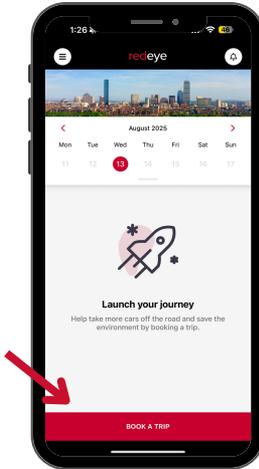
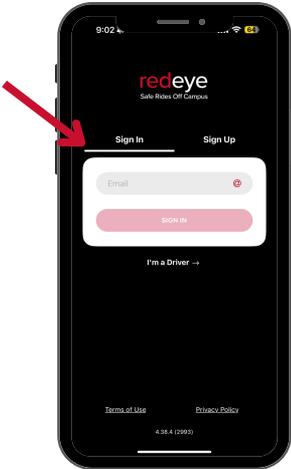


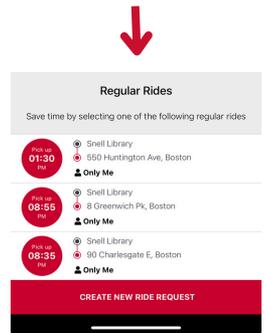
How to book a Redeye On Demand shuttle

1 Getting Started

Sign into the **Redeye** app, then tap **"Book A Trip"**.

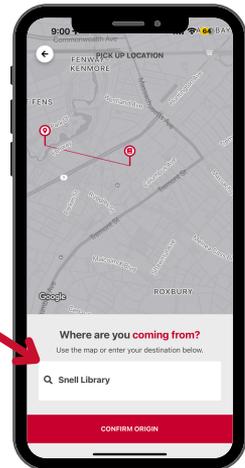
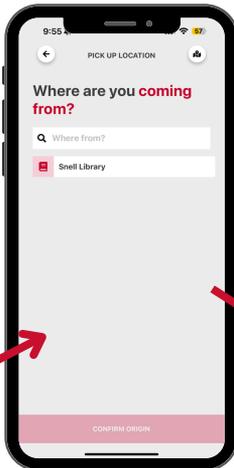
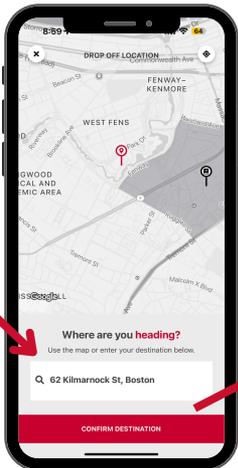


Once you have made trips, you will see them in the **Regular rides pop-up**.



2 Trip Location

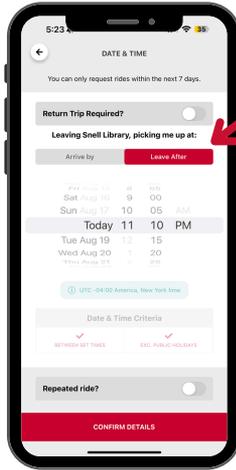
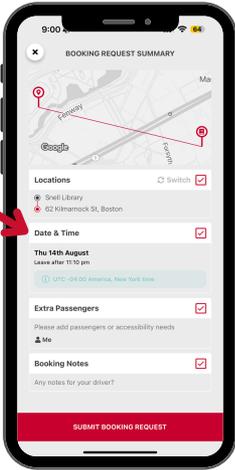
Enter your destination address, choose **Snell Library** as your starting point, and let the system direct you to the nearest drop-off location for a smooth, stress-free ride. Please note, you will **only** be able to get a ride going from the Snell Library.



3

Selecting Date, Time and Return Trips

On the Booking Request Summary, tap **"Date & Time"** to choose when you want to book a trip.



Make sure to choose the correct time constraint; **Arrive by** or **Leave After**.

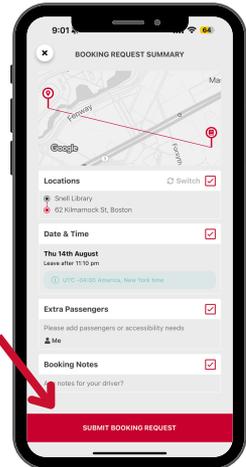
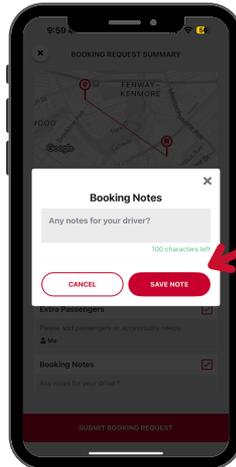
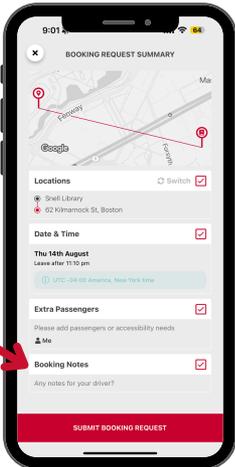
Arrive by - Trip expected to arrive on or before the set time.
Leave After - Trip expected to leave after the set time.

When finished, tap **CONFIRM DETAILS**.

4

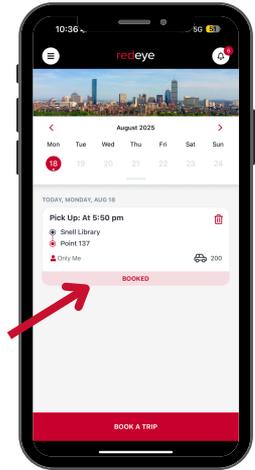
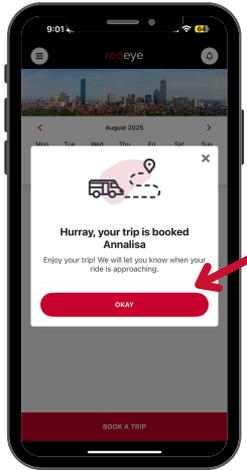
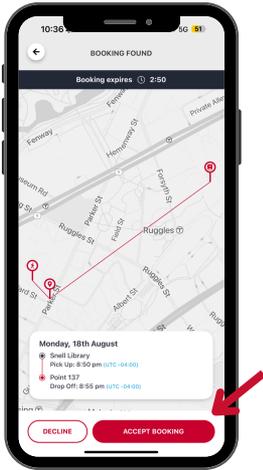
Booking Notes

If you need to add a note on your booking for the driver you can do so by tapping **"Booking Notes"**, enter your note and tap **Save Note**. Once you've added all details to your booking request, tap **SUBMIT BOOKING REQUEST**.



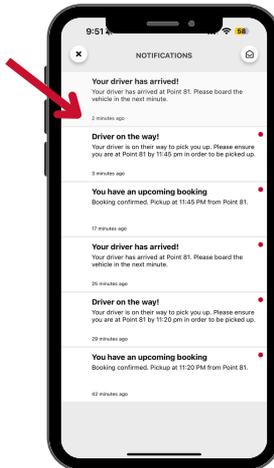
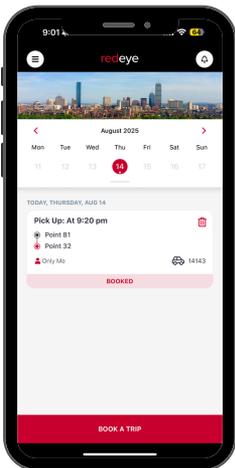
5 Confirming your Trip

Double check that **all details are correct** and tap **ACCEPT BOOKING**. Once your booking is accepted, you will get a notification and the booking will show as **BOOKED** on your home screen.

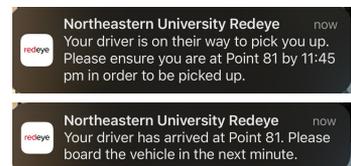


6 Notifications

You will also receive notifications in the app when the **driver is on the way** and when the **driver has arrived**. To view your alerts, tap the bell icon in the upper right hand corner.



You will also receive push notifications to your device for these alerts.



7 Tracking your driver

From the homepage, **tap on your booking card**. Select **“View Current Instructions”**. You will see your driver’s **live location** indicated by a **black pin** on the map, allowing you to track their approach.

