



## COMMUTER CHALLENGE CAPTAINS – HOW TO SET UP A WORKPLACE NETWORK

If you haven't already heard, Missoula In Motion just unveiled a new website and logging tool that will make the Commuter Challenge SO MUCH EASIER for both captains and teams – we can't wait to share it with you! New features include:

- **one-click, mobile friendly trip logging** for multiple trips at a time
- a state-of-the-art **carpool matching web platform**
- an interactive **trip planning** interface where you can compare all of your transportation options in one place
- bike routes based on level of comfort
- ...and so much more!

Each team in the Challenge will have its own **Workplace Network** in the new tool and you, as captain, will be the **Network Admin**. The trip logging process is now super simple and easy to navigate, so we're pretty confident that both you and your team will be able to figure it out on your own. (But we are always here to help if needed 😊)

**\*\*We strongly encourage you to sign up and familiarize yourself with the new tool BEFORE the challenge starts and encourage members of your team to do the same!\*\***

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**To get your Workplace Network up and running, please follow these simple steps:**

### **I. SIGN UP FOR WAY TO GO MISSOULA!** (some of you may have already done this)

- Register for Way to Go! Missoula and join your workplace network by going to [WaytoGo.MissoulaInMotion.com](http://WaytoGo.MissoulaInMotion.com). \*If your workplace is not in our list of networks, shoot me an email I will add it for you.
- Once registered, we will take care of assigning you as a Network Admin for your Workplace Network. If you send me a quick email to let me know you've registered, I can get you set up right away.

### **II. UPDATE PROFILE INFORMATION FOR YOUR NETWORK**

1. Log in to [WaytoGo.MissoulaInMotion.com](http://WaytoGo.MissoulaInMotion.com)
2. Select the "Network Admin" tab and select your workplace network from the drop down menu
3. Select the "Edit" tab
4. Update the profile with your workplace's information:
  - a. **Name** and **location**, are pretty self-explanatory 😊
  - b. **Company size** should be the # of ALL employees at your workplace (not just those who participate in the challenge).

- c. You can leave the “**tags**” section blank – we won’t be using that.
- d. Decide whether you want your network **public** (anyone can join) or **private** (users can only join if you invite them via email).
- e. Fill out the “**Message to non-members before joining**” section (you can use template below). This is what your co-workers will see when they join via the **Shareable Join URL** that you will send them next week (explained in the next section).
- f. Fill out the “**Message to current members**” section. (a template for this section is included below as well).

Template for “**Message to non-members before joining**” section: (feel free to copy and paste the template message below into the corresponding section of the website)

*Missoula In Motion’s annual COMMUTER CHALLENGE is right around the corner! Join the (NAME OF YOUR WORKPLACE) Team to start logging sustainable commute trips and earning rewards. Plus, Missoula In Motion just launched a new program that offers innovative commuter tools including:*

- **one-click, mobile friendly trip logging** for multiple trips at a time
- a state-of-the-art **carpool matching web platform**
- an interactive **trip planning** interface where you can compare all of your transportation options in one place
- bike routes based on level of comfort
- ...and so much more!

SIGN UP for the 2017 COMMUTER CHALLENGE MAY 1- 14!

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Template for “**Message to current members**” section: (feel free to copy and paste the template message below into the corresponding section of the website)

*Missoula In Motion’s annual COMMUTER CHALLENGE is coming up May 1 – May14. Make sure to log ALL of your sustainable commute trips during the two week challenge so you can WIN individual prizes and help our team WIN! In order for our team to achieve perfect participation, EVERYONE needs to log just ONE TRIP ONE TIME. Bus, walk, bike, carpool or vanpool just ONE time - that’s it! We can do it! The theme for this year’s challenge is BINGO, so stay tuned for more information about individual BINGO prizes, team prizes and this year’s TWO Commuter Challenge parties!*

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### III. INVITE CO-WORKERS TO JOIN YOUR NETWORK:

This is something we will have you include in the first email that you send to co-workers. You will need to insert your workplace-specific **Shareable Join URL** which will make it super easy for your co-workers to sign up and join the challenge.

- To get your URL, go to the “edit” tab within the “Network Admin” section of the website (refer to steps 1-3 in Section II).

- Click to “Copy” the Shareable Join URL in the upper right hand of the screen. This is what you will paste into the first email you send to your co-workers. Again, you will want to have the “**Message to non-members before joining**” section filled out BEFORE sending out the URL.