

# ETC Best Practices: Gain Administration Rights

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## WHAT?

Become a RideshareOnline.com/Wheel Options administrator for your organization and/or worksite. Wheel Options and RideshareOnline.com share the same database, so if you have administrative access for one of the sites, you have it for both.

## WHY?

- Run reports on employee participation.
- Add employees to your network.
- Complete calendars for employees without computer access.
- Run your own prize drawings.
- Select qualified participants for Amtrak coupons.

## HOW?

- Sign up for an account at [wheeloptions.icarpool.com](http://wheeloptions.icarpool.com) or [rideshareonline.com](http://rideshareonline.com).
- Once you have completed registration, contact your Wheel Options Administrator. If you don't know who this person is, visit <http://www.wheeloptions.org/contacts/>.
- After confirmation, use the email and password you registered with and access the administrative panel at <https://wheeloptions.icarpool.com/admin/en/login.aspx> or <https://rideshareonline.icarpool.com/admin/en/login.aspx>.