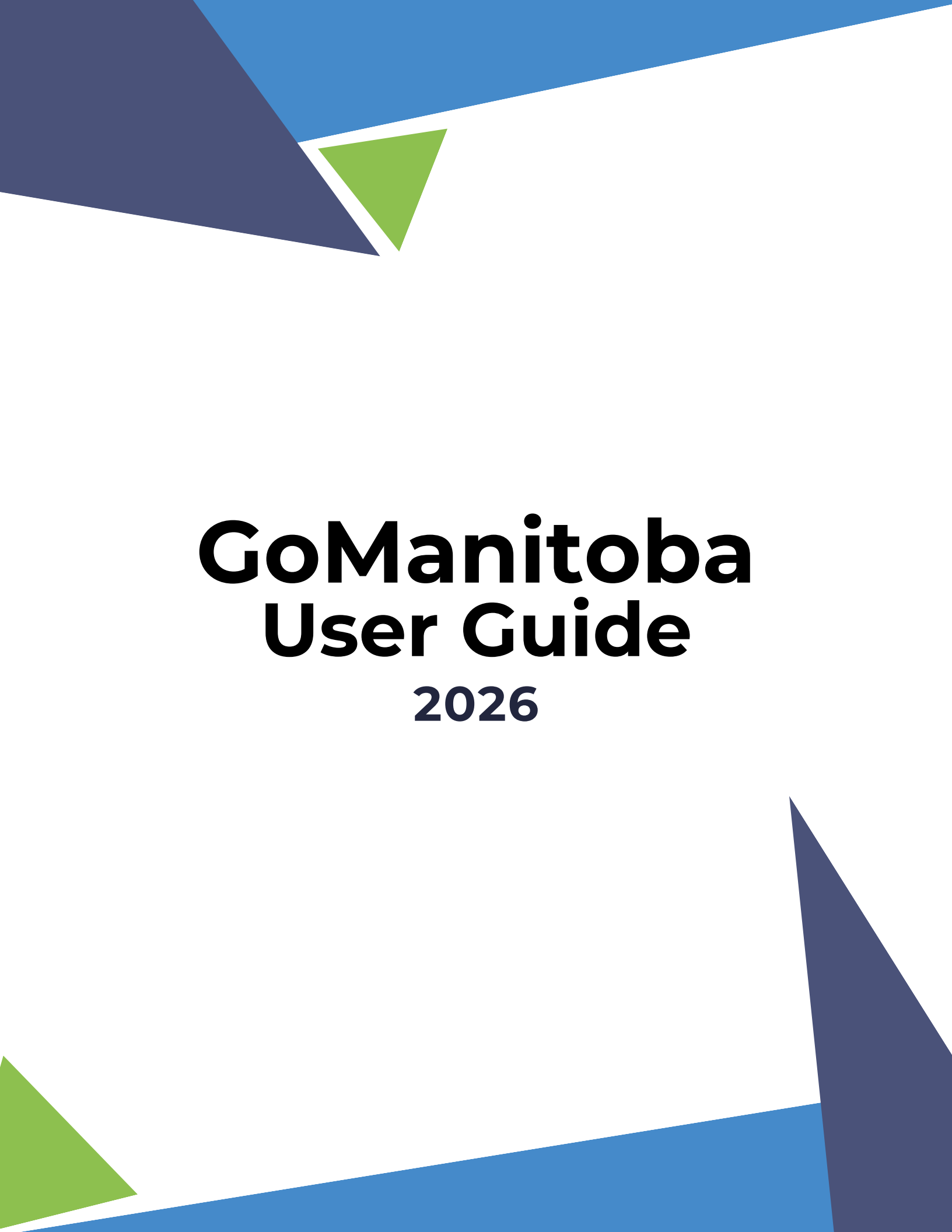




GoManitoba User Guide

2026

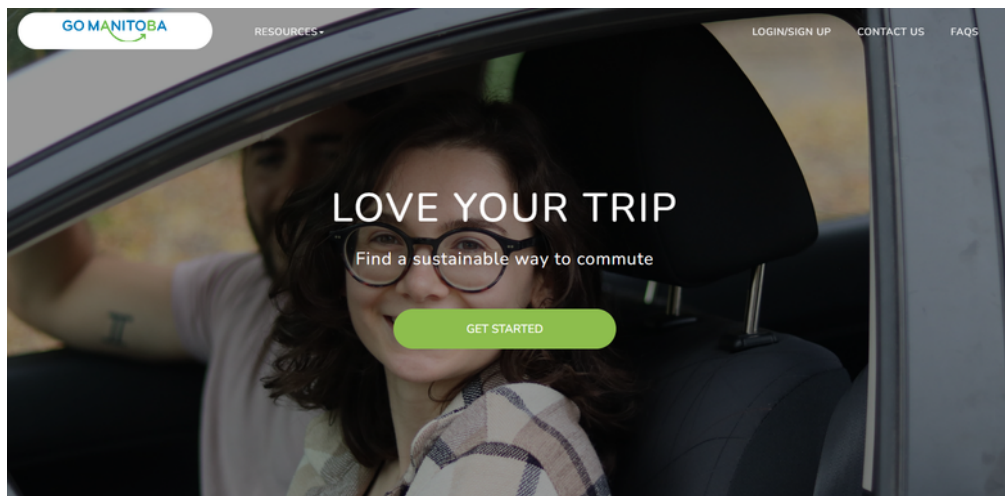
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Creating Your Account

Welcome to GoManitoba! The first step towards a more sustainable commute is making an account.

Click the “Get Started” button on the home page to sign up.



Put in an email address and password, and then click “Sign Up”.

You should then be prompted to enter your home and work addresses, and then you’ll be ready to go!

NOTE: other users will not be able to see the exact address you enter, only the postal code or street. If you are worried about privacy, it is ok to use the address of a nearby coffeeshop or shopping centre!

You’re ready to start logging trips!

Getting Started

You've made your account, now it's time to start finding routes and logging trips! You can do all of that from your personalized dashboard.

The dashboard is organized into several sections:

- Announcements:** Features a megaphone icon and text about the new operating system, RideAmigos help guides, and the Jack Frost Challenge.
- Your Trip Options:** Includes a magnifying glass icon and the text "Explore resources & benefits".
- Rewards:** Features a gift icon.
- Achievements:** Features a shield icon with the text "Unlocked".
- Challenges:** Features a trophy icon.
- Resources:** Includes an information icon and a list of links: About Go Manitoba, About Green Action Centre, Good for Business, GoHappy Consulting, Learn More (for employers), and Emergency Ride Home.
- Personal Stats:** Features a plant icon and a table showing progress in trips, miles, CO2 saved, and money saved.

Trips	Miles	Pounds CO2 saved	\$ saved
0	0	0	0

Announcements:

Get the latest updates here!

Your Trip Options:

Your place to find and compare different routes or modes.

Rewards:

It pays to commute sustainably!

Achievements:

Unlock new badges as you log trips!

Challenges:

Join a challenge and push yourself to commute more sustainably.

Resources:

Got a question? The answer might be here! If not, email us at gohappy@greenactioncentre.ca.

Personal Stats:

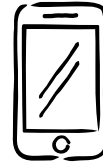
Watch your impact grow as you log sustainable trips!

How to Log a Trip

To log a trip, use the menu bar to navigate to the “Log” page. The icon for this page is three lines with a plus sign.

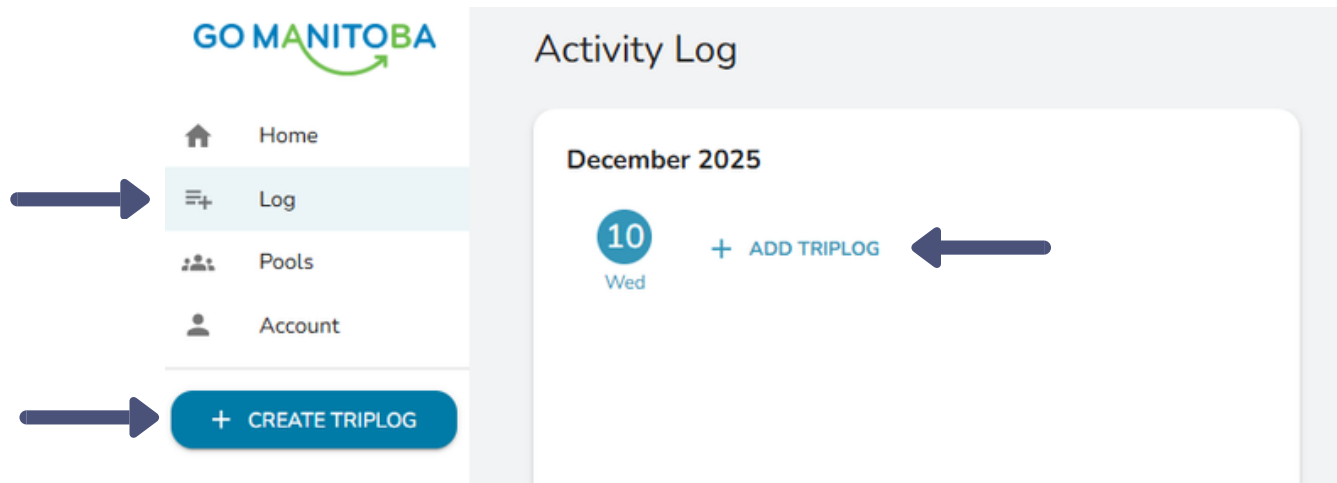


If you are using a **computer**, you can find this icon in the menu bar on the left side of the screen.



If you are using a **mobile device**, this icon will appear at the bottom of your screen.

To add a new trip, click the “add triplog” or “create triplog” button.



NOTE: if you are trying to add a trip for a different day than the one that appears when you first open the page don't worry! You will have the option to change the date on the next page.

The triplog button(s) will open up the menu below. You can select from the available modes, enter the date and time, indicate whether it was a one-way or round trip, and put in your beginning and end points (which will automatically calculate the distance travelled).

change your mode →

← select your trip date

← adjust your travel time(s)

← automatic distance calculation

indicate trip type →

enter your start and end points →

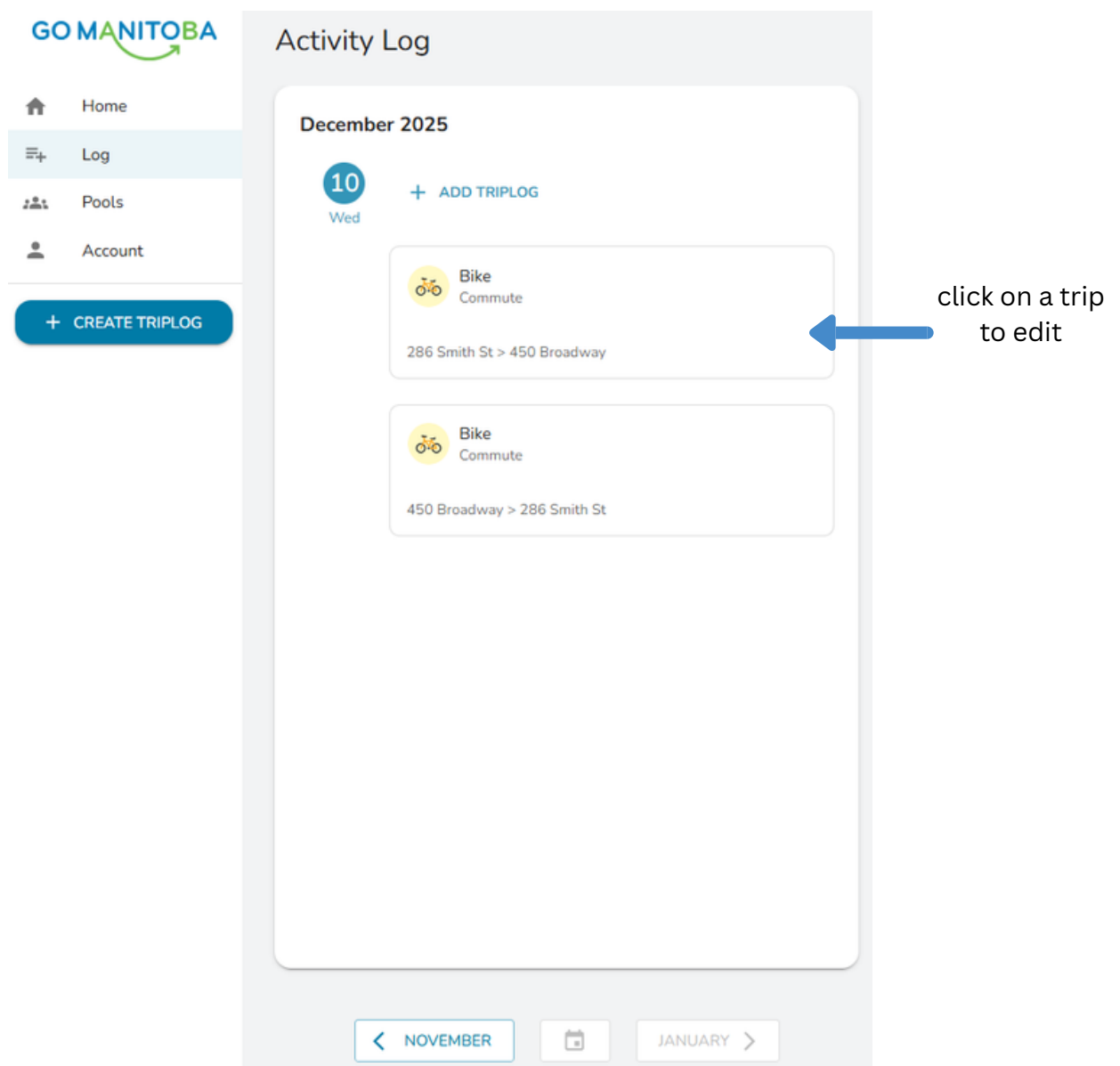
SAVE

The screenshot shows a web form for logging a trip. At the top, there's a 'Bike' mode selection with a yellow bicycle icon and a blue arrow pointing right. Below it is a link '+ ADD ADDITIONAL MODES'. A calendar for December 2025 is shown, with the 10th selected. Below the calendar are two buttons: 'ROUND TRIP' (highlighted in blue) and 'SINGLE TRIP'. Time selection fields for 'Arrive' (09:00 AM) and 'Depart' (05:00 PM) are present, each with a clock icon. The 'My Route' section lists two points: '450 Broadway Winnipeg, MB, R3C' and '286 Smith St Winnipeg, MB, R3C', each with a blue arrow pointing right. A 'Distance' field shows '1 mi'. At the bottom is a blue 'SAVE' button. Annotations with arrows point to various elements: 'change your mode' points to the 'Bike' mode; 'select your trip date' points to the calendar; 'adjust your travel time(s)' points to the time selection fields; 'automatic distance calculation' points to the distance field; 'indicate trip type' points to the 'ROUND TRIP' button; and 'enter your start and end points' points to the route list.

Once you are done entering your details, click “save’ to add the trip to your trip log calendar!

Edit Your Trip Log

If you need to edit or delete your trip, just click on it, make the necessary changes, and save. You can view previous trips using the month or calendar buttons at the bottom of the screen.



Your Trip Options

The “Your Trip Options” feature helps you find route options for your trips. Just enter your start and end points, as well as the date and time you want to leave to explore your route and mode options!

filter your
options

From 1225 St Marys Rd

To 450 Broadway

DEPART AT DEC 11, 11:09 AM

BEST OPTIONS EXPLORE MORE

filter your options →

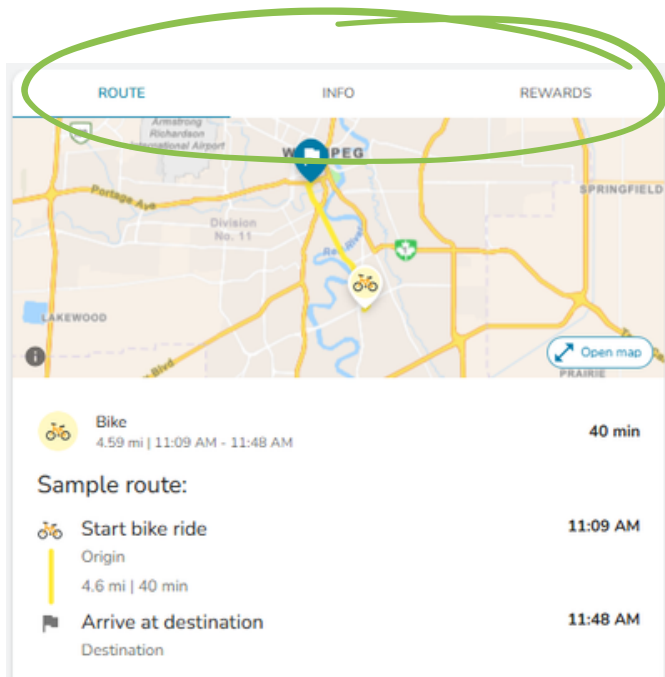
Bike (Top pick)
4.59 mi | 11:09 AM - 11:48 AM
40 min
Earn Rewards, Burn 229.8 cal, Save \$3.89, Save 4.19 lb CO2

Drive
4.75 mi | 11:09 AM - 11:26 AM
18 min

Carpool
7.37 mi | 11:09 AM - 11:35 AM
Alternative match
(27) 18 min
+ 19 more carpools available
Earn Rewards, Save \$0.87, Save 14.94 oz CO2

Transit
4.6 mi | 11:15 AM - 11:42 AM
(6) > (20) > (3) 28 min
Earn Rewards, Save \$1.96, Save 3.52 lb CO2

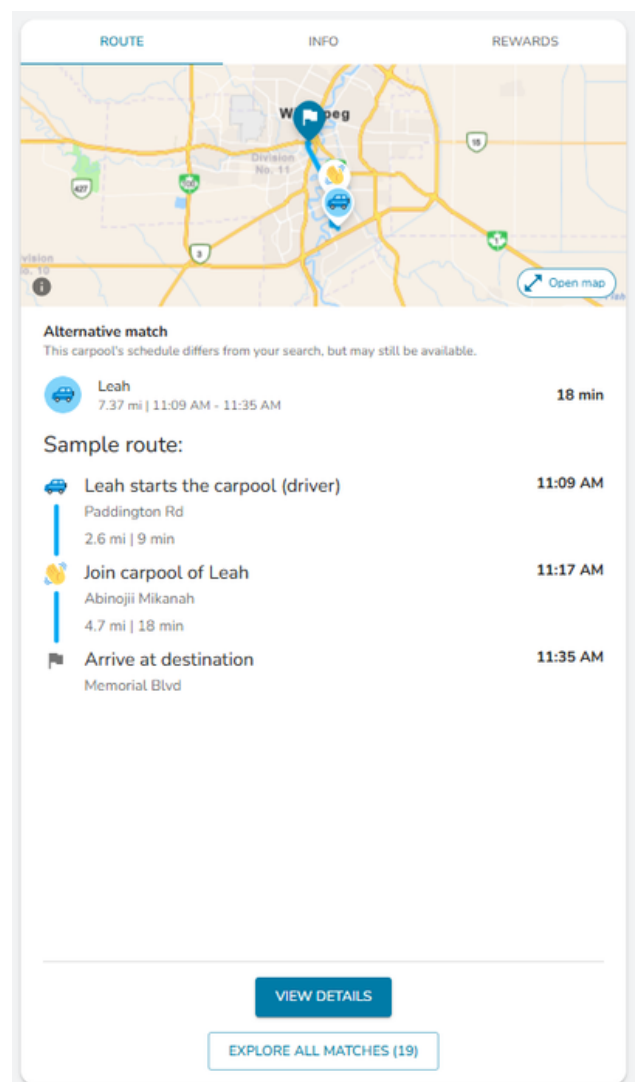
← compare
benefits of each
mode



You can click on each route option to get more information about your route, the amount of money of CO2 that you're saving, and any rewards that trip might qualify for.

If you select the carpool option, the platform will suggest a user travelling on a similar route.

If you think this might be a good fit for you, use the “View Details” button to learn more about this driver and send them a message. If you would like to look at other potential carpool matches, use the “Explore All Matches” button at the bottom of the page.



Rewards

The new GoManitoba Rewards system is an added incentive to choose sustainable commuting options and log your trips. There are multiple rewards programs available, with eligibility dependent on whether you have a free account or are part of a paid employer network.

The rewards program will be launching in August 2026!

General Rewards:

This program is open to all GoManitoba users and functions like a big raffle. It's simple— just log a sustainable commute (including walk, bike, carpool, transit, or telework) and you gain one entry. The more sustainable commutes you log, the more chances you have to win! At the end of each month, we will draw one lucky winner to receive a \$50 grocery gift card. The raffle will reset each month, so keep coming back for more chances to win.



Network-Related Rewards:

Our expanded rewards program is only open to GoManitoba users who belong to a paid partner network.* This program allows you to earn points as you log sustainable commutes, with one point earned for each trip, for a maximum of two points earned per day. You can then redeem your points for prizes at two different levels: 100 points earns you a \$10 coffee gift card, and 200 points earns you a \$20 grocery gift card.

Please note: there are a LIMITED number of gift cards available, so once all the available cards have been distributed we will unfortunately not be able to award more even if you have reached the threshold. You can see whether there are still gift cards available by visiting the info page for this rewards program under Rewards

* If you are not sure whether you belong to a paid network, don't worry– you will only see rewards options in your GoManitoba account that you are eligible to claim.

Important to Note for All Rewards Programs

- You do not have to register for either rewards program, all eligible trips will automatically be counted
- You can only log two trips per day towards a reward program (i.e. your trip to work/school and back home)

Challenges

In the “Challenges” section, you can find information about different challenges that are being facilitated by the Green Action Centre. This includes the Jack Frost Challenge, Commuter Challenge, and Gotober.

If you are part of a network, your manager may also choose to run network-specific challenges using this feature



These challenges all work a bit differently, so it is important to review the details for the specific challenge you would like to participate in to know how to participate fully. The guidelines for an upcoming challenge are generally available in GoManitoba a few weeks before it starts.

This section will just focus on the basic features of the “Challenges” section to provide a general overview of how it works.

Creating a Team

To create or join a team for a challenge, go into “Challenges” and select the challenge you would like to join. This page has information about the challenge, along with the challenge leaderboard.

To create a team, go into the Leaderboards tab and click “Create Team”

OVERVIEW

LEADERBOARDS

INFO



Get ready for the challenge!

Create or join a team now so you're all set to start on Feb 1.



+ CREATE TEAM

+ JOIN TEAM

This will bring up a box where you can enter your team name and description (optional). If you create a team, you are automatically assigned team captain. This means you will have to grant other members permission to join your team.

× Create team

Team Name

Green Action Centre - Sustainable Transportation

Description

We are the Sustainable Transportation Team at the Green Action Centre!

Team Captain

Lilja (You)

You are automatically assigned as team captain. This field cannot be edited.

CREATE TEAM

Joining a Team

To join a team, click the “Join Team” button on the previous page, and find your team in the dropdown list. This will bring you to a team information page, where you must click “Join Team” again. This will send a join request to your Team Captain. After they approve the request you’re ready to go!

NOTE: there are some challenges that you participate in as an individual. In these challenges, any eligible trips you log in GoManitoba during the challenge period are automatically counted-- you do not need to register specifically for the challenge to be entered

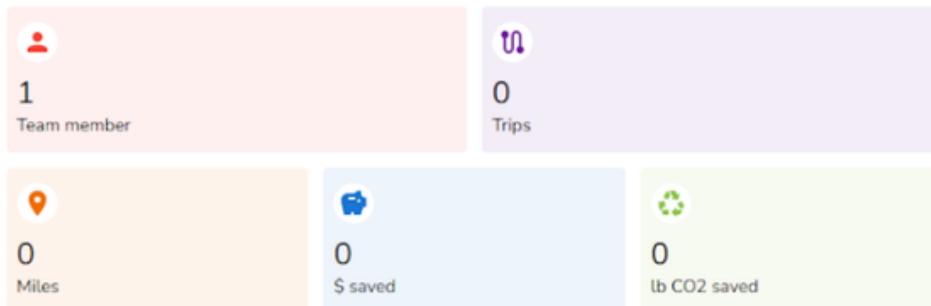
Viewing the Leaderboard

The Leaderboards tab is also where you can view rankings throughout the challenge. Use the buttons near the top of the list to switch between individual, team, and network rankings.



NOTE: in the team rankings, you can click on team to view their stats

Challenge stats



Details

We are the Sustainable Transportation Team at the Green Action Centre!

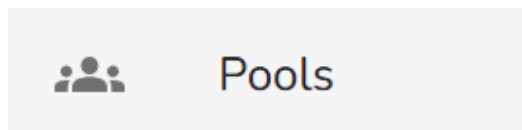
Team Captain

Lilja

 lilja@greenactioncentre.ca

Pools

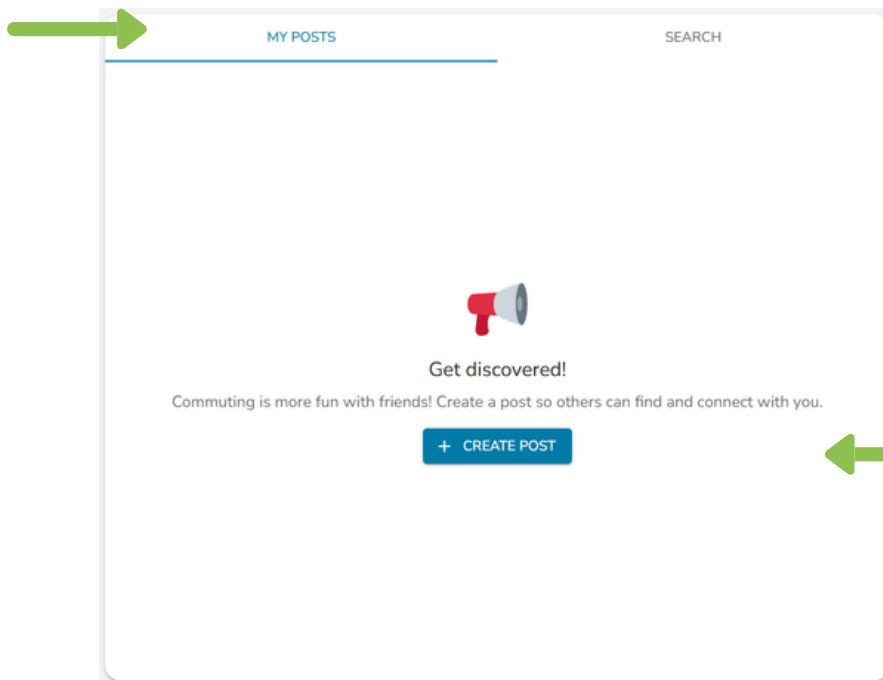
The menu icon with three silhouetted people is the “Pools” tab. This is where you can view available carpools, message potential carpool partners, or post your own carpool for others to join.



Posting Your Carpool

In the “My Posts” section, you can set up your own carpool for other users to view and join. To get started, just click “Create Post”.

navigate to the
“My Posts”
section



click
“Create Post”

This will bring up a box where you can fill in the details of your commute. These details will be visible to other users and help them determine whether you are a good carpool match

indicate what kind of pool this is (car, bike, walk, etc.)



Select A Mode



Routes

☐ Select origin



☐ Select destination



put in your start and end points (other users will see the street but not the exact address)



Schedule

☒ Repeating

☐ One time

Sun

Mon

Tue

Wed

Thu

Fri

Sat

select your days, and whether this pool occurs once or every week



Arrive

09:00 AM



Depart

05:00 PM



what time will you arrive at and leave your destination?



Notes

if there's anything else potential pool partners need to know, put it here



Optional notes visible to matches

*optional

Share With...



Selecting a specific network means your post is only visible to users in that network.

Everyone

Specific networks

decide whether this post is visible to all users or only those in your network (if you have one)



SAVE

Joining an Existing Carpool

In the “Search” tab, you can view other users’ carpools and send them a message if you think they might be a good match. The platform will automatically display the closest matches, and you can click on a pool to get more information or send that user a message.

filter by
pool type

The screenshot shows the 'SEARCH' tab of the GO MANITOBA app. At the top, there are two tabs: 'MY POSTS' and 'SEARCH'. Below the tabs are two input fields: 'From 1225 St Marys Rd' and 'To 450 Broadway'. Below these is a filter icon and the text 'ANYTIME'. A horizontal row of filter buttons is shown: 'Carpool (223)', 'Walkpool (0)', 'Bikepool (6)', 'Transitpool (0)', and 'Vanpool (0)'. A green arrow points from the text 'filter by pool type' to the 'Carpool (223)' button. Below the filters are three carpool listings. Each listing includes a car icon, a date, a route (From/To), a schedule (Mon-Fri, Fri, Mon, Wed, Fri), and a time range. At the bottom of each listing are two buttons: 'I'm a Rider!' and 'Common networks'. A green arrow points from the text 'indicates whether the user is a rider or driver, and whether you share any common networks' to the 'Common networks' button in the first listing. The third listing has a button that says 'I'm a Driver or Rider!'.

indicates
whether the
user is a rider
or driver, and
whether you
share any
common
networks

My Account

In the “My Accounts” tab, you can adjust your personal settings. Can’t find the setting you’re looking for? Check the list below for some quick answers or send us an email at gohappy@greenactioncentre.ca.

I’ve moved and need to update my address. Where can I do that?

You can update your home or work address on the “Addresses” page.

I want to unsubscribe from GoManitoba emails. How do I do that?

You can change your email settings on the “Email Preferences” page. The platform allows you to opt in or out of different email lists (like those pertaining to challenges or carpooling) by just checking or unchecking the corresponding box.

I am seeing imperial units of measurement. Can I switch to metric?

If your account has defaulted to imperial, you can change this under “Visual Preferences” along with your default currency.

I want to sync my GoManitoba with Strava. Where can I do that?

You can add your Strava account in the “Connected Apps” page.