How to Create a BC RideMatch Account!

1. Go to bellevuecollege.edu/ridematch
2. Click on “Don’t have an account? Click here to sign up.” at the top right corner of the page.
3. Create your profile:

**Be sure to use your BC email address.** If you don’t, you will not be added to the Bellevue College network, will not be eligible for any of BC’s prizes, and will miss out on potential matches in the BC network. If you don’t check your BC email, consider linking inboxes or having your mail forwarded to the email inbox you check more frequently.

4. You will receive an email, check your email and follow the link back to BC RideMatch. You’re not done yet! Click continue to log in to your new account.
5. Check all three boxes if you wish, this will give you the most options. Be sure to check “I am here to record my trips.” This gives you access to a calendar tool that can earn you prizes.

6. Enter your home address. Check “use as mailing address” if you’d prefer to receive mail to this address rather than the Bellevue College campus (if you have a mailbox on campus).
7. Your campus name is Bellevue College. Enter the college email that you used to make your account previously. (It is important that both email addresses are your BC email. It is not sufficient to put your BC email here only.)

8. Choose “I want to search using a name” rather than entering BC’s address. This will ensure that you are added to the proper worksite. Enter only the first part of the name, try typing in just “Bellevue Coll.” You will see both the main and north campuses. Choose whichever one you attend.
9. The screen should update to show the location of your campus and you should see the worksite name in the entry field. Now you can click “Continue.”

10. Now you can create a trip to find carpool matches! Just hover over “RideMatch” at the top of your page.
11. Select “Create a Trip.”

12. Choose what type of trip you would like to find a carpool partner for.
13. Enter your route information. If you would like to keep your address private, consider entering the address of a nearby street or landmark.

14. RideMatch automatically provides your given home address and your Bellevue College worksite address.
15. Enter your time preferences and the hours you spend on campus.

16. Or, you can choose to enter a varied schedule if you get to campus at a different time each day. Be sure that your work hours have the correct “am” and “pm!” Also, be sure that your trip start times and end times approximately match your work hours.
17. Enter your trip preferences. Choose less restrictive options for more matches. Also, select “Everyone” under “Who can see this trip” for the most matches. Or, select “only users from Bellevue College” if you don’t want professionals from nearby offices to contact you. For another level of security, select “no one.” (However, recognize that if everyone were to select this no one would see any matches at all.)

18. Click “Save” and view your matches!

Notice a link that says “Check Transit Schedule (Google Transit).” If you’re curious about taking the bus, this will direct you to Google Maps, with your starting and ending addresses already entered and the transit option selected. Check it out!

For the most matches, select “All matches.” If you don’t want to carpool with users outside of Bellevue College, you may select this option as well. Scroll through the matches and look at all the different pages that are displayed. And be sure to send someone a message! If both accounts are linked up with Facebook, you can message them on Facebook. Or, you can set up a time to meet on campus.