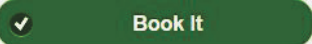
9th & North
0.31 miles
#818 - Red Toyota Prius C
Hybrid - seats 5
347DQW

 Map 

Tea House
0.44 miles
#7783 - Red Honda Fit
Hatchback - seats 5
197643P

 Map 

BMoCA Lot EV
0.48 miles
#1104 - Red Nissan Leaf
Electric Vehicle - seats 5
340WIB

 Map 

Cars that are available during your desired time are shown in green.

Unavailable cars are in red at the bottom of the list.


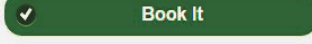
Tap "Book It" to confirm your reservation.

[Back](#) Search Results [Menu](#)

6 vehicles matched your search criteria, 5 of which are available during the specified period.


You requested a booking from 4:45pm - Jul 22, 2016 to 5:45pm - Jul 22, 2016 (1 hour).


Alfalfa's Hybrid EV
0.51 miles
#4565 - White Chevy Volt
Electric Vehicle - seats 5
534MQC

 Map 

Not Available

Broadway & Walnut (Wells Fargo)
0.28 miles
#6271 - Blue Subaru Outback
AWD - seats 5
351MQC

 Map

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(303) 720-1185
info@carshare.org

Reviewing your Booking

Booking Details

Booking confirmation - Tea House on 22 Jul 2016 4:45pm-5:45pm

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.

Booking #311937

Ima CarSharer (1011)

Pick up at: Fri Jul-22-16 4:45pm
Return by: Fri Jul-22-16 5:45pm
Duration: 1 hour
Distance: n/a
Status: **CONFIRMED**
Price Plan: **Free Wheelin'**

Car

Car #7783 - 2016 Red Honda Fit (plate: 197643P)

[View Map](#)

Your Notes:

[Save Note](#)

Location

Tea House
in surface lot (1775 14th St) behind the Tea House. Entrance to the lot is on 14th St between Canyon and Arapahoe. Park car in the reserved space in the Northeast corner of the parking lot.

Charges

Time: \$4.50
Distance: \$0.00
Subtotal: \$4.50
Taxes: \$0.39
Total: \$4.89

[Cancel Booking](#)

Actions:

[Modify Booking](#)

[Driver Permissions](#)

CarShare Ima CarSharer (1011)
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(303) 720-1185
info@carshare.org

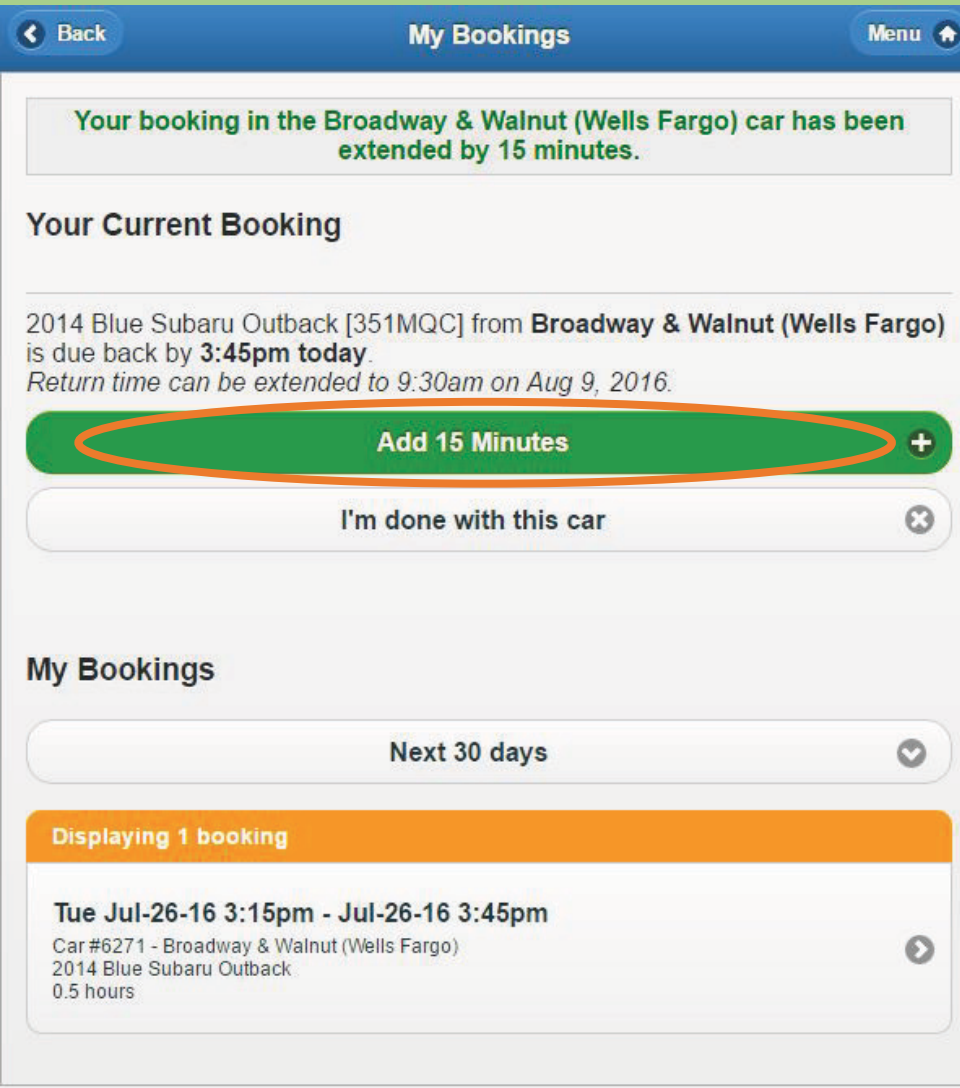
Success messages are in green text.

Error messages are in orange text.

Optional notes field
(driving for work, ski trip, etc)

If you need to make adjustments to
this reservation, use the drop-down
options on the following screen.

Extending your Booking



← Back My Bookings Menu ↑

Your booking in the **Broadway & Walnut (Wells Fargo)** car has been extended by 15 minutes.

Your Current Booking

2014 Blue Subaru Outback [351MQC] from **Broadway & Walnut (Wells Fargo)** is due back by **3:45pm today**.
Return time can be extended to 9:30am on Aug 9, 2016.

Add 15 Minutes +

I'm done with this car ×

My Bookings

Next 30 days ▾

Displaying 1 booking

Tue Jul-26-16 3:15pm - Jul-26-16 3:45pm

Car #6271 - Broadway & Walnut (Wells Fargo)
2014 Blue Subaru Outback
0.5 hours ▸

If you need more time, be sure to extend your reservation **BEFORE** it ends. Our system will allow you to extend if no one else has the car booked immediately following your booking time period.

If you return the car late without notice you will be fined **\$1/minute**.

If you cannot extend your reservation because another member has a following booking, call us at least 15 minutes before your reservation ends and your late fee will be reduced to **\$0.50/minute**.

For more specifics regarding our Late Fees see:
carshare.org/rates



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CarShare

Shortening your Booking

The screenshot shows the 'My Bookings' page on the CarShare website. A pop-up dialog box is displayed, asking for confirmation to return the car. The dialog has a title bar that says 'reservations.carshare.org says:' and a message 'Confirm you've returned this car'. It contains two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in orange. Below the pop-up, the booking details for a 2012 Red Toyota Prius C are shown, including the location '9th & North' and the return time '1:15pm today'. A green button labeled 'Add 15 Minutes' with a plus icon is visible. Below that, a button labeled 'I'm done with this car' with a minus icon is circled in orange. The page also shows a list of bookings for the next 30 days, with one booking displayed for Friday, August 19, 2017, from 12:45pm to 1:15pm. The footer includes the CarShare logo and contact information for Ima CarSharer.

Back My Bookings Menu

Your booking information

Your Current Booking

2012 Red Toyota Prius C [347DQW] from 9th & North is due back by 1:15pm today.
Return time can be extended to 1:15pm on Aug 19, 2017.

Add 15 Minutes

I'm done with this car

My Bookings

Next 30 days

Displaying 1 booking

Fri Aug-19-16 12:45pm - Aug-19-16 1:15pm
Car #818 - 9th & North
2012 Red Toyota Prius C
0.5 hours

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info@carshare.org

If you finish with the car before your Booking time ends, you can choose the “I’m done with this car” option.

Be sure to confirm in pop-up that you have already returned the car.

Your original Booking cost will be reduced if another member makes a booking to use the same car within your remaining time.

For more specifics regarding possible credits for early returns, as well as our cancellation fees, see:

carshare.org/rates

Make Sure to Fob Out



In order to unlock and lock the car throughout your reservation you should only use your **keyfob** (not the interior door locks).

It is particularly important that you fob out of the car at the end of your booking. You can verify that you have fobbed out correctly by checking to make sure that the door is locked. If you do **NOT** use your keyfob to fob out at the end of your reservation you will be **fined \$25**.

Please ask us if you have questions about how to fob out properly.

We are here to help!



Our small but dedicated staff is here to help.
Let us know if you have questions.

Email info@carshare.org or call 303-720-1185 x 3