

Commuter Challenge 2018

Guide for First-Time Commuter Captains

2018 COMMUTER CHALLENGE: MAY 6 - MAY 19



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 your workplace in the "networks" tab. If your workplace is not an option, email Kauge@ci.missoula.mt.us.

2. Email Kauge@ci.missoula.mt.us and request to be the "Network Admin" for your workplace.

3. Update Profile for your Workplace Network:

Once your request to be a Network Admin is approved, you will be able to select your Workplace from the "Network Admin" 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 Commuter Challenge is May 6th - 19th! 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 May 6th - 19th! Our goal is to get EVERYONE at our workplace to try riding the bus, biking, carpooling, 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



Commuter Challenge 2018

Guide for Returning Commuter Captains

2018 COMMUTER CHALLENGE: MAY 6 - MAY 19



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

1. UPDATE the information for your Workplace Network

- Go to missoulainmotion.com and click the black "Log Your Trips" tab in the upper right hand corner to get to Way to Go! Missoula, then login to your account.
- Select your workplace from the drop down menu in the "Network Admin" tab and, from there, go to the "Edit" tab. *This is where you can find your [Shareable Join URL](#) to paste in template email in step #2.
- Make any necessary changes to Organization/Company Size, Location, etc.
- Update the following fields:

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 Commuter Challenge is May 6th - 19th! 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 May 6th - 19th! Our goal is to get EVERYONE at our workplace to try riding the bus, biking, carpooling, walking, riding vanpool or telecommuting just ONE TIME during the challenge.

2. Invite New Employees: [Email Template to Invite New Employees](#)

Luckily, anyone who participated in the Challenge last year will already be in the system. For first-time participants, send them an email explaining the challenge and inviting them to sign up. Write your own, or copy and paste the template email linked above. Be sure to update the sections highlighted in orange with your workplace information.

3. Delete Former Employees from your Workplace Network:

To see who is in your Network: log into your Way to Go! Missoula account and select your Workplace from the drop-down menu in the "Network Admin" top tab. From there select the "Members" tab. Review the people in your Workplace Network to verify they are all current employees and Remove anyone who is not currently employed there.. In addition to deleting the names of employees no longer working with you, there may be others listed who joined your network mistakenly - this is especially likely if your Network is public.

4. Helpful How-To Videos to Share with Team:

[Logging sustainable trips](#) ■ ■ [Saving Favorite Trips](#) ■ ■ [Using the Commuter Tracker App](#) ■ ■ [Find and create Carpools](#)



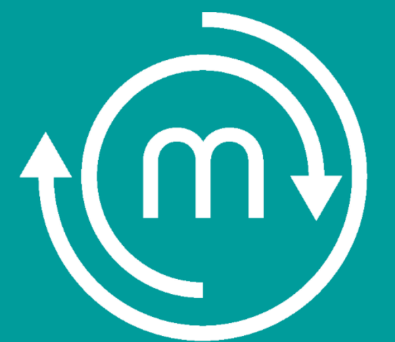


Commuter Challenge 2018

THE RULES

REGISTER FOR THE CHALLENGE: missoulainmotion.com

Sign Up. Commute Sustainably. Log Trips. Earn Rewards.



missoula in motion

2018 COMMUTER CHALLENGE: MAY 6 - MAY 19

Sustainable Commute: using any mode **other than driving alone** (bike, bus, carpool, vanpool, telecommute, walk, skateboard, etc.)

Commute: Commuter Challenge focuses specifically on your **daily commute to and from your workplace**. While we strongly encourage using sustainable travel modes throughout the day to run errands, go to lunch, etc. (these can be logged as "errands" with Way to Go! Missoula) these additional trips **will not** be counted in this particular challenge.

Carpool: Defined as a ride shared by two or more ***eligible*** drivers. So, if you are dropping your 16 year old licensed driver off at daycare, then that can count as a carpool.



CARPOOL



BIKE



TELECOMMUTE



WALK



BUS



VANPOOL

Commuter Challenge Team: **Everyone** at your place of employment, even those who do not participate in the challenge. (There are some exceptions to this for larger workplaces that are broken up into smaller teams by department. You know who you are!).

Out of the Office/Traveling Employees: The Commuter Challenge seeks to impact the regular commute in our Missoula County air shed. Employees who are still working but are not physically coming to the office because they are traveling outside of our air shed should **not** log their trips as normal. Instead, they can use the "Compressed Work Week" option in the "Mode of Travel" section. They can use the mileage of their regular daily commute.

INDIVIDUAL AWARDS:

10 Day Medalist: Log sustainable commutes everyday of the challenge

Best Social Media Presence

Best Carpool/Vanpool Selfie: small group



TEAM AWARDS:

All-Star Team: Everyone logs a sustainable commute

Best Team Photo

Most Improved Team



WINNING the Commuter Challenge

May 6 - May 19

Sign up. Commute Sustainably. Log Trips. Earn Rewards.

TEAM CATEGORIES

Winning your SIZE CATEGORY:

- To even out the competition, teams are divided up into category based on size.
- If you are the ONLY team in your category to achieve All-Star Team status (you get every single person at the workplace to log a sustainable commute) then you WIN.
- If more than one team achieves All-Star status, then the team whose members collectively log sustainable trips the most number of DAYS during the challenge WINS.
- During the Challenge, Way to Go! Missoula Leaderboards offer real-time tracking of the number of days the members of each team have logged sustainable commutes.

MOST IMPROVED TEAM:

- Make Commuter Challenge 2018 your best yet!

BEST TEAM PHOTO:

- Enter your best shot by tagging #missoulainmotion on Social Media.

INDIVIDUAL CATEGORIES

10 DAY MEDALIST:

- Commute sustainably every single day of the Challenge (10 days total) and be rewarded with a FREE CONE AT SWEET PEAKS!

INDIVIDUAL MEDALISTS:

- Complete the Gold, Silver or Bronze Medalist Training Plans to be eligible for prizes. [Download Training Plans](#)

BEST SOCIAL MEDIA PRESENCE:

- Tag #missoulainmotion on all your Commuter Challenge posts

BEST CARPOOL/VANPOOL SELFIE:

- Tag #missoulainmotion on all your Commuter Challenge posts

PRIZES include team pizza parties, \$50 gift cards to local businesses and more!



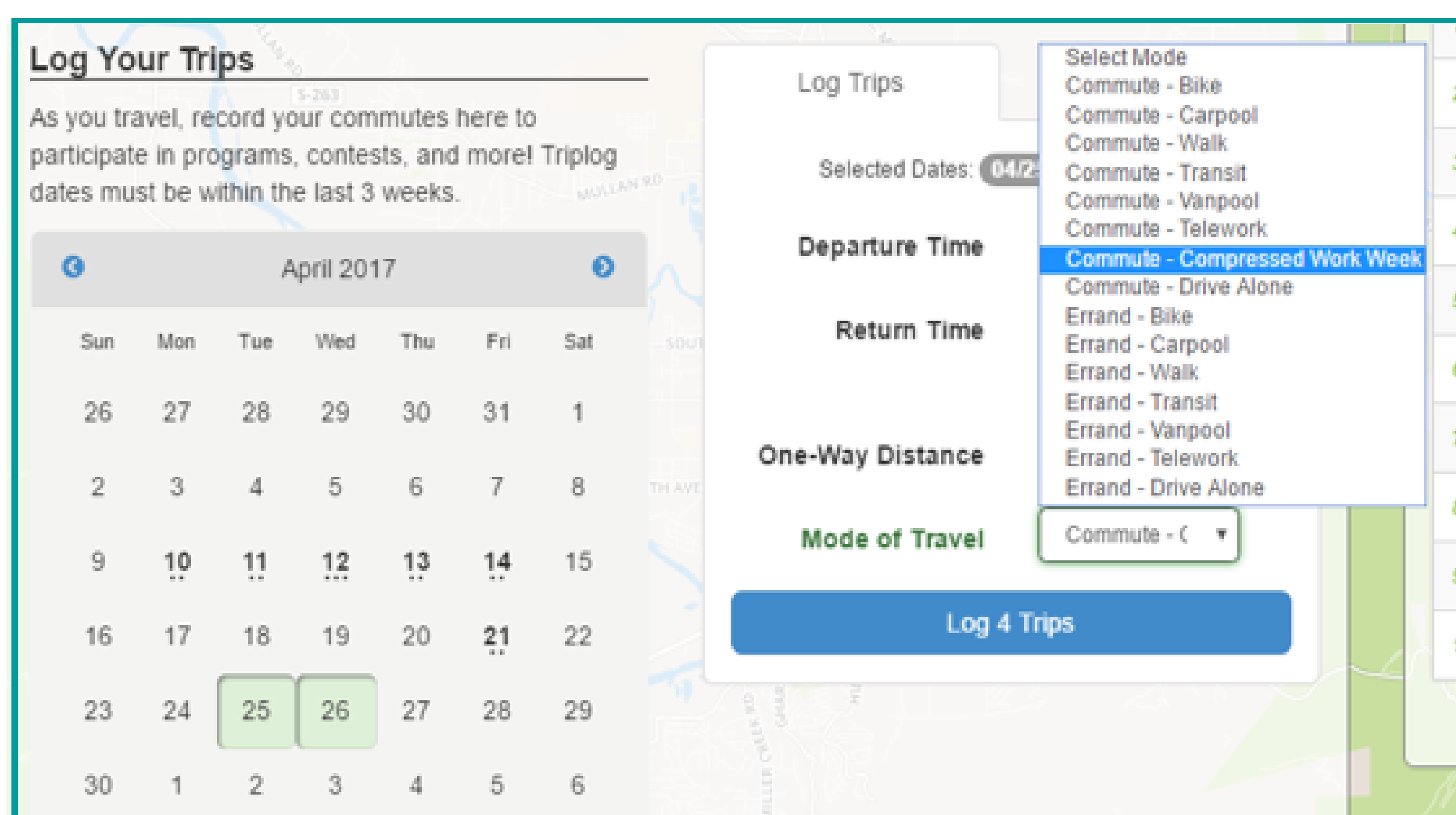
How to be a 10 Day Medalist if you do NOT work a typical 5-day work week May 6 - May 19

10 DAY MEDALIST

Log 10 sustainable commutes between May 6 and May 19. Win free Sweet Peaks.

If you are not scheduled to work 10 days between Sunday May 6th and Saturday May 19th, you can still achieve the highly coveted 10 Day Medalist status - and win free ice cream! **Simply follow these steps:**

1. First, go ahead and log the trips for the days you did work (if you did in fact use sustainable transportation on those days).
2. For the additional number of days you need to log a trip in order to have a total of 10 round trips, log a round trip for each of those days and select "Commute - Compressed Work Week" as your Mode of Travel (see image to the right).
3. In the "One-Way Distance" section, list the mileage for your normal daily commute



Log Your Trips

As you travel, record your commutes here to participate in programs, contests, and more! Triplog dates must be within the last 3 weeks.

Selected Dates: 04/25 - 05/01

Departure Time:

Return Time:

One-Way Distance:

Mode of Travel:

Log 4 Trips

Select Mode

- Commute - Bike
- Commute - Carpool
- Commute - Walk
- Commute - Transit
- Commute - Vanpool
- Commute - Telework
- Commute - Compressed Work Week**
- Commute - Drive Alone
- Errand - Bike
- Errand - Carpool
- Errand - Walk
- Errand - Transit
- Errand - Vanpool
- Errand - Telework
- Errand - Drive Alone

Here's an example:

Connie the Commuter is a nurse and she is only scheduled to work 3 days for both the week of May 6 - 12 and the week of May 13 - 19. She commutes by bike each of the 6 days that she works a shift. Connie would first log the 6 trips for the days that she actually worked, entering her One-Way Mileage and selecting "Commute-bike" as her Mode of Travel. Next, she would select any 4 additional days between May 6 - 19 (10days total - 6 days worked = 4 days that need sustainable commutes logged). For those 4 days, Connie would log a trip and select "Commute- Compressed Work Week" as her Mode of Travel.

Questions? Contact us: 406-552-6731 / mim@missoulainmotion.com





Commuter Challenge LEADERBOARDS Explained

May 6 - May 19

Sign up. Commute Sustainably. Log Trips. Earn Rewards.

How the Leaderboards work:

- During the Challenge, Way to Go! Missoula Leaderboards track the percentage of DAYS (not trips) that your team members DID LOG sustainable trips out of the total number of days that they COULD HAVE logged sustainable trips - which is 10.
- Leaderboards adjust the total potential number of eligible days for each of the 2 weeks of the challenge. So for week 1, the percentage is out of a total of 5 eligible days per person. Then, in week 2, they shift to representing a percentage of the total potential number of days for each person being 10 days.
- Leaderboards offer real-time tracking, updating each time a participant logs a sustainable commute.

Confused? Here's an example:

- Team X has 10 people at their workplace.
- Each member of Team X can commute sustainably a total of 10 potential days during the Challenge (5 days in week 1 and 5 days in week 2).
- Let's say that at the end of week 1, all 10 members on Team X logged a sustainable commute every single day of the week. All together, the team has logged sustainable commutes a collective total of 50 days (10 members x 5 days each = 50). At the end of week 1, their Leaderboard will state they are at 100% since the total eligible days for week 1 is 5 days per person.
- When week 2 starts, their 100% will automatically update to 50%, because for week 2 the total number of eligible days jumps to 10 eligible days for each person.
- This number will go up as team members log sustainable commutes during week 2 of the Challenge.

One more thing!

- On the Leaderboard, you can select a Team from the list to see the stats for the individuals on that team. The numbers listed here include ALL of the TRIPS (not days) logged by the members of that team, including errands. These numbers ARE NOT used to calculate the percentages on the Leaderboards.

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We apologize for the confusion caused by the Leaderboards and
THANK YOU for your patience!

