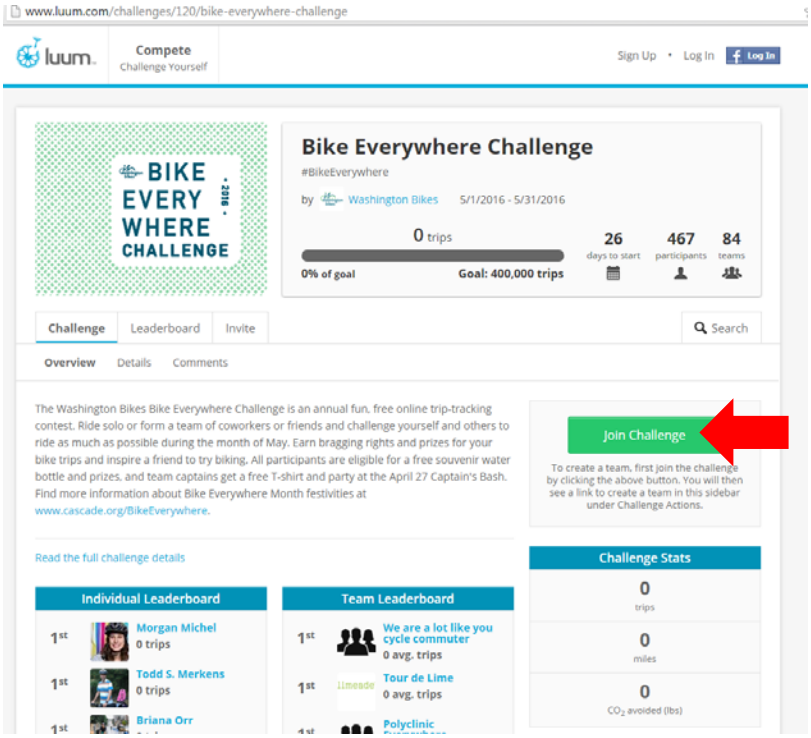
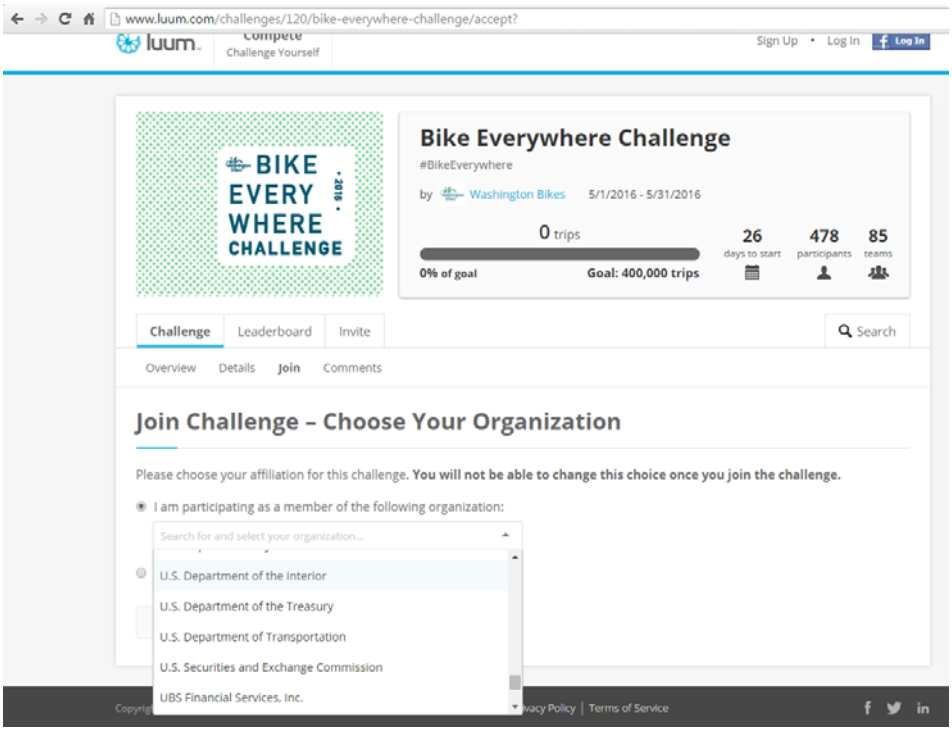
Federal Bike Challenge

To Start a Team:

1. Go to http://www.luum.com/challenges/120/bike-everywhere-challenge [Cascade Bicycle Club/Washington Bikes provides the website through Luum for the Federal Bike Challenge]
2. Click on 'Join Challenge'



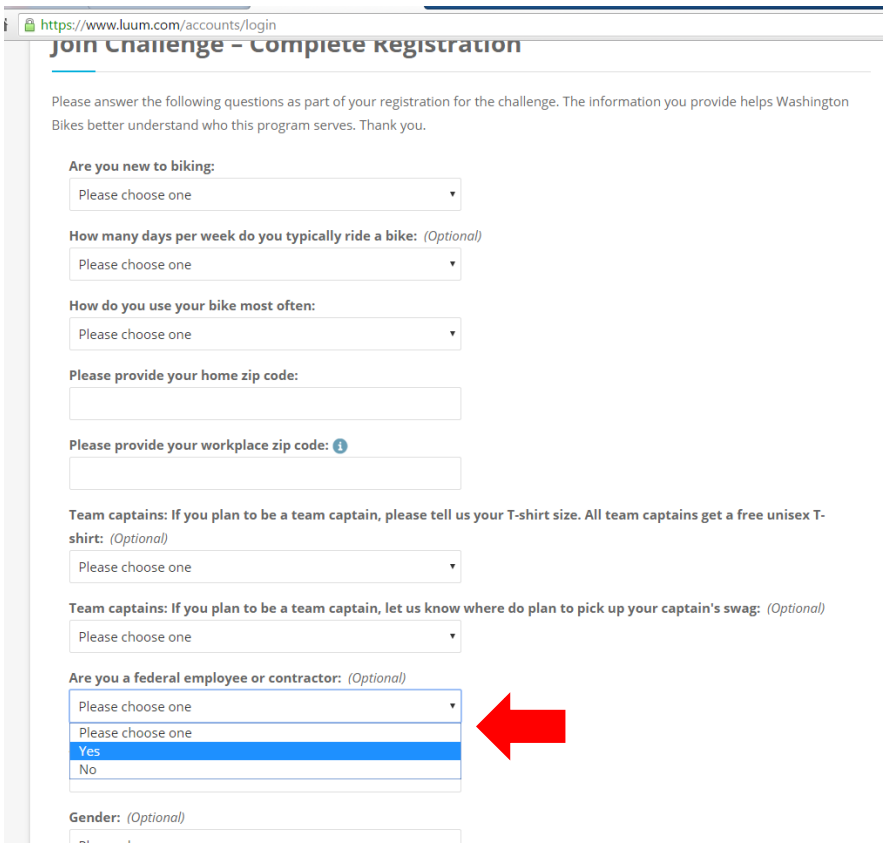
3. Choose your organization which is the department you work for (for example, U.S. Department of the Interior). Bureaus, offices, sub-units within your department can be identified later in registration.
4. Click Next



5. Log in or create new account. Accounts from previous years may be recognized if you remember your email and password.
6. On the next screen, at a minimum, complete the required items PLUS the federal employee or contractor question:

   IMPORTANT: select yes to 'Are you a federal employee or contractor.'

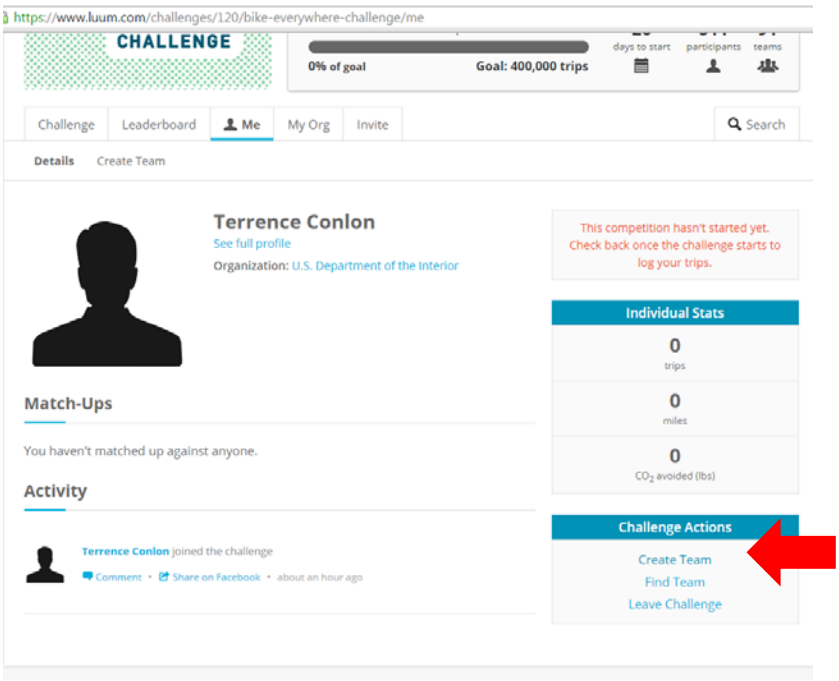
- If you are new to commuting by bike to work, please identify yourself as new to biking. It will be helpful when compiling results if you would also enter the zip codes for your commuting starting and ending points (usually home and work).
  Participation level: choose 'no thanks' to participate for free.



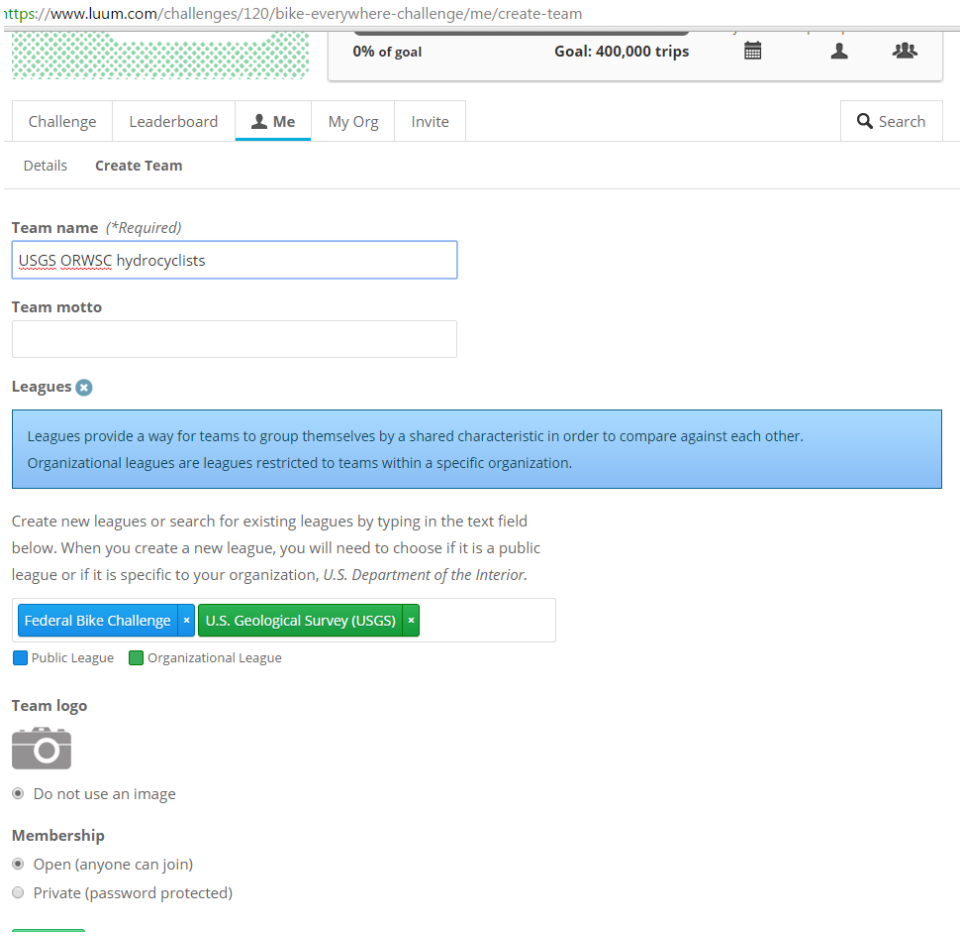
7. Click 'Join Challenge'

You have joined the Challenge. Next create your team.

8. Click Create Team:

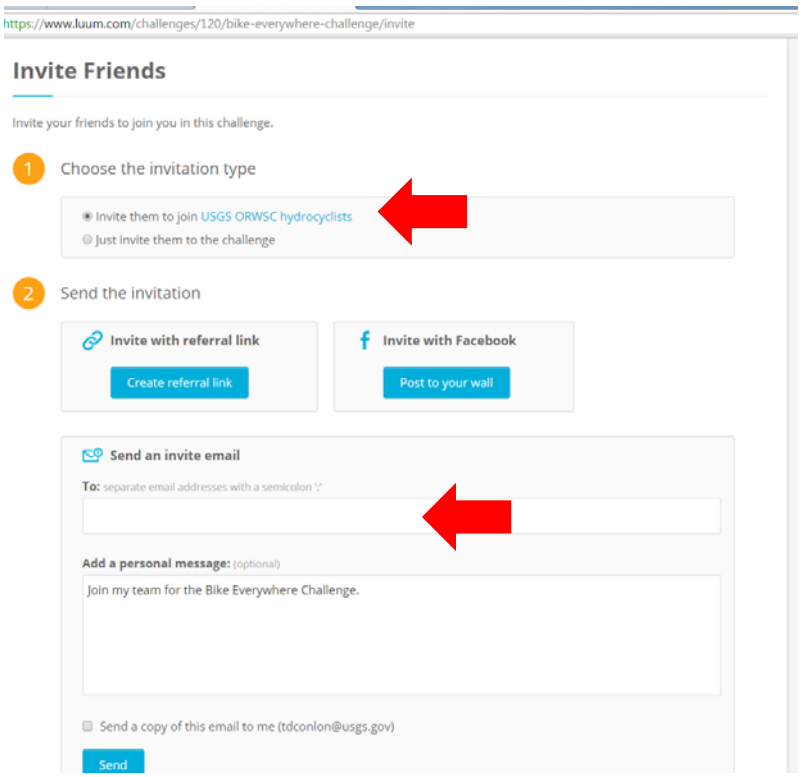


9. Enter team name
10. IMPORTANT: In the Leagues field, join the **Federal Bike Challenge** league by typing 'fed' which should bring up Federal Bike Challenge, click Federal Bike Challenge. In the same box, next to the blue Federal Bike Challenge, type the first few letters of your bureau/office/subunit within your department (for example, typing 'U.S. Geolog' or 'USGS' will bring up '**U.S. Geological Survey (USGS**)'). Select the appropriate bureau/office/subunit. If your bureau/office/subunit is not found, create a new one by typing the full name of the bureau/office followed by the abbreviation in parentheses. For example if the USGS was not already established as a league within the Federal Bike Challenge, one would type 'U.S. Geological Survey (USGS)', and select 'create U.S. Geological Survey (USGS) (organizational league **within** *U.S. Department of the Interior*).
11. Click Save



The team is created. The next screen is the team screen.

12. To invite colleagues to join your team, select the Invite tab:
13. Enter the email addresses separated by a semicolon in the To box and add an optional message. Click Send at the bottom of the page:



- After inviting colleagues, their invitations will be visible at the bottom of the webpage. The team captain can log in later to invite additional colleagues (up to 10 on a team). The recipients of your invitation can click the 'View Challenge' button from the email they receive to open the challenge webpage. From there, they can click the 'Join Team' button and register. Instructions for colleagues to join a team are available from the DOI Federal Bike Challenge webpage. When logging trips during the challenge, please insure trips by bike to and from work are marked as commuting trips.