

CovEvent EYE2020: User Manual

Are you planning to travel to EYE2020 with other participants?

Do you want to reduce your transport costs and the environmental impact of your journey?

Do you have seats available for passengers in your car or bus to and/or from EYE2020?

Are you a passenger looking for a car sharing or bus sharing solution to and/or from EYE2020?

The EYE2020 car and bus sharing platform is here to help you match your needs with other EYE2020 participants!

How to register a route:

1. Visit the website <http://my.covevent.be/eye2020>
2. Choose your date of travel to EYE2020
3. Register your request on the platform by clicking the “join trip” button
4. Sign up via your Facebook account or using your email address
5. Choose your status: “Driver” or “Passenger”
6. Fill in your contact details and information about your route

If you are a driver:

- You can indicate the total cost of your route (you can use an itinerary tool to calculate this, which will help you to suggest a price per passenger);
 - You can indicate the number of seats available in your car or bus.
7. Confirm your route.
 8. A message will appear offering you a return journey from EYE2020. Simply follow the same steps if you also want a return trip.
 9. You will receive an email confirming your registration (don't forget to check your spam folder!).

How to manage your journey(s):

1. Log in to your CovEvent account to create new routes, change your journeys, get information about passengers/drivers.
2. As soon as a driver or a passenger joins your route, you will receive an email notification.
3. To change your route or contact details, click on the blue circle with a small pencil icon on the bottom right of the platform:
 - If you are a passenger, you can change your address, your schedule or cancel your journey.
 - If you are a driver, you can change your address, your schedule, the total cost of your route, the number of seats available or cancel your journey.
4. If you want to change the date of your route, you will have to cancel your current route and create a new one.

Using the map:

1. To change the day of travel shown on the map, click on the **calendar icon** in the blue panel at the top of the platform.
2. Select **“onward”** or **“back”** in the blue panel at the top of the platform to view available routes to or from EYE2020.
3. **“Drivers”** are indicated with a **steering wheel icon**.
4. **“Passengers”** are indicated with a **person icon**.
5. Around Strasbourg:
 - The **“European Parliament”** is indicated with a **yellow flag**
 - **“Car and bus drop-off”** points are indicated with a **bus icon**
 - **“Car-only drop-off”** points are indicated with a **car icon**