

***** IMPORTANT INFORMATION, PLEASE READ THOROUGHLY*****

Greeting Xtreme Family,

Welcome to 2021, this is sure to be an exciting year as we continue to move forward with Xtreme Xperience and everything the world is throwing at us. While the J-Team appreciates everyone who came to the training or was with us online, we have received numerous inquiries on some of the changes for our 2021 season, specifically the Car Pooling. This email will help to clarify how to do this, how to do so correctly as well as other pertinent information.

In order to book your ride or listed your rental car on groupcarpool.com please use the Google Sheets Document, Brandon has prepared for us. (If you are unable to view this document contact Brandon directly for troubleshooting issues, his contact info is at the end of this email) <https://docs.google.com/spreadsheets/d/1HXpgRfWdDx6LvAHvYOFbxkFfcxgJAgGVfum9DMkLxg/edit#gid=0> (SAVE THIS LINK)

In this Google Doc you will see a link for each event.

Simply click that link (Grey or Yellow Arrow Below) and it will take you to the group car pool for that event. Please **do not** go to groupcarpool.com and create a new carpool event. *This will increase confusion and your fellow instructors will not be able to find your specific carpool. If you use the pre-made links provided in the Google Doc all car pools will be collectively added in one group so everyone can see how many rentals we have available.*

Below is what you should see in your google sheets document.

| Event and Dates (Includes Corporate) | Driver | Driver Contact Info | Airport | Available Pick Up Times | Departure/Rental Return | Link to Sign Up (Add My Car) | Cost/Person |
|------------------------------------------------------|---------------|---------------------|---------|-------------------------|-------------------------|------------------------------|-------------|
| Event: NOVA, Feb 27, 2021 - Feb 28, 2021 | Jess Muzio | 404-452-2693 | MSP | 2-28-2021 @ 9a-6p | Unknown | Add My Car | \$0.00 |
| | Brandon Korke | 506-302-0592 | MSP | 2-28-2021 @ 9a-7p | 3-1-2021 @ 9a-12p | Add My Car | \$40.00 |
| | Trigg | 757-286-8747 | MSP | 2-28-2021 @ 7:30-6:30a | 3-1-2021 @ 9a | Add My Car | \$42.00 |
| Event: Dallas #1 Mar 5, 2021-Mar 6, 2021 | John Giambone | 950-963-1200 | DFW | 3-4-2021 @ 9a-9p | 3-4-2021 @ 5p | Add My Car | \$45.00 |
| Event: Daytona Austin #1 Mar 12, 2021-Mar 14, 2021 | John Giambone | 950-963-1200 | AUS | 3-13-2021 @ 10:30p | 3-14-2021 @ 5p | Add My Car | \$50.00 |
| Event: Mar 19, 2021-Mar 20, 2021 | Brandon Korke | 506-302-0592 | MEM | 3-18-2021 @ 12p-5p | 3-21-2021 @ Noon | Add My Car | \$42.00 |
| Event: Boston #1 Mar 26, 2021-Mar 27, 2021 | Driver | Driver Contact Info | Airport | Available Pick Up Times | Departure/Rental Return | Link to Sign Up (Add My Car) | Cost/Person |
| Event: Charlotte #1 Mar 26, 2021-Mar 28, 2021 | Driver | Driver Contact Info | Airport | Available Pick Up Times | Departure/Rental Return | Link to Sign Up (Add My Car) | Cost/Person |
| Event: Atlanta #1 Apr 16, 2021-Apr 18, 2021 | Driver | Driver Contact Info | Airport | Available Pick Up Times | Departure/Rental Return | Link to Sign Up (Add My Car) | Cost/Person |
| Event: Palm Beach Apr 23, 2021-Apr 25, 2021 | Driver | Driver Contact Info | Airport | Available Pick Up Times | Departure/Rental Return | Link to Sign Up (Add My Car) | Cost/Person |
| Event: Orlando (Chicago) #1 Apr 30, 2021-May 2, 2021 | Driver | Driver Contact Info | Airport | Available Pick Up Times | Departure/Rental Return | Link to Sign Up (Add My Car) | Cost/Person |
| Event: Miami (Miami) May 7, 2021-May 9, 2021 | Driver | Driver Contact Info | Airport | Available Pick Up Times | Departure/Rental Return | Link to Sign Up (Add My Car) | Cost/Person |

Information listed here includes:

- The Event with current dates (Including Corporate events)
- Primary Driver who has already secured a rental car
- The Driver's contact information
- The Airport the driver is picking up from**
- The time's that the driver is available to pick you up at**
- When the Primary Driver is dropping off the rental
- A link to add your rental or sign up as a guest in another person rental car
- The total cost Per Person for that event

Click the link shown by the **Yellow Arrow** to add your rental to the roster for that specific event.

Click the link by the **Grey Arrow** to add yourself to an available ride share.

Adding your Rental Car

If you are going to offer ride sharing with your rental, once you have clicked the link above with the **yellow arrow** pointing to it, you will see what is below:

The screenshot shows a ride-sharing interface for an event titled "Nola 1 2021". At the top, there are two main options: "ADD or JOIN a carpool" and "WAITLIST".

The "ADD or JOIN a carpool" section is divided into "Departing Trip" and "Return Trip". It lists three carpool options:

- Brandon:** A grey car icon with "FULL" written on it. The price is "\$40 PP...".
- Joey Muzio:** A green car icon with "JOIN" written on it. The price is "\$0.00 PP Pick up...".
- Tripp:** A green car icon with "JOIN" written on it. The price is "\$425 PP...".

Each carpool option shows the location "New Orleans" and the number of available seats represented by person icons. A red arrow points to the "ADD" button on the blue car icon in the top left corner.

The "WAITLIST" section shows a yellow car icon and a group of people icons. It includes the text "not enough drivers?", "Add yourself to the waitlist or [add a carpool](#)", and a "+ Join Waitlist" button.

- Click the blue car that says "ADD"

You can confirm that you are adding your car to the correct event as it will list the event in the upper left hand corner of the screen.

In the next screen, you will need to add your details.

ADD or JOIN a carpool

Driver Location Departing Trip Return Trip

ADD **JOIN** **WAITLIST**

ADD a car

Name _____
Email _____
Phone _____
Seats 4
Address _____
City _____
State _____
Departing Time _____
Return Time _____
Notes _____

ADD CAR cancel

-Enter your name
-Your email
-Seat's available
-Event City
- Departing time- Last Airport pick up time
-Return Time - When your returning your car
Notes- Your pick up range, IE 4p-6p
Green arrow when done

Enter your name and your email, you will then get notifications when someone signs up for your ride.

List the number of seats available. Remember to include yourself. If you have a 4 person car then make the seats available as 3, otherwise you will likely end up with 5 people total.

City- Where the event is.

Departing Time - Your latest departure from the airport

Return time - They time your returning your rental

Notes- Please put the cost per person if applicable and your pick up times and date, *IE airport pick up between noon and 4pm, as well as your rental drop off time and date. Therefore no one landing outside of those times should sign up under your car unless they have arraign a ride from the airport on their own.*

When done hit "ADD CAR" where the **green arrow** is.

Booking a seat

Once you click the link with the yellow arrow in Picture 1, you will see this below

The screenshot displays a ride-sharing interface. At the top, there are tabs for 'RIDE', 'SEARCH', 'SCHEDULED TRIP', and 'CURRENT TRIP'. Below these, a list of cars is shown. The first car is 'FULL' with driver 'Brandon' and a cost of '\$40 PP...'. A yellow arrow points to the 'DETAILS' link under the driver's name. The second car is 'New Orleans' with driver 'Joey Muzio' and a cost of '0.00 PP Pick up...'. A green arrow points to the 'DETAILS' link under the driver's name. A detailed view of the 'Joey Muzio' car is shown below, with a black arrow pointing to the 'Join Car' button. The detailed view includes driver information, trip details, and a '0.00 PP Pick ups will only be done between 3p -5p' note. Below the detailed view, there is a 'JOIN' button and a 'Tripp' car listing with a cost of '\$42\$ PP...'. A green arrow points to the 'JOIN' button. To the right, a 'WAITLIST' section is visible with a 'Join Waitlist' button.

WAITLIST

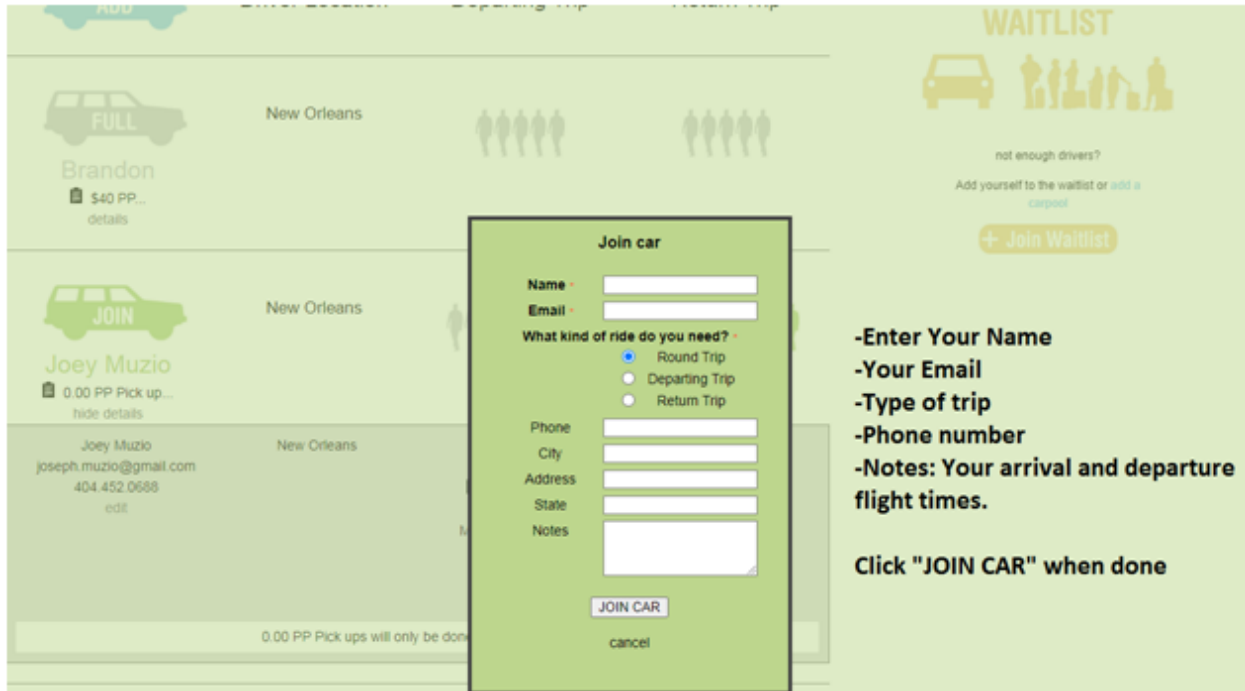
not enough drivers?
Add yourself to the waitlist or [add a carpool](#)

[+ Join Waitlist](#)

Click the "Detail" under that drivers name to add yourself to that car.

Green Arrow - Shows cost per person and the times at which that driver will be picking up from the airport on the Google Sheets Doc.

Black or Yellow Arrow will open a prompt for you to enter your information.



Waitlist

If there are no car's available or you have been confirmed for an event but do not plan to rent a car, then you can pre-register as "waitlisted". This will let the J-Team and others know how many people are still looking for rides. If there are 7 waitlisted people, it might be cheaper to rent a van rather a 4-person car. Please do not wait for a car to appear if you need a ride, add yourself to the waitlist.

Nola 1 2021

ADD or JOIN a carpool

| | Driver Location | Departing Trip | Return Trip | |
|----------------------------------|-----------------|----------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | WAITLIST not enough drivers? Add yourself to the waitlist or add a carpool + Join Waitlist Click here to join the waitlist |
| | New Orleans | | | |
| Brandon \$40 PP... details | | | | |
| | New Orleans | | | |
| Joey Muzio 0.00 PP Pick up... | | | | |

Nola 1 2021

ADD or JOIN a carpool

Driver Location Departing Trip Return Trip

WAITLIST

not enough drivers?
Add yourself to the waitlist or add a carpool

+ Join Waitlist

-Enter your name
-Your Email
-Your Phone
- Note: Enter your airport and arrival/departure times

- Click "JOIN WAITLIST" when done

Join waitlist

Name

Email

Phone

City

Address

State

Notes

show additional fields

JOIN WAITLIST

cancel

FULL
Brandon
\$40 PP...
details

New Orleans

JOIN
Joey Muzio
0.00 PP Pick up...
details

New Orleans

JOIN

New Orleans

This will allow all ride share information to be collective and accessible to everyone, please remember to include important information such as your number and flight info for your driver.

Lastly, folks let's be mindful of our flight times and be respectful of our brother's and sister's as it is not fair to be asking the primary driver's to being doing airport pick up from noon to midnight as they also need to prepare for the event and get rest for the next day.

Honestly, this process is very simple once you do it. This should also promote more conversations and interaction amongst the TEAM, so let's ALL talk with each other. If you're having issues viewing the Google sheets Doc or on how to add yourself or a car after reading this, please contact Brandon at bkorfel@hotmail.co.uk or 586.350.6606.

I look forward to seeing you all soon and a **HUGE** shout out to Brandon for all his assistance with and managing this process!!!

Jimmie