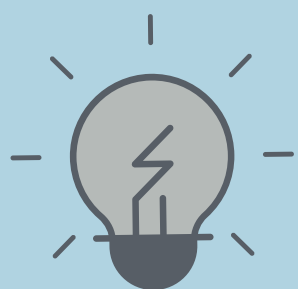


# THE "UNACCEPT" BUTTON EXPLAINED



## WHAT DOES IT DO?

Unaccept takes your name off as the driver for the ride. It puts the ride back in the pool of available rides on Ride Scheduler. Note this does not e-mail it out. E-mails are sent manually by coordinators

## WHAT IF A RIDER NO LONGER NEEDS THE RIDE?

Don't use the unaccept button. Hold onto the ride and contact the coordinator to let them know to edit or delete the ride as needed.

## WHAT IF I CAN'T DO THE RIDE?



It is okay to unaccept, BUT, it is important to follow your organization's policy. Call the coordinator, - you may also need to call the rider.

## WHAT IF I CALL THE RIDER AND THE RIDE IS DIFFERENT?

Don't un-accept- if you can still do it, then confirm and contact the coordinator to edit details in Ride Scheduler. If you can't, tell the rider and contact the coordinator to take you off and edit the ride to put back in the pool.



## DO I UN-ACCEPT IN INCLEMENT WEATHER?

Don't un-accept, just follow your organization's policy for inclement weather. The coordinator may re-schedule or delete the ride as needed.

**QUESTIONS  
ABOUT RIDE  
SCHEDULER?**



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