

## **FARESHARE - GETTING STARTED**

**WELCOME TO FARESHARE – WHERE KIWIS DELIVER THE GOODS!**

**The following information will help you navigate the site allowing you to enjoy your Fareshare experience.**

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## THE SITE

If you would benefit from a contribution towards your travel expenses when making a journey and are willing to deliver items whilst en-route, or if you need an item delivered and do not want to pay excessive courier fees, then you have come to the right place.

Fareshare.co.nz has been specifically developed in order to provide a contact point for everyday New Zealanders, who may be in a position to offer or benefit from transportation & courier provision, which has previously been offered by commercial companies.

Members may post their journeys or requirements on the site so they may be viewed and accepted by other members, these journeys or requirements are called FARES.

This process is not only beneficial to our Members in terms of saving time and money, but it is also kinder on the environment as it results in fewer journeys being made which results in less carbon emissions .

## HOW DOES IT WORK?

Fareshare Members who intend to make a journey and are willing to transport items can post the details of their journey on the website for display, likewise Members needing items delivered can post the delivery requirements on the site; both journeys and deliveries are called '**Fares**'. Anyone visiting the site can view these Fares and if they find a Fare that they can accommodate they can contact the person making the journey to come to a mutually beneficial arrangement.

### EXAMPLE 1.

John lives in Hamilton and wants to buy a large item from Wellington that he has seen on Trademe; however he is reluctant to buy the item as he knows the cost of delivery will be excessive. John then looks at the Fareshare site and using the 'Search' function identifies that Mike is driving from Christchurch to Auckland in a few days time and has sufficient room in his vehicle to deliver John's item. John & Mike come to an arrangement where Mike delivers John's item as he will be driving through Wellington and Hamilton on his way to Auckland, John pays Mike an agreed figure for this delivery that is much less expensive than a normal courier charge, and this payment offsets Mike's travel expenses.

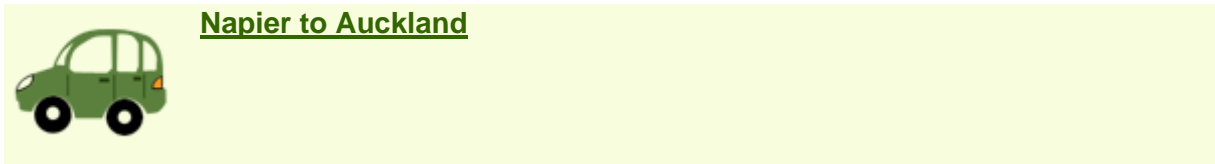
### EXAMPLE 2.

Jane is driving from Albany to Napier to visit a friend for the weekend and on visiting the site notices that Tracy from Matamata has posted a Fare requesting a lift to Taupo on the same day. Utilising the 'Ask a Question' function Tracy and Jane come to an agreement where Jane will deviate from her route to pick Tracy up from Matamata and drop her off in Taupo, they also arrange that Tracy can be picked up again on Jane's return journey. They come to a mutually beneficial arrangement where Tracy agrees to pay Jane a donation for this lift to help offset Jane's travel expenses.

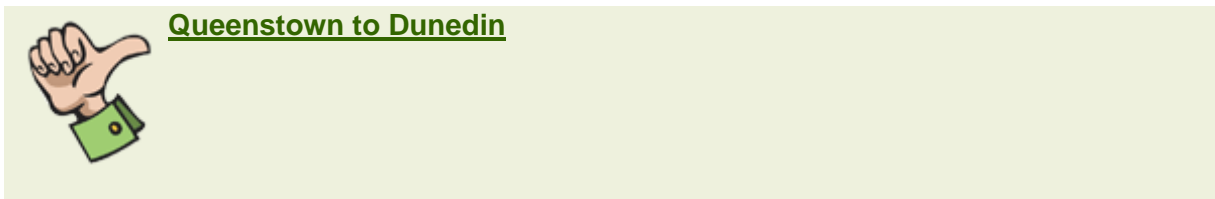
## FARES

All listings posted on the site are called **FARES** and are displayed as follows:

A member posting a **journey** on the site:



A member needing a **delivery or lift**:



Fares on the site display basic information about the journey being made or delivery requirement, by clicking on the Fare you will see more information relating to the Fare.

Fares indicating '**High Priority**' will always appear before standard Fares on the site.

Anyone may view these Fares and you can search for specific Fares by entering the relevant search criteria in the Search fields at the top of the page.

## SEARCHES

By using the search criteria you can fine tune Fares to only display those that may be advantageous to you. The software is designed to incorporate any Fares that may potentially incorporate your requested departure and destination locations.

For example if you request a delivery from **Taupo to Wellington** the following returns may be displayed:

Taupo to Wellington

Taupo to Nelson - (The Fare will pass through Wellington en-route to Nelson)

Tauranga to Christchurch - (The Fare will pass through Taupo & Wellington en-route to Christchurch)

Auckland to Invercargill - (The Fare may pass through Taupo & Wellington en-route to Invercargill)

Having multiple returns allows members to view all the potential Fares that meet the member's requirements.

## MEMBERSHIP

Membership is free and once registered Members may ask questions about Fares they have seen on the website, they may also accept Fares and post their own Fares.

In order to ask questions, post a Fare or accept a Fare, a Member must have sufficient credit in their Member's Account (\$2.50).

Currently there is an introductory \$5.00 credit on all new Members joining the site to allow you to try the services offered on the site without any personal investment.

## REGISTERING AS A MEMBER

Registering as a Member is simply achieved by following the instructions given during the registration process; this will include Fareshare sending a unique password (which you may later change) to your e-mail address. You will need this unique password to complete the registration process, we recommend you use the 'copy and paste' function to insert the Fareshare generated password.

Once you have logged into the site using your unique password you will be requested to complete the enrolment process, this usually takes less than 2 minutes.

During the enrolment process you will be asked for some personal information (this will not be disclosed to any third party without your permission), you will see the word 'required' next to the boxes where you are required to put information, any boxes not marked 'required' are optional.

Part of the enrolment process requires that you insert a 'Security Question' this allows Fareshare to send you another password if you forget the password you have chosen, replacement passwords will be sent to the e-mail supplied during registration.

On completing the enrolment process if you wish you may upload photographs of yourself and your vehicle for display on the site, you may also change your password to something more memorable.

## MY FARESHARE

Registered Members have access to their own 'My Fareshare' page, this allows members to view, and where appropriate edit the following details:

'Contact Details' - displays your personal information (editable) & personal photograph upload.

'My Vehicle' – displays your vehicle information (editable) & vehicle photograph upload.

'My Listings' – displays history of the Fares you have posted on the site.

'My Account'- displays your transaction history and includes account top-up link.

'Password'- allows you to change your password.

## POST A NEW FARE

Registered Members may post Fares on the site by going to the 'Post a New Fare' page.

Displayed at the top of the page is your 'Members Account Balance'.

**Your Account Balance is \$1.00**

Please ensure your account balance displays a minimum of \$2.50 before proceeding to post your Fare, if it is any less you will not be able to complete the 'Post a New Fare' process.

Once you have ascertained you have sufficient credit you will need to complete the following information in order to post your Fare:

**'Fare Type'** This allows you to identify what type of Fare you are listing, there are two choices:

- **'I am offering a Fare'** Choose this option if you intend to make a journey.
- **'I am looking for a Fare'** Choose this option if you are wanting a lift or delivery'

**'Priority'** This allows you the choice of two Fare options:

- **'Standard Fare'** Costs \$2.50 with \$2.00 refund if not accepted.
- **'High Priority Fare'** Costs \$4.00 with \$2.00 refund if not accepted .

'High Priority' Fares are displayed before Standard Fares on the Home Page and following searches.

**'Departing From'** Your expected point of departure, you may enter your street name, suburb or town, these are selectable from a drop down list generated by the website as you start typing (if your street name is not recognised by the software please choose a more prominent street in your area, or select your suburb or town).

**'Destination'** Your anticipated destination, you may enter a street name, suburb or town, these are selectable from a drop down list generated by the website as you start typing (if the street name is not recognised by the software please choose a more prominent street in this area, or select the suburb or town).

**'Description'** Here you may insert a description of your intended Fare such as:

- Road trip with sufficient space for people or packages, or
- Need a lawnmower I won on Trademe delivered.
- Lift for 2 people with luggage.
- Would like car delivered to my home.

**‘Desired Departure Time’** Enter the date and time (morning/afternoon/evening) you would like the Fare to commence.

**‘Latest Departure Time’** Enter the latest date and time (morning/afternoon/evening) you are prepared to conduct the Fare.

**‘Price’** Indicate the expected return for providing the service (e.g. \$45.00), if you do not have a value in mind leave the ‘Price’ box empty and tick the ‘Negotiable’ box (you may then determine a value with any interested Members using the ‘Ask a Question’ process). If you wish to include a price and indicate that it is negotiable, insert the value into the ‘Price’ box and also tick the ‘negotiable’ box.

Once you are happy with all the information hit the **‘Save’** button, you may later edit the Fare if circumstances dictate.

## ASK A QUESTION

Registered Members may use the ‘Ask a Question’ process to contact Fareshare Members who have listed a Fare in order to determine Fare suitability.

To ask a question simply click of the Fare you are interested in and scroll down the Fare Details page and enter your question in the ‘Ask a Question’ box.

An example of a question may be if you have a large item to be delivered you may wish to supply a Member making a journey with the item dimensions to see if he can accommodate the item. Alternatively you may want to know if a Member is happy to deviate from their intended route in order to accommodate your requirements.

When you ask a question it will be sent to the Member who listed the Fare, once the Member answers the question you will receive e-mail notification and your question will be displayed with the Fare, along with the answer on the Fare Details page.

Please ensure your account balance displays a minimum of \$2.50 before proceeding to ‘Ask a Question’, if it is any less you will not be able to complete the ‘Ask a Question’ process. Allowing only Members who are in a position to ‘Accept a Fare’ to use the ‘Ask a Question’ process ensures that Member’s who’s Fares are listed on the site are only answering questions for potential Fare acceptance.

## ACCEPTING A FARE

To accept a Fare you will need to click on the appropriate Fare and scroll down the Fare Details page, click on the Fare Acceptance button and both you and the Member listing the Fare will receive confirmation e-mails.

Once you have received the confirmation e-mails you may contact the other Member directly to fine tune your Fare and arrange payment details for the Fare.

## CONTACT US

Should you wish to make any comments, enquiries or recommendations in relation to the site please let us know by using the 'Contact Us' tab, this will give you the following options:

[Site Feedback](#)

E-mail link for comments on the web-site.

[General Enquiries](#)

E-mail link for general enquiries.

[Advertising Enquiries](#)

E-mail link for advertising enquiries.

## Postal Address

Fareshare Ltd.  
PO Box 823  
Rotorua  
NZ

## MORE INFORMATION

You will find more information accessible from the links at the bottom of the web-site, these include:

- [Privacy Policy](#)
- [Terms & Conditions](#)
- [Frequently Asked Questions](#)
- [About Us.](#)

## THANK YOU FOR YOUR INTEREST IN OUR SITE

We hope you enjoy your Fareshare experience.

The Fareshare Team.