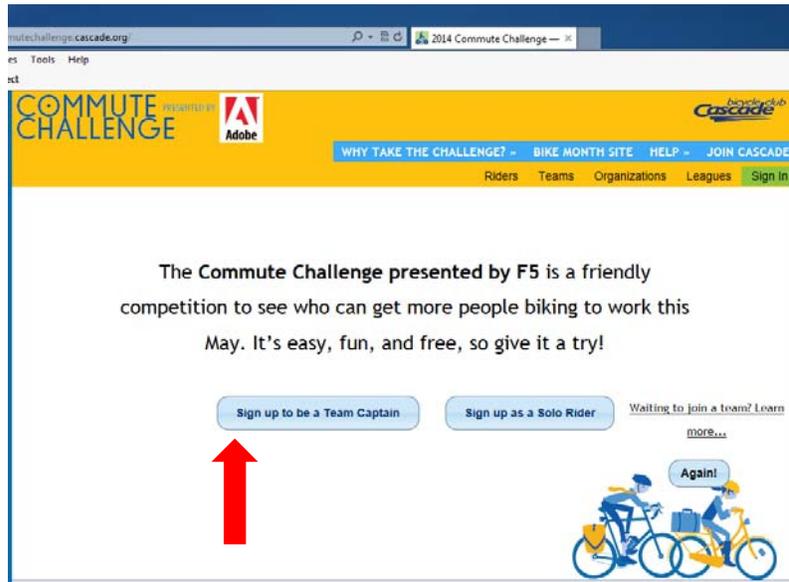


2014 FEDERAL BIKE TO WORK CHALLENGE

To start a team:

1. Go to <http://commutechallenge.cascade.org/> [Cascade Bicycle Club provides the website for the Federal Bike to Work Challenge]
2. Click on 'Sign up to be a Team Captain'



3. If you participated last year, click 'sign in' and login with last year's email and password. (Forgot your password? Don't worry, click 'forgot password?' enter your email, and a new password will be sent to you. Login with your email and password). Go to step 4.
If you are new to the Challenge, enter your email which will function as your username to log the trips.

A screenshot of the 'CHALLENGE REGISTRATION' form. The form is titled 'CHALLENGE REGISTRATION' and has a dark blue background with white text. It is divided into two sections. The first section is titled 'Signing up as a team captain' and contains the text: 'Enter your email address to get started. We'll send you an activation email within minutes.' Below this is a text input field labeled 'Your Email' with a white background and a blue border. Below the input field is the text 'Not case sensitive'. The second section is titled 'Participated last year?' and contains the text: 'If you participated last year, you're already registered. Simply sign in with the email address you used last year (you can change this later).' At the bottom of the first section is a button labeled 'Sign me up'.

4. If new to the Challenge, go to your email inbox (or spam box) and open up mail from commutechallenge@cascadebicycleclub.org. Log in.

(image above is similar for new participant or returning captain)

Complete your profile which requires:

- Participation level=>Participating is free by clicking 'Ride your way: participate for free or give a different amount'
- Creation of a password or changing your password
- First and last name, and optional nickname which can shield others from seeing your name
- Whether you are a member of the Cascade Bicycle Club, which administers the webpage
- Your home zip code and workplace zip code
- IMPORTANT: Work organization. For 'What organization do you work for? Please enter the federal department or agency (for example, U.S. Department of the Interior, U.S. Department of Energy). Note, that as you type in the box, agency names that have been used previously will appear. Unfortunately multiple names are available for the same agency such as U.S. Department of Interior, U.S. Department of the Interior, DOI, and US Geological Survey, DOI. In this example, please use the name U.S. Department of the Interior. It will make compiling the results much easier.
- Click, yes, you are a federal employee
- Tell us if you are a new commuter (this is optional, but nice to know)
- Enter your one-way commute distance in miles to compute number of miles biked.

(NOTE: the Challenge is free and there is no obligation to donate to or join the Cascade Bicycle Club, which is allowing the use of their website by federal agencies).

Click 'Finish Sign-Up' if a new participant or 'save changes' if you participated before.

5. Create your team. If a returning participant, click 'create a team' below the stats window.
 - a. Enter the team name
 - b. Enter or select organization (for example, U.S. Department of the Interior) if it is blank
 - c. Enter or select department, agency or work group (which is a bureau under a federal department, for example, U.S. Geological Survey). Again this helps to compile results at the bureau or sub-department level. If you don't see an organization name that matches yours, continue typing and create a new one, but please limit the uses of abbreviations.
 - d. Select the league, Federal Bike-To-Work Challenge
 - e. Gear for captains. A packet for a team captain is not required for participation by checking 'I do not need a packet.' If you would like one, which contains a T-shirt and bike commuting information, you sign up for a date and location to pick it up if you live in the Seattle, WA area, or pay for it to be shipped to you.

[My Trip Log](#)
[My Profile](#)
[My Team](#)
[Riders](#)
[Teams](#)
[Organizations](#)
[Leagues](#)

Create a team and invite others!

The challenge is really a team-based event. While it's possible to compete as a "solo rider", we encourage you to form a team and in your workplace to join as teammates!

Team details

Your company / team

Team Name* ← Enter your team name

What organization do you work for?*

← U.S. Department of the Interior

Start typing. If your organization is in the list, pick it; otherwise, a new one will be created. Your organization is the largest entity in your organizational hierarchy (e.g. Boeing, University of Washington, City of Seattle, Seattle Children's). If you are not affiliated with an organization, please enter 'Individual' or enter your neighborhood (e.g. Seattle-Fremont).

Department, agency or work group (if any)

← Bureau within department, please limit abbreviations

Start typing. If your unit is in the list, pick it; otherwise, a new one will be created. (e.g. Commercial Aviation Services, School of Medicine, Department of Transportation, Radiology)

Leagues

Select the leagues you want your team to join from the dropdown menu or create a new one just by writing its name.

Select a league ← Choose Federal Bike-To-Work Challenge

By all teams in the same federal agency using the same organization name (U.S. Department of the Interior) and department/agency/workgroup (for instance a bureau, such as U.S. Geological Survey), tabulation at the organization and sub-department level is facilitated.

6. On the next screen you can invite colleagues to join your team by adding emails under 'Invite a co-worker to join'. The list of invited co-workers will be shown below. If you choose not to invite co-workers now, you may invite them when you log in to the website again at <http://commutechallenge.cascade.org/accounts/login/> and click 'My Team', then 'Manage Team'

mutechallenge.cascade.org/team/5604/manage/

es Tools Help
ect

COMMUTE CHALLENGE PRESENTED BY Adobe

HOME WHY TAKE THE CHALLENGE? BIKE MONTH SITE HELP JOIN CASCADE

My Trip Log My Profile My Team Riders Teams Organizations Leagues Sign Out

To help you lead your team to victory, we've put together a [team captain toolbox](#) including sample timeline and inspirational ideas.

Your team must have between 4 and 10 riders to show up in the rankings. Invite someone now!

Your team has been updated.

Invite a co-worker to join
Enter one email address at a time, and we will send an invitation! Take care to enter the correct email address; delivery problems may not be reported back to you.

Invite

Team Roster

Team member	View/Manage trip log	Last login	Remove
To remove a team member, check the boxes next to their names and click the button below. NOTE: Captains will not show up in this list. You cannot undo this, so make sure before you click!			
Remove Selected			

Team details

[View team profile](#)

Your team & workplace

Name*
Nameless

Organization*
U.S. Department of the Interior

Start typing. If your organization is in the list, pick it; otherwise, a new one will be created. Your organization is the largest entity in your organizational hierarchy (e.g. Boeing, University of Washington, City of Seattle, Seattle Children's). If you are not affiliated with an organization, please enter 'Individual' or enter your neighborhood (e.g. Seattle-Fremont).

Department, agency or work group (if any)
U.S. Geological Survey

Start typing. If your unit is in the list, pick it; otherwise, a new one will be created. (e.g. Commercial Aviation Services, School of Medicine, Department of Transportation, Radiology)

Captain _____

- Your team should already be part of the Federal Bike-To-Work Challenge league. You can confirm this by clicking on 'My Team' in the top bar. At the bottom of the team stats is the team Organization, Group, and Leagues. If your team is not part of the Federal Bike-To-Work Challenge, add your team to the Federal League by clicking on the 'Leagues' tab at the top of the webpage. Click on the league: 'Federal Bike-To-Work Challenge'. Click on the button, 'Join this league.'

COMMUTE CHALLENGE PRESENTED BY Adobe

HOME WHY TAKE THE CHALLENGE? BIKE MONTH SITE HELP JOIN CASCADE

My Trip Log My Profile My Team Riders Teams Organizations **Leagues** Sign Out

League: Federal Bike-To-Work Challenge

All leagues

Join this league

Search:

65 teams. Change sort order by clicking on a column header.

Name	Riders	New bike commuters	Trips	Miles	Rate
Woody Guthrie Fan Club	3	0	38.5	235	70.6%
FMA	10	2	63.5	1120	38.6%
Ghost City Rollers	1	0	7	168	35%
NASWI Riders	0	0	54	617	29.2%

This allows bicycle commutes by federal employees to be compiled nationwide for the Federal Bike-To-Work Challenge

8. If you wish to create leagues to compile commuting statistics by office or other organizational unit, you can also create other leagues or join more than one league
 - If you do not find a league for your bureau or office or unit, and wish to create a new league
 - Click on 'Leagues' at the top of the webpage
 - Type in the name of the league and click 'create a new league'
 - Make sure to inform others in your unit or office to join the new league
9. To log your trips when you are logged into the website, click on the 'My Trip Log' tab. You can read about how to log trips here or at the top click on 'go to Trip Log' to log a trip. A trip is logged by clicking on the day of the calendar and noting whether it is a roundtrip, one-way trip, a work day that you did not bike on, or not a work day. Note days more than one week in the past are locked and cannot be logged. Therefore try to log your trips daily.