

# Creation of Car Sharing Offers

To create an offer for Car Sharing, from your computer's browser you must access the application of the program Find me through the URL: <http://sara.uma.es/encuentrame>, once inside you must perform the following steps:

1. Identify yourself in DUMA with your email account at the University of Malaga.
2. When entering the application select the option "*Car share*" in the upper menu.
3. In the left menu select the option "*Car Sharing Offers*".
4. At the bottom of the window select the option "*Create Car Share Offer*".
5. A pop-up window will open in which you must provide the following information:
  - Availability: Indicate the range of dates you are available to provide the service.
  - Click the button "*Contact Forms*" and select the way you prefer applicants to contact you.
  - Click on the "Data protection" button and accept the data protection clause.
  - Indicate your type of vehicle (Car, Motorcycle, Moped) and the number of seats available.
  - Indicate the source data: Province and locality are required. For daily trips, indicate at least the campus, it will allow students from the same campus to locate your offer.
  - Enter the destination data. Province and locality are required. Please indicate your destination campus for daily commutes.
  - Indicate the days you are traveling and the approximate time. The days of the week divided into three times bands are displayed.
  - If you want to add additional information, you can do so in the comments field.
6. Press accept to submit your request.
7. Your request for "Pending" status. Once reviewed, you will receive an email confirming whether it has been accepted.