

ETC Best Practices: Random Drawing for Prizes

WHAT?

Randomly select a qualified user from your organization and/or worksite to reward with a prize.

WHY?

- Adding organization level prizes is a great way to keep commuters engaged.
- When employees know they have an increased chance of winning a prize, they will be more likely to participate.

HOW?

- Log into the administrative panel at <https://wheeloptions.icarpool.com/admin/en/login.aspx> or <https://rideshareonline.icarpool.com/admin/en/login.aspx>.
- Click on the **BENEFITS** tab.
- Under Prize Drawings, click on **Manage Prize Drawings**.
 - Under Select qualifying modes, select all except Other.
 - Enter 10/1/2013 under **Tracking start date** and 10/31/2013 for **Tracking end date**.
 - Change eligibility to **Days** and enter **6** as the qualifying number.
 - Select **Commute** as the trip purpose.
 - Click **Get count of users to qualify** to see how many users in your network meet the criteria.
 - Under Pick Winner, enter the prize you are rewarding and click **Pick Winner**.
- Notify the winner through your employer's email system – this prize drawing tool does not notify the selected user.

Wheel Options Drawing Best Practice!

Consider holding a weekly drawing! More frequent winners will increase participation and program excitement.

HELP!

- For more details, visit smarttransportation.ning.com
 - **More details and screenshots:** Network Administration Chapter7 – Managing Prize Drawings.