

# GO TOGETHER

## CARPOOLING APP

(FORMERLY KNOWN AS CARPOOL TO SCHOOL)



# GET STARTED

- For security purposes, each person that creates an account will be reviewed and accepted by our school.
- Start by creating the login to your account through our Go Together VCS site or their app.
- If you get started via the app, select 'Sign Up' and then choose 'Arizona' and enter in either our Chandler (85226) or Tempe (85283) Campus zip code.
- Once you create your log in you will need to fill in needed information such as 'My Addresses', 'Contact Info', and 'Personal Info' so our Transportation Manager can approve you.
- Approvals will happen within 48 business hours.

# MY SETTINGS

On the Home page in the top navigation bar choose "My Settings" and set up your Profile by following these four steps:

## **My Addresses:**

You can include both home and work addresses to expand your chances of finding a convenient school pool.

## **Contact Info:**

"How to reach me" supplying phone numbers and email addresses gives your school pool network a way to reach you.

- If you check the box "Available for school pool match" you will show as available for possible matches. If you uncheck this box you remove yourself from carpool matching.
- When the box "Share my calendar info with my school pool network" is checked members of your network can access your school pool calendar online and view your availability.
- 'Customize your notifications' allows you to choose your communication notification preferences.

## **My Destinations:**

Edit your 'Public Destinations' to give more flexibility in finding school pools to after school events and extra-curricular activities. You can review the destinations already added or you can add one of your own.



# FIND A MATCH

- Once you are approved, go to the home page in the top navigation bar and choose "Find a Match".
- Be sure that all of your information is completed such as address, contact info, and student's info.
- Tip: If you are a student, teacher or staff interested in carpooling, you do not need to fill out the Children's tab to find a match.
- Choose your matching parameters (i.e. The location you are going to and from. Go Together will default to your home address as provided in your Settings as the "Starting Address").
- Click "Find a Match!"
- You can also send messages to your matches within the app.
- Parents have the opportunity to create "My Pools" which is a way to look for carpool matches for other trips like band rehearsal, etc.

# FIND A MATCH CONT'

Next:

- A google map will appear with the other carpoolers that match your requested parameters. To see more detail on a potential match, click one of the blue balloons (you are the green one; red pins are users who are not currently available for matching). A popup will appear with that user's information.
- Click on 'View Profile' to send an email to your potential match.
- If you want to add a person to your school pool network you will be the one that creates the schedule.

# SCHEDULE A CARPOOL

On the Home page in the top navigation bar choose "My School Pools" then click on "Create new Schedule".

Set up Your School Pool:

- Choose your preferences from the dropdown for "This is a:" carpool, walkpool, or bikepool.
- Add a name for each of your carpool networks. You can also view your calendar by carpool name so if you are participating in multiple carpools, this can be a great way to stay on track.
- Add Person/Invite Person. There are two ways to invite someone into your carpool:
  - Add person - If the potential driver is a part of your carpool network, you can choose the person's name from the dropdown. Click 'Add' after you have chosen the user to add them to the schedule
  - Invite person to your school pool - If you already have a carpool buddy, enter their email address and click 'Invite'. Go Together will check to see if they are a member and include them.

Schedule:

- Choose Carpool pick up and drop off date, hour, and address.
- If you want a recurrent schedule select 'Recurrence' and choose the dates

\*You can also Schedule a Carpool from My Calendar. Double-click on any date to set up your carpool, following the steps as described above.



# MY CALENDAR

On the Home page in the top navigation bar choose "My Calendar"

- Here is the schedule of your carpools. You can export your calendar, print, view by participant or by school pool.
- Double-click on any date and the menu for Set up your carpool will open. Then follow the steps described before to Schedule a Carpool.

# MY MAIL

On the Home page in the top navigation bar choose "My Mail".

- There is an internal email system which does not reveal the personal email address and can be used to communicate.



# IMPORTANT FEATURES

- Go Together's Live Chat is available for and questions and help. If you are still needing assistance please contact our Transportation Manager via email at [Transportation@valleychristianaz.org](mailto:Transportation@valleychristianaz.org).
- Under the Contact Tab you can deselect 'Available for School Pool Match' and this will leave you in the system, but make you inactive to be matched as long as it is unchecked.
- Home addresses for other parents **will not** be seen unless you accept their invitation to join their network. If you have not joined someone's network you can only see a general vicinity indicating the cross streets as an approximate location for privacy.