

The Club Ride Transportation Coordinator's Guide to ClubRideLV.com

1 Start Here:

As a Club Ride Transportation Coordinator (TC), you have special access to website tools for your worksite. After signing in, you can:

- Run commute reports for your worksite
- Report commutes for employees
- Sign up new members
- And more!

For TC login credentials, contact us: clubride@rtcsnv.com

2 After Logging In:

You will be taken to a screen that gives you a snapshot of the commuter activity at your worksite.

Under **“Commuters,”** you can find, edit, and add commuters and access a variety of reports and resources.

PRO TIP: Switch to the **Commuter Home** page under **Home** to report a trip or find a ride match for yourself. Once completed, select **Admin** under **Switch Roles** to return to the TC view.

3 Commute Summary:

The most comprehensive report is the **Commute Summary**. It shows who is logging their commute, how they are reporting, and mode of travel. Use this report to check on EZ Rider eligibility, carpool parking spot eligibility, and specific pollution, mileage, and cost savings. Reports can be exported in Excel or PDF formats.

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For more information on how to run reports: ClubRideLV.com > [Employer Services](#) > [TC Documents & Materials](#)