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## Register your details

Visit [www.carsharing.ie/baml](http://www.carsharing.ie/baml);

Select 'Sign Up' and complete the required field (you must use your BAML email address);

Having completed the fields you will be sent an activation email to the address provided. Simply click on the link within that email, and the registration process is complete. You will be redirected back to the [carsharing.ie](http://www.carsharing.ie) website.

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## Add a trip;

Select 'Add New Trip';

To ensure you are adding a trip as part of the BAML closed group select 'Relate this to a group' and choose BAML from the dropdown list;

You then need to provide certain details about your trip preferences, such as whether you are mostly seeking or offering a lift, which days you would consider car sharing on, whether your trip is one way or return, and what time you like to travel;

Tip: Leave the date empty if you undertake the same journey regularly

The next step is to select the start of your trip (likely to be your home address) and its end point (likely to be Central Park). To do so start by entering the location in the relevant box and click 'select on map'. You can then drag the icon to the exact point that your trip starts and finishes at;

Tip: To find Central Park on the map search for 'Leopardstown Road, Leopardstown'

Give your trip a name, and add a description if you like, then save your changes to complete.

  
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### **Search for others you could car share with**

Select 'My Carsharing' from the top menu bar;

To ensure you are only searching from other BAML staff check that this option is selected in the 'Groups' tab on the left of the page;

The map is then used to identify which trips registered users are undertaking. To jump to your home town simply enter it in the search box at the top of the map, or alternatively you can navigate on the map using the zoom and pan tools;

Tip: Car sharing doesn't only work with others who live in your home town. Use the map navigation tools to see if there is anyone on your route to work that you could pick up.

A green icon indicates a journey start point, and a pink icon indicates a journey end point. If you find someones trip that could potentially match up with your own simply select either icon relating to that trip and further brief details will be shown;

If from those details provided it appears that car sharing with that individual may be an option, the only thing left to do is click 'send request' and complete the short form which allows you to make contact with that colleague;

Once contact is made through the system it is down to you to sort out any further car share arrangements.



### **Do you have any further questions?**

If you do please do not hesitate to get in touch at [centralpark@travelplanservices.co.uk](mailto:centralpark@travelplanservices.co.uk) and we will do all that we can to help