

# Quick Guide—NV RideScheduler



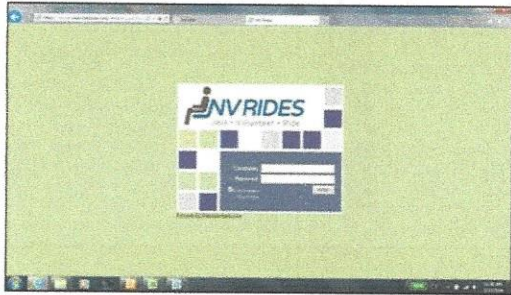
Step 1: Log on to [www.lvcaregivers.org](http://www.lvcaregivers.org)

Step 2: Click on the NV Rides Menu

Step 3: Click on the NV Rides link

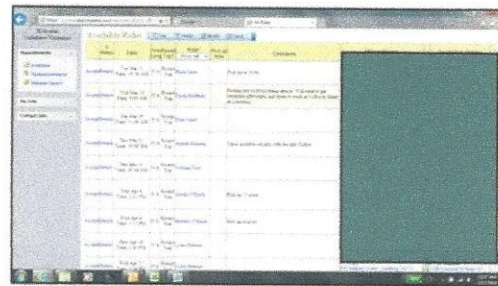
Step 4: **Log into** NV Rides with the Credentials provided to you by LVC

Note: You will be directed to the NV Rides RideScheduler



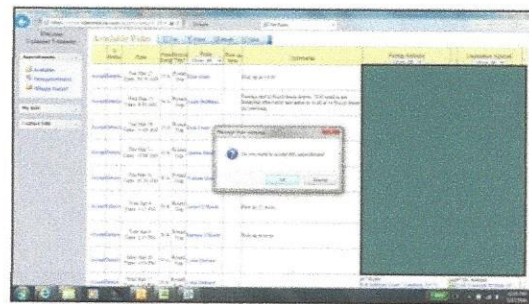
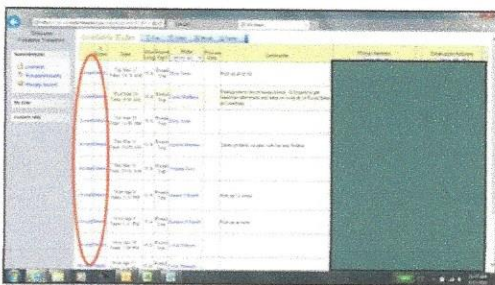
Step 5: To view available assignments, click on **Available**

Note: The list of assignments will be viewable to include name of client, date and time of assignment, pick up address and destination address.



Step 6: To accept an assignment, click on **Accept** for that particular assignment. LVC will be notified the assignment has been filled.

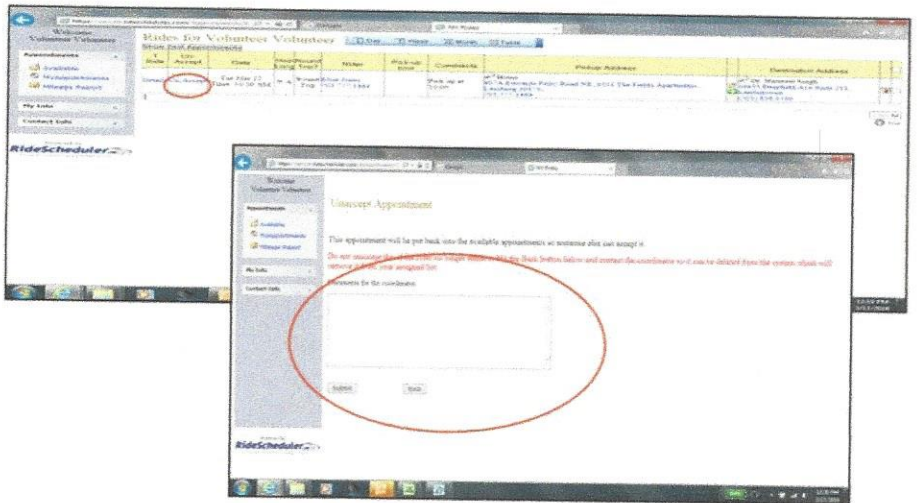
Note: A pop-up window will appear asking if you want to accept this appointment. Click **OK**.



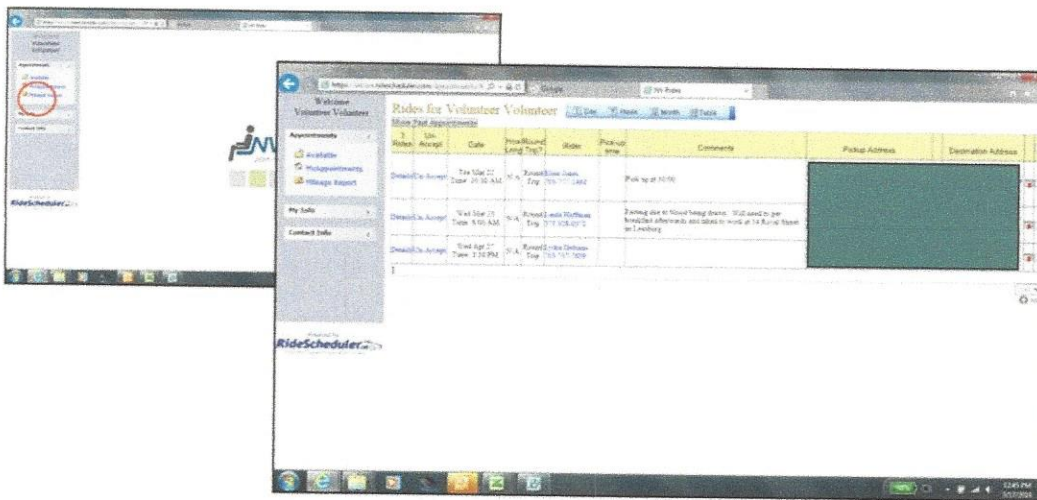
Note: Assignment details will appear. You can click on the magnifying glass to get detailed directions from Google Maps. You can also add the appointment to your Outlook calendar by clicking on the **Calendar icon**.



Step 6a: If you are unable to keep the assignment, click on the **Un-accept** to activate the assignment for other volunteers to see. A pop up window will appear to indicate reason of cancellation and LVC will be notified that the assignment has been added back to the available list of assignments.

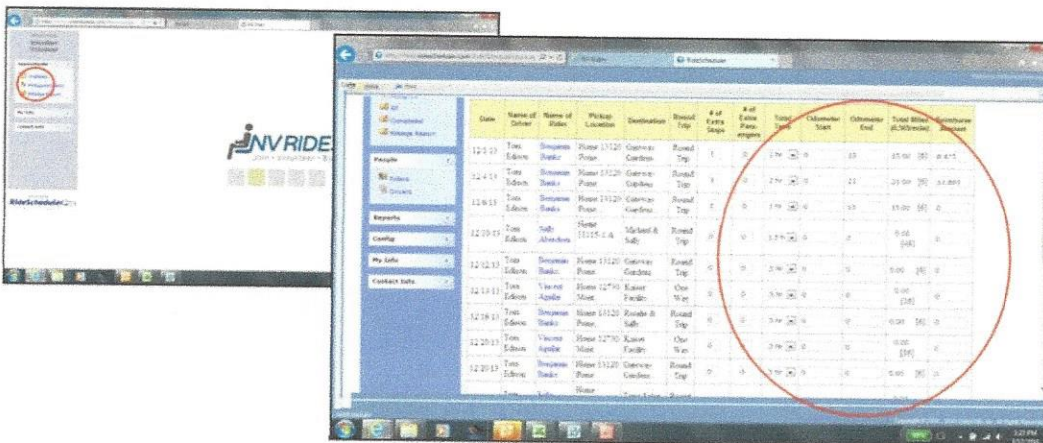


Step 7: To view all your assignments, click on **My Appointments**



Note: A list of all your appointments will appear.

Step 8: Log your mileage and time. Click on **Mileage Report**



Step 9: Fill in # of Extra Stops, # of Additional Passengers, Odometer Start (can put in 0 in this blank); End of Odometer (Number of miles you have driven).

Note: Reimbursement mileage is not used by LVC as we are a non-profit and provide a volunteer service. You can use this info for your tax returns.