

Chapter 1: Before You Begin

What Are Networks?

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Which Network(s) Will You Create?

- Will your network have subdivisions?
- How will users be able to join your network?
- What functions will you need your network to offer?
- What data or reporting do you want to receive from the network?

Before you begin the process of creating an *SmartRideshare* ridesharing program for your company, agency, or organization, it will be helpful for you to understand the structure of the *SmartRideshare* system and its various features. Having this knowledge will affect how you set up the system for your organization or agency's users and how you and they interact with it.

This chapter defines and explains the different types of *SmartRideshare* user networks, their inter-relationships, and who may establish them. It also discusses issues of structuring your network: whether you may need sub-networks, the various ways that users may join the networks, the features and tools available to you through the various networks, and the kinds of information and reports the networks can provide to you. All of these topics may affect the kind of network you choose to create and the way that you set it up.

Note that *SmartRideshare* actually supports multiple ridematch/trip reduction programs, which have different names, for a variety of jurisdictions and several states. Throughout this document, we have used the name "SmartRideshare" to refer to both administrators' and end users' online ridematch/trip reduction system. When you read "SmartRideshare system," please interpret that to mean your own branded system, whether RideshareOnline, I-Way, Drive Less Save More, Choose Your Way Bellevue, or another.

What Are Networks?

A network is a group of people that you define in the *SmartRideshare* system for the purposes of supporting and encouraging fewer drive-alone trips. Each network may be managed by one or more administrators.

Networks are one of the foundations of the *SmartRideshare* system. For transportation practitioners, networks allow you to offer customized services and information to people who participate in your project or program. Networks allow administrators to

- **Offer transportation services:** You can administer vanpools, employer commute programs, emergency rides home, bicycle lockers, and SchoolPools, and offer walk, bike, carpool, vanpool, and event matching.
- **Motivate participants:** You can offer incentives and subsidies, send emails, and post messages.
- **Build your brand:** You can display your own logo and program content, as well as publish group accomplishments.
- **Build membership collaboratively:** In most instances, network administrators mutually gain from each other's recruitment and marketing efforts because multiple programs share information and promote incentives and matching.

Networks also benefit users by allowing them to

- **Track personal accomplishments** and compare the aggregated accomplishments of the members of their networks.
- **Overcome the stranger-danger aspect of ridematching** by allowing them to see others' system-wide ridematch requests but to limit their own searches to people in one or more of their networks.
- **Use a single website** to receive information, rewards, and incentives from multiple organizations engaged in transportation demand management activities. Conversely, they may opt out of some networks that aren't relevant to them.

Types of networks

Currently, the *SmartRideshare* system supports eleven types of networks. Each network type encompasses different groups of users and may have a different set of functional attributes. These may affect their applicability to your organization's situation and therefore which types of network you set up and how you choose to manage them. Users may be associated with multiple networks.

State network— Users' state designation during the initial registration process associates them with that State network.

Regional/Agency network— A Regional/Agency network corresponds to a transit agency or county. Users who live or work in the zip code areas serviced by the transit agency or county are associated with the Regional/Agency network

County network— A County network corresponds to zip codes associated with that county. If users live or work in the area covered by the county jurisdiction, they are associated with the County network.

Jurisdiction/City network— A Jurisdiction/City network corresponds to the city designation on a users' home or work address. This includes unincorporated areas. If users live or work in the area covered by the Jurisdiction, they are associated with the Jurisdiction network.

TMA network—A Transportation Management Association (TMA) network corresponds to the geographic boundaries of a TMA, transportation management office (TMO), or growth and transportation efficiency center (GTEC). The boundaries may be contiguous and arbitrarily shaped. If users live or work in the area covered by the TMA, TMO, or GTEC, they are associated with the network.

Organization/Employer network—An Organization/Employer network corresponds to people who work for one business, organization, or agency or belong to something like a community group (for example, church, community center, or senior center). Users may be associated to that network on the basis of the organization’s private email domain or authorization from you through a passcode or explicit approval.

University network—A University network is established to support the faculty, staff, and/or students of a particular college, university, or other campus. Users who work or study at that campus may be associated with the network. Users may be associated to that network on the basis of the university’s private email domain or authorization from you through a passcode or explicit approval.

Worksite network—A Worksite network corresponds to people who work or study at a particular geographic location, such as a building, campus, business park, or retail outlet. Worksite networks may be set up to address two different situations:

- One organization may have multiple Worksite networks for different locations/addresses (for example, Microsoft and the Washington State Department of Transportation have offices in multiple cities and locations).
- One Worksite network may contain, and have affiliated with it, multiple employers (if, for example, a particular building is shared among several businesses that all agree to subscribe to the same network).

Program network—A Program network is established to support a short-term promotional campaign, incentive program, or effort, such as Bike to Work Month or a seasonal trip reduction drive. A Program network must be a sub-network of one of the higher-level networks. Users may belong to one or more Program networks.

Division network—A Division network corresponds to people who belong to or work for a sub-unit (division, office, department) of an Organization/Employer, University, or Program network.

School network—A School network corresponds to parents of students from a particular K-12 school, providing them with a secure ridematching service for their children.



This document is intended primarily for administrators of

Organization/Employer, University, Worksite, Division, and Program networks.

The network hierarchy (parents and children)

The networks in the SmartRideshare system are hierarchical. Those above other networks are called *parent networks*, and those below are called *child networks*. This hierarchy defines what administrators can do within each network. You will organize the networks you manage to fit into a hierarchy that supports the system functionality you need to meet your business or TDM objectives.

How does this hierarchy benefit you, the administrator? In two ways.

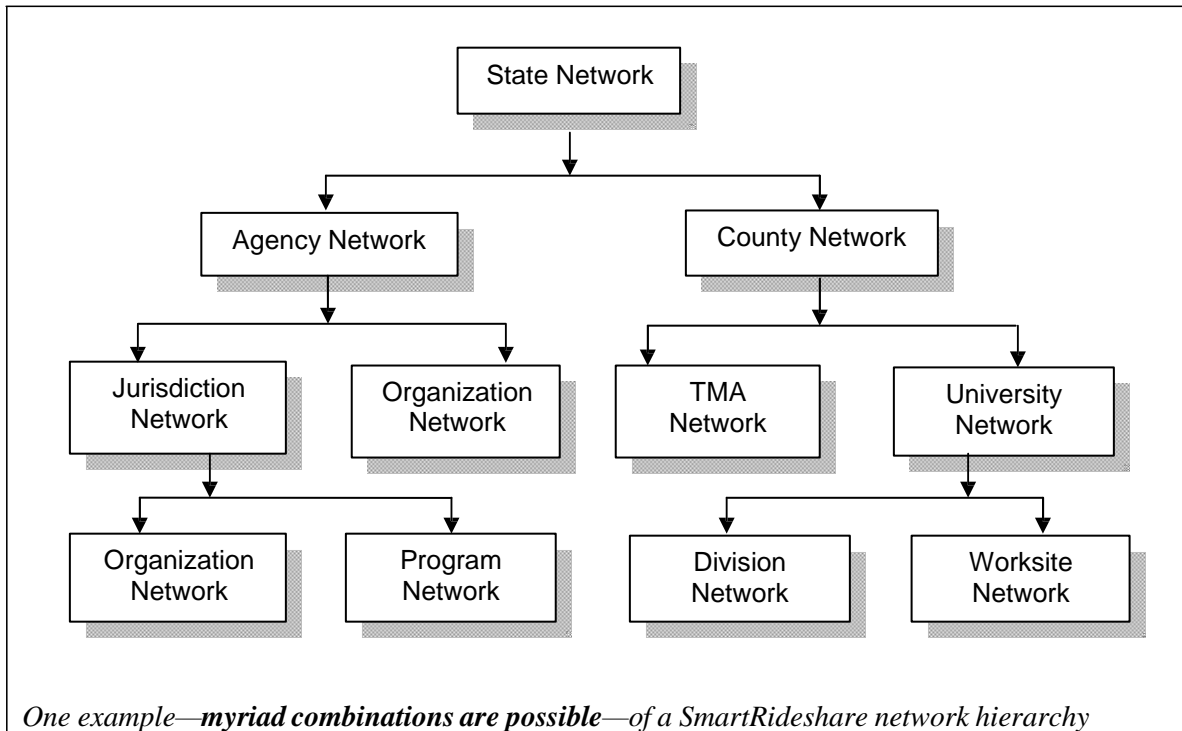
First, a parent network encompasses all the child networks—and their members—below it. For example, a Regional/Agency network may be a parent to several Jurisdiction networks (which are child networks to the Regional network). As a result of their work or home locations, people in the Jurisdiction networks will be members of—and therefore view communications from and be able to participate in the *SmartRideshare* programs of—the parent Regional network.

Another example is that an Organization/Employer network may be a parent to several Division networks (which are child networks to the Organization network). As the Organization network administrator, you will know that everyone within the various Division networks will automatically be members of—and therefore receive communications from and be able to participate in the *SmartRideshare* programs of—the parent Organization network.

Second, you can take advantage of the ability to set up child networks to manage and monitor your programs for subgroups of your network. For example, if you administer an Organization/Employer (parent) network that has multiple divisions or departments at one location, as the administrator, you can create a separate sub-network (child) for each department with Division networks. Through those Division networks you can then communicate with employees within a single department, manage incentives exclusively for one department, and generate reports specifically for each department.

Another example is that you can create a Program network (child) beneath an Organization/Employer or Worksite network for each different ridesharing or trip reduction promotional campaign that you organize. You can manage incentive programs or prize drawings targeted to users who participate in the campaign and generate Program-specific reports.

To view the current parent and child networks for the network you administer, you can select **Networks** from the program's navigation bar.



Who may set up networks?

Not all administrators may set up all networks. The table below shows, for each network type, which administrators may create it.

SmartRideshare establishes all **State, Regional/Agency, County, Jurisdiction/City, and TMA** networks.

Organization/Employer, University, and School, networks may be set up by State, Regional/Agency, County, Jurisdiction/City and TMA administrators.

Program networks may be set up by administrators of Organization/Employer, University, and Worksite network administrators, as well as State, Regional/Agency, County, Jurisdiction/City and TMA administrators.

Worksite networks may be established by administrators of Organization/Employer and University networks, as well as State, Regional/Agency, County, Jurisdiction/City and TMA administrators.

Division networks may be set up by Organization/Employer, University, and Program network administrators.

Networks: Who can create them

Network Type	Which Administrators Can Create This Network Type?		
State	SmartRideshare		
Regional/ Agency ¹	SmartRideshare		
County	SmartRideshare		
Jurisdiction (City)	SmartRideshare		
TMA	SmartRideshare		
Organization/ Employer ¹	State Jurisdiction	Regional TMA	County
University	State Jurisdiction	Regional TMA	County
Program	State Jurisdiction University	Regional TMA Worksite	County Organization
Worksite	State Jurisdiction University	Regional TMA	County Organization
Division	Organization	University	Program
School	State Jurisdiction	Regional TMA	County

¹ Terms are used interchangeably throughout the documentation and application

This document is intended primarily for administrators of Organization/Employer, University, Program, Worksite, and Division networks. Note that if you will be administering an Organization/Employer or University network, you cannot initially create it. You will have to work with a Regional or other upper-level administrator to begin the process.

Which Network(s) Will You Create?

Before you select a network type to establish, you should consider several issues. The following issues are discussed throughout the rest of this chapter:

- whether, or how, you will want to sub-divide your network's members into smaller groups for communication or reporting purposes
- the mechanisms you will want prospective members to use in joining your network

- the tools and functions you and your users need available
- the kinds of information you will need about your program and its users and the reports you want the SmartRideshare software to generate.

Some options (for example, the ability to subdivide your members into specific subgroups) may limit your network choices. **Please read through this chapter before selecting the specific type of network for your effort and think ahead for structuring sub-networks.** You are also encouraged to contact your Regional Administrator to discuss the network options that will work best for your situation.

Will your network have subdivisions?

You may want to create sub-networks in order to separately communicate with, create programs for, and/or report on discrete subpopulations of your users. These may be work units or departments within your organization or worksites defined by location.

For example, different operating units may need to receive separate emails or may compete for prizes against each other as part of programs aimed at reducing trips. Another example is that your organization may have geographically separated work units, and as a result, people who work at one location will be unlikely to carpool with people who work at another. The table below shows the parent/child relationships among the networks and the sub-networks that administrators can add within the *SmartRideshare* system.

Worksite networks are particularly tricky. As described previously, a Worksite network corresponds to people who work at a particular geographic location, such as a building, campus, business park, or retail outlet. Worksite networks may be set up to address two different situations:

1. One organization may have multiple Worksite networks for different locations/addresses (for example, Microsoft and the Washington State Department of Transportation have offices in multiple cities and locations).
2. One Worksite network may contain, and have affiliated with it, multiple employers (if, for example, a particular building is shared among several businesses that all agree to subscribe to the same network).

These situations create multiple issues for consideration. One is that it is important to understand how other network administrators may interact with your users or you may interact with theirs. For example, if you are creating a network for a geographic location, such as a building, that serves multiple employers, you will need to consider whether to make the building one Worksite network for all the employers (2. above). It may not be appropriate for other employers' network administrators to "proxy in," or have access to, your administrative function and the data for your users. One solution to that problem would be to have *SmartRideshare* revoke the rights of the other employers' administrators to proxy administer that Worksite network.

Another factor to remember in creating Worksite networks is that users are allowed to have an account with only one Worksite network.

Networks: Which networks can be subdivisions of others (parent/child relationships) and which sub-networks can be added within the SmartRideshare system

Network Type	Possible Parent Networks		Possible Child Networks		Lower-Level Administrators Can Add These Child Networks
State	N/A		Agency Jurisdiction Organization Program School	County TMA University Worksite	
Regional/ Agency	State		Jurisdiction Organization Program School	TMA University Worksite	
County	State		Jurisdiction Organization Program School	TMA University Worksite	
Jurisdiction (City)	State Regional County		TMA University Worksite	Organization Program School	
TMA	State County	Regional Jurisdiction	Organization Program School	University Worksite	
Organization/ Employer¹	State County TMA	Regional Jurisdiction	Program Division	Worksite	Program Worksite Division
University	State County TMA	Regional Jurisdiction	Program Division	Worksite	Program Worksite Division
Program	State County TMA University Worksite	Regional Jurisdiction Organization	Division		Division
Worksite	State County TMA University	Regional Jurisdiction Organization	Program		Program
Division	Organization Program	University	N/A		N/A
School	State County TMA	Regional Jurisdiction	N/A		N/A

How will users be able to join your network?

Your choice of the type of network to establish may also be affected by the ways that users become members of, or join, the different kinds of networks—or the ways that *SmartRideshare* associates them to the system. The system includes nine methods in all. However, not all network types offer the same user registration or system association methods. In addition, some of these methods are functions available to administrators to help users; others are automatic operations of the *SmartRideshare* system. The table below summarizes the methods available for each type of network.

The following are the nine ways that people can join a network or that *SmartRideshare* associates them with the system:

- **Location/designation:** While registering, the user types in a work and/or home address. The *SmartRideshare* system associates them with the network on the basis of the user's specified state, city, or zip code (work or home). This association method applies to State, Regional, County, Jurisdiction, and TMA networks. The system also associates users to Worksite networks on the basis of their worksite address (plus users' explicit selection of a Worksite network).
- **Wirewrap:** A *wirewrap* refers to graphic customization for branding purposes (such as custom logo, headers, footers and colors). Your organization can work with *SmartRideshare* to set up a wirewrap so that when users visit a specific URL to participate in your ridesharing program/network, they see a specific set of visual clues. Examples of wirewraps include RideshareOnline, I-Way, Choose Your Way Bellevue, and Drive Less Save More. Optionally, you may set up the wirewrap so that when users register with *SmartRideshare* through it, the system associates them with that particular network through the wirewrap domain. This association method may be used for Program networks as well as State, Regional, County, Jurisdiction, and TMA networks. For more information about wirewraps and customized branding, please talk to your Regional Administrator.
- **Geographically defined boundary:** While registering, the user types in a work and/or home address. The *SmartRideshare* system associates them with the network on the basis of a customized geographic-based boundary (created by *SmartRideshare*) that can encompass non-incorporated areas or pieces of adjacent cities/counties as appropriate. This association method applies to Jurisdiction and TMA networks.
- **Email domain:** You may assign one or a few private *email domain* names to a particular network. On the basis of the domain name that users input as part of their email address during registration, the system associates them with that network. Users can join Organization/Employer, University, and School networks in this manner.
- **Import accounts:** *Bulk import* is a process by which you may import a file of employee names, phone numbers, and email addresses into the *SmartRideshare* system in order to pre-enroll employee accounts. Once the import process is complete,

employees receive an email with a validation link and temporary password, to which they must respond within seven days to complete the enrollment process. This process is available to administrators of Organization/Employer, University, Program, Worksite, and School networks.

- **Administrator approval:** You may set up a network so that administrator approval is required before a user can join the network. Administrators review and approve each membership request individually. You select this process for your network when you initially set up your network (see Chapter 2). Users may join Organization/Employer, University, Program, and School networks in this manner.
- **Passcode:** You may devise a confidential code and provide it to prospective network members to allow them to sign up with a particular *SmartRideshare* system network. Passcodes are one way to allow people to join a network if they do not use an email address with the private *domain name* that you have assigned to the network. You select the passcode for your network when you initially set up your network (see Chapter 2). Users may join Organization/Employer, University, Program, and School networks in this manner.
- **Proxy registration:** The administrator creates an account with a network on behalf of the user. This process is available to administrators of Organization/Employer, University, Program, Worksite, Division, and School networks. It is also available to administrators of higher level networks, should you need their help.
- **User association:** If users register with a network that has established Divisions, they will be invited to select a Division from a drop-down menu. Users can also join a Division network by going to **Profile** in the menu bar, selecting **My Networks**, choosing **Join a Network**, searching for the network, and then clicking **Select**.

Note that it is common for administrators to employ a combination of these strategies to help users join the appropriate networks. For example, a private email domain may be applicable to 90 percent of a company's potential network members. However, other strategies, such as a passcode or administrator approval, may be necessary for individuals who do not have, or do not choose to use, an email address with the employer's private email domain.

Networks: The information that users input to join different networks, functions administrators have available to help users, and how SmartRideshare associates users to networks.

Network Type	Users What They Input That Allows Them to Join the Network*	Administrators Functions They Can Perform to Allow or Help Users to Join the Network	SmartRideshare System How It Associates Users to the Network
<i>Association is automatic upon user registration, and users cannot opt out of network membership ("Automated")</i>			
State	State designation during registration ¹ or profile update Sign-up through wirewrap site		State designation during registration or proxy creation or profile update Wirewrap domain
Regional/ Agency	Zip code as part of work and/or home address Sign-up through wirewrap site		Zip code of work and/or home address Wirewrap domain
County	Zip code as part of work and/or home address Sign-up through wirewrap site		Zip code of work and/or home address Wirewrap domain
Jurisdiction ² (City)	City as part of work and/or home address Sign-up through wirewrap site		City designation of work and/or home address Geographically defined boundary with association based on work and/or home address ³ Wirewrap domain
TMA	Work and/or home address Sign-up through wirewrap site		City, zip code or geographically ⁴ defined boundary with association based on work and/or home address Wirewrap domain
<i>Users can opt to join or leave the network ("Opt in/Opt out")</i>			
Organization/ Employer	Organization email address Passcode Approval code provided by administrator	Passcode Proxy registration Email domain Import accounts Administrator approval	Private email domain Passcode Proxy registration Import accounts Approval code provided by administrator
University	University email address Passcode Approval code provided by administrator	Passcode Proxy registration Email domain Import accounts Administrator approval	Private email domain Passcode Proxy registration Import accounts Approval code provided by administrator
Program	Passcode Approval code provided by administrator Sign-up through wirewrap site	Passcode Proxy registration Import accounts Administrator approval	Passcode Proxy registration Import accounts Approval code provided by administrator Wirewrap domain
Worksite	Work address ⁵	Proxy registration ⁶ Import accounts ⁷	Work address
Division	Selection of division ⁸	Proxy registration	User's selection
School	Organization email address Passcode Approval code provided by administrator	Passcode Proxy registration Email domain Import accounts Administrator approval	Private email domain Passcode Proxy registration Import accounts Approval code provided by administrator

- * Users enter much more during registration; this is the information relevant to association with the network.
- 1 The state association does not happen on the basis of either home or work address but instead on the basis of the state input during registration or profile update.
- 2 Note that city networks do not distinguish between incorporated and unincorporated areas. Incorporated/unincorporated associations can be accommodated through TMA-type (geographically based) networks. Configuration of geographically based networks requires creation of a geo-based file, a task that *SmartRideshare* must perform. One geo-based file is needed for each contiguous geo-based area.
- 3 If cities want to limit their service area to the incorporated city area, they can use GIS-based association instead of city-based association.
- 4 If a TMA services a set of zip codes, the TMA can set up its network by using zip code association. Similarly, if a TMA services a city, it can use city-based association.
- 5 Users may go to Profile>My Locations>View Other Locations
- 6 Administrators can use proxy registration. However, the system does not associate the user to the Worksite network until the user selects a worksite.
- 7 Administrators can import accounts. However, the system does not associate the user to the Worksite network until the user completes registration AND selects a worksite.
- 8 This is available during user registration if the Division network has already been created and the higher-level network uses email domain association.

For more information and instructions on getting users into your network, see Chapter 3: Populating Your Network.

What functions will you need your network to offer?

All the networks offer administrators six basic functions, or tools, available through the navigation bar at the top of the network's program screen: Benefits, Events, Users, Networks, Reports, and Settings.

Benefits: This function allows administrators to manage an Emergency Ride Home program and to set up and manage prize drawings, incentive programs, and rewards.

Events: This function allows administrators to record and share details (name, location, schedule, other) of an upcoming activity or gathering so that network members have the opportunity to arrange ridesharing to/from that activity. (Note that users have access to a similar Events function.)

Users: This function allows administrators to communicate with users via the network's home page, announcements, and email; find and access the accounts of network users; register new users; and import accounts from CSV files. It also displays the numbers of active and inactive users. The specific Users functions vary by network type. For example, the Show All Members function is available only for the Organization/Employer, University, and School networks.

Networks: This function allows administrators to view parent networks and add child networks to an existing network, as well as to locate, review, and manage existing networks.

Reports: This function allows administrators to generate standardized reports about users (new registrations, lists of active and logged trips, user subsidies), alternative transportation mode usage, vanpools and Emergency Ride Home, incentive programs, and more. The specific reports available vary by network type.

Settings: This function allows administrators to create and modify the identifying information about a network and its administrator. Organization/Employer, University, Program, and School administrators can also assign specific network attributes and association criteria.

Three other tools are available only to administrators of select networks:

- the Addresses tool is available only for the Organization/Employer, University, and School networks
- Bike Locker is available only for Regional networks under the Benefits menu
- the Vanpool function is available only for Regional networks.

Addresses: This function allows Organization/Employer, University, and School administrators to add or delete addresses and “friendly names” for locations to which users may commonly travel.

Bike Locker: Regional administrators can manage a bike locker program through the **Benefits** menu.

Vanpool: This function allows Regional network administrators to manage their vanpool program, including processing pending applications, adding new vans to the fleet, modifying program settings, and locating vanpool vehicles in the system.

What data or reporting do you want to receive from the network?

Different networks generate different kinds of reports on various aspects of your users and your management of the network. Reports can also be exported to outside spreadsheet software or pdf files for further processing, and many administrators have found ways to create their own customized reports. The kinds of information you can receive may affect your choice of network to create. See Chapter 12: Generating and Viewing Reports for details.

The types of reports the *SmartRideshare* system generates include the following:

User reports:

- User Registration Report: provides a list of users with confirmed registrations within a specified timeframe.
- User Ridematch Trips Report: provides a list of all active trips for which users are seeking a ridematch.
- Trip Log Report (by trips): shows all trips by modes and for purposes you select, within a specified timeframe.
- Trip Log Report (by days): shows the modes of users’ longest trip per day, within a specified timeframe.

- Trip Log Report (aggregate and CSV report): provides aggregated user trip information, including total number of users, trips, and miles, as well as gallons of gasoline and pounds of carbon dioxide emissions saved, for a specified period.
- Registration and Network Statistics Report (upper-level networks only): provides annual and up-to-date statistics on the numbers of proxy and self-registrations and the numbers of new Employer, School, and Worksite subnetworks created, as well as up-to-date statistics on numbers of ridematches.

Program reports:

- General Alternative Transportation Report: provides overall program status and performance within a specified timeframe.
- Modal Distribution Report: provides a breakdown of alternative mode usage by trips or miles (defined by shortest calculated route) within a specified timeframe.
- Origin and Destination Report (by city): provides information on the total number of trips logged between various cities within a specified timeframe.

Incentive reports:

- Incentive Requests Report: provides the status of all requests submitted for the incentive program.
- Reward Distribution Report: provides information on the rewards given out and can be archived for audit data.
- Reward Inventory History Report: helps you track of reward inventory, whether external or electronic, by reporting on the reward value, status, reward IDs, and numbers added or subtracted.

Emergency Ride Home Usage Report:

- Emergency Ride Home Enrollment Report: provides information on members who have enrolled in an ERH program within a specified timeframe.
- Emergency Ride Home Usage Report: provides information on ERH program usage, including names, usage dates, reasons for requests, request status, service providers, mileage, and trip fares.

See Chapter 10, Offering Emergency Ride Home, for details on the Emergency Ride Home reports.

Miscellaneous reports:

- Network Administrator Permissions Report (Grant/Revoke): provides an audit trail of people to whom the network administrator has granted or revoked permission to administer a network.
- Network Access Report: shows all administrators who have accessed the network within a specified timeframe.

- **Child Network Report:** For each network's child networks (Worksite, Program, Division), provides numbers of users; how they were associated with the child network; and savings in CO₂, gasoline, and SOV miles.

Bike Locker Program reports: The four Bike Locker program reports are available only to Regional administrators who manage a bike locker program.

- **Bike Locker Sites Report:** provides a list of bike locker sites and details about the lockers.
- **Bike Locker Status Report:** provides information including locker capacity, space number, key number, and whether the locker is occupied.
- **Bike Locker Members Report:** provides bike locker holders' contact information and details about the lockers they use.
- **Bike Locker Holders Not Logging Trips Report:** provides information about bike locker holders who have not logged trips in their trip calendar after a specified date.

SchoolPool reports are available exclusively to administrators of SchoolPool networks. The eleven reports are similar to the User Reports, Program Reports, Incentive Reports, and Miscellaneous Reports provided to other networks. Administrators of State, Regional, TMA, City, and County networks can also view an additional report showing details about all members of their School subnetworks. See Chapter 11, *Managing School Networks*, for details on School reports.

Vanpool reports: The nine vanpool-specific reports are available only to Regional administrators who manage a vanpool program. See the *Vanpools Manual for Regional Administrators* for details on retrieving and using vanpool program reports.

Network Domain reports: The domain reports are available only to administrators of State networks.

The table below summarizes the *SmartRideshare*-generated reports available to administrators for each type of network.

Report types available to administrators of different networks

Network Type	User	Program	ERH	Incentive	Miscellaneous	School-Pool	Van-pool	Bike Locker
State	X ¹	X		X	X	X		
Regional/ Agency	X ¹	X	X	X	X	X	X	X
County	X ¹	X		X	X	X		
Jurisdiction (City)	X ¹	X	X	X	X	X		
TMA	X ²	X	X	X	X	X		
Organization/ Employer	X ²	X	X ³	X	X			
University	X ²	X	X ³	X	X			
Program	X ²	X		X	X			
Worksite	X ²	X		X	X			
Division	X ²	X		X	X ⁴			
School	X	X		X	X ⁴			

- 1 Includes additional Registration and Network Statistics Report
- 2 Includes Trip Log Report (Aggregate and CSV Report)
- 3 Excludes Enrollment Report
- 4 Excludes Child Network Report