



How to Use



Go to <https://bnfia.ridescheduler.com/Account/Login>. Type in your email address and password.

*If you do not have a password or have forgotten it, click ***Forgot your password*** and follow the prompts.

When signed-on, the following appears:

-  My Available
-  My Services
-  Mileage Report
-  Contact Coord

Click on **My Available to view the** requested rides*. Please consider any messages in the *Message* section and count the number of addresses for that ride. The number of addresses indicates whether a ride is one-way or round trip. Also, note the pickup location, as it might not be the care receiver's home.

To select an appointment, click ACCEPT. The appointment will be moved into **My Services**. You will receive an email notifying you of your scheduled ride, and a text reminder the morning of the trip.

For a map with directions from your house, to the pick up address and then to the destination - click on the google maps icon in the upper righthand corner.

Need to cancel? Go to **My Services**, locate the appointment and click UNACCEPT. The ride will be moved back to available. *If canceling a ride within 3 days of an appointment*, call the FIA office to notify the Transportation desk so that we can notify other drivers.

****If you are using a cell phone, you may need to click the 3 horizontal bars in the upper left corner to collapse the left side menu.***

Mileage Reports

If you are a driver, please edit your mileage/hours once a month. Choose a date monthly to review what Google Maps has estimated. Include the mileage from your home, to the Care Receiver's and on to the appointment (entire round trip.) **Our grant funding relies on our statistics!**

Click on “Mileage Report”

Ride	Care Receivers	Volunteers	Duration	Distance	
10/17/2023 10:00 AM	Jane *Doe	Lois *Lane	1:45 hrs/ 2:22 hrs	- /8 mi	Jane Doe 600 E Willow St., Normal, 61761 McLean County Center for Human Services PSR 530 North Center Street, Bloomington, 61701 Jane Doe 600 E Willow St., Normal, 61761
10/3/2023 10:00 AM	Jane *Doe	Lois *Lane	- / 2:32 hrs	- /8 mi	Jane Doe 600 E Willow St., Normal, 61761 McLean County Center for Human Services PSR 530 North Center Street, Bloomington, 61701 Jane Doe 600 E Willow St., Normal, 61761

Totals For Date Range
Total Duration: 1:45 hrs Total Distance: 0 mi

Review for accuracy. Make any necessary edits by clicking on the pencil icon (see purple arrow above.)

A pop-up will come up (illustration at right.)

Under “**Duration**,” use the drop-down menu to add your time.

Under “**Odometer End**,” insert your total mileage – including *from* your home and *back* to your home.)

Then click **Update** and exit.

Event Mileage

12/13/2024 3:05 PM

Duration: N/A

Odometer Start

Odometer End

Total Distance

Google Maps: 2:11 hrs / 15.8 mi

Extra Stops: 0

Extra Passengers: 0

UPDATE

We appreciate your use of RideScheduler! Still have questions or need password assistance? Please call the Volunteer team at 309.827.7780, or email stacey@bnfia.org.