

COMMUTER CAPTAIN GUIDE -NEW TEAM



BIKE



CARPPOOL



VANPOOL



BUS



WALK



TELECOMMUTE



1. REGISTER FOR WAY TO GO! MISSOULA

- If you already have an account, you can skip this step!
- To register, go to waytogo.missoulainmotion.com
- Select your workplace from the networks tab. If you don't see your workplace, email Katherine at augek@ci.missoula.mt.us to get one set up.

2. BECOME A "NETWORK ADMIN" FOR YOUR WORKPLACE

- Email Katherine Auge at Augek@ci.missoula.mt.us to request NETWORK ADMIN status.

3. FIND WORKPLACE JOIN LINK

Once your Network Admin status is approved, the Manage tab will appear across the top of your Way to Go! account. Select Manage > Management Dashboard > your workplace > Edit.

Here you can:

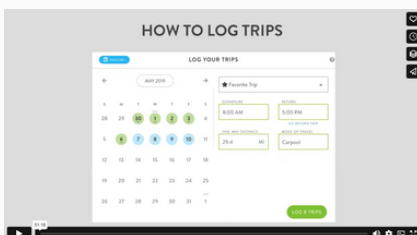
- Find your unique *shareable join URL* for colleagues to join your network/team.
- Edit location and logo.
- * please do not edit "organization/company size". MIM staff will be inputting these numbers for all teams.

4. INVITE YOUR COLLEAGUES TO JOIN NETWORK/TEAM

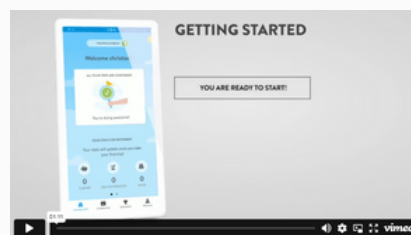
- Visit missoulainmotion.com/commuterchallengecaptains to download email templates to send to your team members throughout the challenge.
- Your first email inviting your co-workers to participate requires your workplace-specific *shareable join URL* (see step 3 to find this link). When individuals register for Way to Go! Missoula using this link, they will automatically join the Workplace Network for your team.

5. FAMILIARIZE YOURSELF WITH WAY TO GO! MISSOULA

Watch these videos to better understand Way to Go! and help answer your teammates questions:



[Logging Sustainable Trips](#)



[Saving Favorite Trips](#)



[Using the App](#)