



## Schedule a ride to work, school, or training:

- Open the NTS app.
- Confirm your location.
- Set your destination.
- Set the drop off time that you need to arrive at work, school, or training.
- Select a ride that fits your schedule.
- Book a ride!



Arrive by:



## Schedule a ride home:



Depart at:

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- Select Book Return after scheduling a ride to work, school, or training.
- Set the pick up time that you will be departing work, school, or training.
- Select a ride that fits your schedule.
- Book a ride!



If you'd like to set a recurring ride, you can do it here!



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**Recurring ride**

Set recurrence for this ride



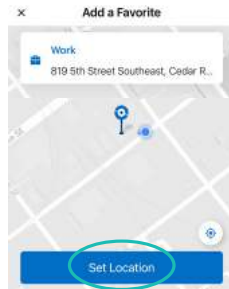
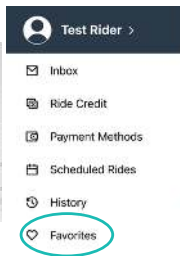
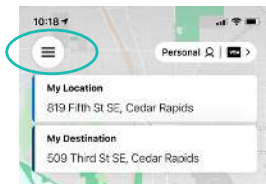
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Please keep in mind, you only have availability to book 2 weeks in advance.



## Set your favorite locations!

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- Select the menu icon.
- Find your favorites menu.
- Enter the location of your home, work, school, or training.
- Set your location.
- Save as many addresses to work, school, or training as you need in this area.

## Edit or cancel a ride right from the app!

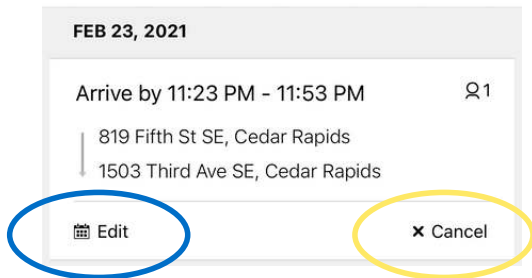
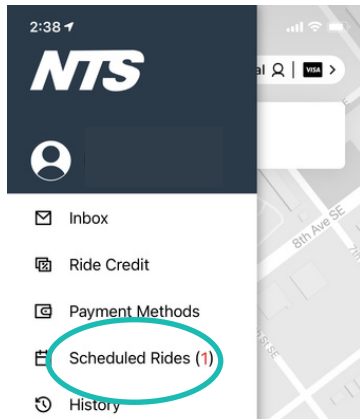
- Select the menu icon.
- Find your scheduled rides menu.

## Edit a ride

- Select the edit button.
- Make any necessary changes to your scheduled ride.

## Cancel a ride

- Select the cancel button.
- Your ride must be cancelled 24 hours in advance or ride fee will be charged.





## NTS Rider Reminders:

- Be ready to board during your 30 minute pickup window.
- To ensure ride availability, we encourage you to book your ride as far in advance as possible. However, same day ride scheduling is still available.
- You have the ability to track the bus within the app in live time, but the pick up time you receive in the text message will vary slightly.
- Call for any assistance Monday - Friday 8 a.m. to 3 p.m. at (319) 363-1321.