



# GET UP & GET OUT CHALLENGE

Team Captain's Guide

JUNE 15-30 2020

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

1. REGISTER at [BozemanCommute.org](http://BozemanCommute.org) If you haven't yet signed up, go to [bozemancommute.org](http://bozemancommute.org) and click "Register" in the upper right. Enter your information and search for your workplace in the "Network Search" bar. If you don't see your workplace listed, email [bozemancommute@montana.edu](mailto:bozemancommute@montana.edu) and we'll get one set up for you!

2. CHECK to see if the "Network Admin" tab is listed on your top navigation bar when you're logged in at [bozemancommute.org](http://bozemancommute.org). If so, you've already been designated as Team Captain. This means your job is to build the stoke and encourage your coworkers to join in and log their trips during the Challenge (and continue to step 3)! If you don't see the Network Admin tab, email [bozemancommute@montana.edu](mailto:bozemancommute@montana.edu) and we'll set you up!

3. UPDATE your workplace network's profile. Once your request to be a Network Manager is approved, click the "Network Admin" tab at the top of your page when you're logged in at [BozemanCommute.org](http://BozemanCommute.org). Then click your workplace. Click the "Edit" tab below your workplace's name and update the following:

- 1. Organization/Location Size (number of employees)
- 2. Network is Public checkbox
- 3. Location

#### Get Up & Get Out Challenge Description

write your own or copy and paste the template below:

Join [BozemanCommute.org](http://BozemanCommute.org) and log your bike, walk, run, bus, and carpool trips! Win individual prizes during the June Get Up & Get Out Challenge and compete against other Bozeman workplaces while tracking your CO2 reduction, \$ saved, calories burned, and miles traveled. Find bus routes, safe biking and walking routes and more!

#### Message to new members

write your own or copy and paste the template below:

Bozeman Commuter Project's Get Up and Get Out Challenge is coming up June 15-30th! Sign up at [BozemanCommute.org](http://BozemanCommute.org) and join **your workplace's** network to participate!

#### Message to current members

write your own or copy and paste the template below:

Our goal is to get EVERYONE to Get Up and Get Out three times per week during the June challenge! Let's do this!

4. Get your team members signed up! You can use our template email to send to your team throughout the Challenge, or you can write your own. The first email you send requires you to insert your department-specific **Shareable Join URL** which automatically joins the new user to your network when they sign up using that link. 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 [BozemanCommute.org](http://BozemanCommute.org) Click the following links to some helpful How-to videos

[Logging trips](#)

[Saving Favorite Trips](#)

[Using the Commute Tracker App](#)



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