

Commuter Challenge 2019

Guide for First-Time Commuter Captains

2019 UM COMMUTER CHALLENGE: February 4 - 15



Follow these steps to get your team set up for the Challenge:

1. REGISTER for Way to Go! Missoula

Go to missoulainmotion.com and click the black "Log Your Trips" tab in the upper right hand corner. Then set up an account and search and select University of Montana in the "networks" tab.

2. Email Kauge@ci.missoula.mt.us and request to be the "Network Admin" for your Department. We will likely need to add your Department as a Subnetwork within UM.

3. Update Profile for your Workplace Network:

Once your request to be a Network Admin is approved, you will be able to select your Department from the "Manage" top tab in your Way to Go! Missoula account. From there select the "Edit" tab and update:

- Organization/Company Size
- Location
- Network is Public (anyone can join) or Private (must be invited)

Description

write your own or copy and paste template below:

*Join Way to Go! Missoula to start logging sustainable commutes and errands!
> Earn prizes! Track your impact in amount of CO2 diverted, calories burned, miles traveled, etc. Connect with carpoolers, find bus routes and more!*

Message to non-members

write your own or copy and paste template below:

Missoula In Motion's Campus Commuter Challenge is February 4th - 15th! Sign up for Way to Go! Missoula so you can participate!

Message to current members

write your own or copy and paste template below:

Missoula In Motion's Commuter Challenge is February 4th - 15th! Our goal is to get EVERY EMPLOYEE in our department to try riding the bus, carpooling, biking, walking, riding vanpool or telecommuting just ONE TIME during the challenge.

4. Get your team members signed up! [Link to email template to send to new team members](#)

You can use our template emails to send to your team throughout the challenge - or you can write your own. The first email requires you to insert your workplace-specific [Shareable Join URL](#) which automatically joins any individuals who register for Way to Go! Missoula via the link to your Workplace Network. The [Shareable Join URL](#) specific to your Network is in the "Edit" page for your Workplace Network (refer to the steps #3 to get to the "Edit" page).

5. Familiarize yourself with Way to Go! Missoula

Helpful How-to videos:

- Logging sustainable trips
- Saving Favorite Trips
- Using the Commuter Tracker App
- Find and create Carpools

