

CAR POOL FORUM

[DKR at POL](#)

How to Use the Carpool Website

Offering a Ride?

1. Click on the blue "ADD" title or blue "ADD" car.
2. Enter your name, email, phone number, number of seats available, address, departure date and time, and return date and time.
3. If you are not planning to offer a return ride, uncheck the blue box next to "Return Time" to show that you are only offering a ride **to** Pema Osel Ling.
4. If you are only offering a ride **from** Pema Osel Ling, uncheck the blue box next to "Departing Time" to show that you are only offering a ride **from** Pema Osel Ling.
5. Click "Add Car".
6. You will receive an email confirmation from the website that your ride offer has been posted.
7. As guests join your car, you will be notified via email.
8. To see who has joined, click "details" on the carpool website in your car's section.
9. Contact the guests in your carpool before the departure to confirm.
10. Revisit the DKR at POL carpool website if your car has not filled up before departure. You can drag names from the wait list and drop them into your car if you want to include that rider in your carpool.

Need a ride?

1. Rides offered will be shown as green cars labeled "join"
2. Click on the grey "details" link to see the times and locations of departure and return.
Be sure to review details before joining the car.
3. You can join a carpool by clicking on the green car logo labeled "Join" or click on the green person with the plus sign
4. Enter your name, email, what kind of ride you need (round trip, departing trip, or return trip), phone number and address.
5. Click "Join Car".
6. A notification email will be sent to you and your driver.
7. Be sure to connect and confirm with your driver before the day of departure. The driver contact information will be in the "details" section of the carpool.

Need a ride but don't see a departing location near you?

Need a ride but all rides offered are full?

1. Click on the orange "Join Waitlist".
2. Enter your name, email, phone number, and address.

3. Click "Join Waitlist".
4. Your name will appear on the right hand side in the wait list section with your city of preferred departure.
5. Revisit the DKR at POL carpool website until you have found a ride offered that you want to join.
6. To join, hover the cursor over your name in the wait list, then drag and drop your name into the carpool you want to join.
7. Drivers can also add those on the wait list to their car by dragging and dropping the name from the wait list.