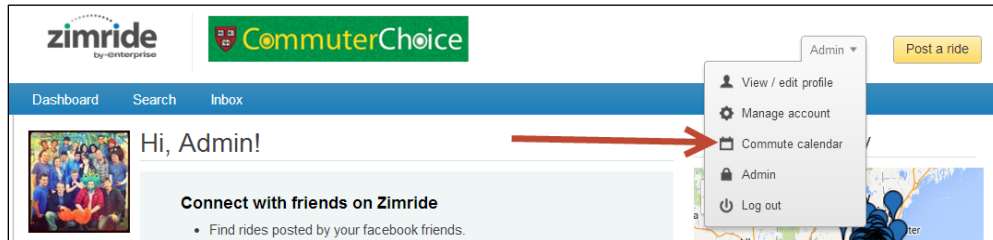


How to Log a Commute in Your Commute Calendar

1. Logging into your Commute Calendar:

Log in to your network and click on your name in the top left corner. Click on Commute Calendar in the drop down box.



2. Logging Your Commute:

You will be taken to your personal Commute Calendar where you will be able to drag and drop the mode of transportation you used for your commute to any date. Each date is divided into a.m. and p.m. For example if you commute in the morning riding the bus and commute home in the evening walking, you are able to input both modes into one day.

Commute Calendar

Use the commute calendar to track the transportation modes you use to commute each day.

March 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	AM
						PM
2	3	4	5	6	7	AM
			Bicycle			PM
			Bus			PM
9	10	11	12	13	14	AM
						PM
16	17	18	19	20	21	AM
						PM
23	24	25	26	27	28	AM
						PM

Transportation Modes

Drag & drop a transportation mode onto the day used.

- Bicycle
- Carpool
- Drive alone
- Vanpool
- Motorcycle
- Bus
- Train
- Walk

Commute Details [edit](#)

Start: Magalia, CA, USA
 End: San Francisco, CA, USA
 Miles: 148

Estimated Savings [view assumptions](#)

Lifetime savings of my commute vs. driving alone

Miles Saved: 11,692.00 mi
 CO2 Saved: 6,920.89 lbs
 Money Saved: 5,106.00 dollars

3. Input your Commute Details:

Click 'edit' in the Commute Details section. This is where you will input your starting location and ending location to track your commute mileage and green statistics. You may either put your actual address, city and zip code or cross street intersection. You will get a better calculation if you put actual addresses. Click the 'Save Details' button. Using Google Maps your mileage will be calculated as a one way trip. When you enter both modes of transportation into a date it will calculate as a round trip.

Transportation Modes
[point scheme](#)

Drag & drop a transportation mode onto the day used.

Bicycle

Carpool

Drive Alone

Vanpool

Motorcycle

Bus

Train

Walk

Commute Details
[edit](#)

Start: St. Louis, MO 63118, USA
 End: St. Louis, MO 63105, USA
 Miles: 6

Estimated Savings
[view assumptions](#)

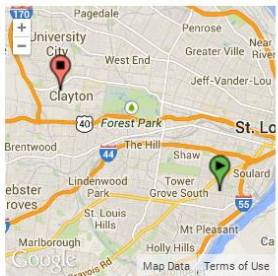
Enter commute details...
✕

Tell us about your daily commute

From

Ex: 49 Brattle Street, Cambridge, MA

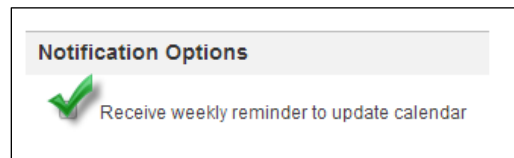
To



Money Saved: 5,106.00 do

4. **Receive Weekly Reminders:**

If you would like to receive weekly reminders to your email to update your commutes, click on the box at the bottom 'Receive weekly reminder to update calendar.'



Congratulations

You have successfully logged a commute in your Commute Calendar.