

# Carpooling Coordination

The carpooling feature helps organisers match drivers with passengers for travel to and from the gathering venue. Participants indicate their travel plans via a carpool form, and organisers can then create and manage matches.

## Setting up carpooling

1. Open the gathering's **Overview** tab
2. Click the **Create Carpooling** quick action button
3. This creates a **CARPOOL** type form linked to the gathering
4. Participants fill in details like their departure city, travel dates, whether they're driving or need a ride, and how many seats they have (if driving)

Once submissions come in, you can view and manage them from the **Carpooling** tab.

## Managing carpool matches

Carpool matches go through a simple workflow:

Status	Meaning
<b>Suggested</b>	A potential match has been identified
<b>Introduction sent</b>	The driver and passenger have been introduced to each other
<b>Confirmed</b>	Both parties have confirmed the arrangement
<b>Cancelled</b>	The match has been cancelled

To update a match:

1. Open the gathering and click the **Carpooling** tab
2. Review the list of matches with their current statuses
3. Click a match to update its status or add notes

## Carpool statistics

The carpooling stats give you an overview of:

- Total number of matches
- How many are confirmed, pending, or cancelled

- How many passengers are still unmatched

This helps you spot where extra coordination is needed; for example, if several people from the same city still need rides.

## Tips

- Start matching early so participants have time to coordinate details
- The introduction step is useful; rather than sharing contact details immediately, you can send an introduction message first and let both parties confirm
- Check for unmatched passengers as the gathering approaches; you may need to arrange alternative transport or ask existing drivers if they have space

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