

## RIDE SHARING INSTRUCTIONS

*In order to facilitate ride sharing for the Benefit, please use the calendar on the ZB Yahoo Study Group website to post your need for sharing a ride and your ability to provide a ride to the Benefit. We are asking you to make your own arrangements directly with one another and this can be easily accomplished by including all the requested information, including phone #'s and email addresses,.*

*We appreciate your participation in this process so that everyone planning to attend can arrive and depart in confidence and safety. Please see the instructions below for adding your arrival and departure dates to the calendar.*

*We look forward to seeing you all soon!  
ZBHA Staff (Cindi, Lee, Krissy and Stan)*

### **To locate and share rides to Claggett Center on the ZB Study Yahoo Group**

First log in to the Study group website here:

<http://health.groups.yahoo.com/group/ZBStudy/> (to subscribe send an e-mail to: [zbstudy-subscribe@yahoogroups.com](mailto:zbstudy-subscribe@yahoogroups.com))

Step 1: Find the Events Tab at top of page (this may be under the heading "More" (Note: Do not click on the calendar itself)

Step 2: Click on the purple button top right (+New Event)

Step 3: Fill in the boxes with arrival details (make sure to put in all of your contact information including name, phone, email, the correct

date and time for your travel)

Step 4: Hit Save

Step 5: Click on the purple button top right (+New Event)

Step 6: Fill in the boxes with your departure details (make sure to put in all of your contact information including name, phone, email, the correct date and time for your travel)

Step 7: Hit Save

To see who is arriving at similar dates and times, look at the calendar and click on the day of interest.

To see a particular day in detail, click on the "Day" button at the top of the screen.

Please arrange your ride shares by contacting each other directly using the contact information provided.

**\*If you cannot access the calendar (it is grayed out), it may mean you do not have a yahoo account and are using your regular email address to receive study group notices. You may have to create a yahoo account in order to access the calendar.**