

COMMUTER CAPTAIN GUIDE



BIKE



CARPOOL



VANPOOL



BUS



WALK



TELECOMMUTE



1. UPDATE YOUR WORKPLACE NETWORK

- Log in to your [Way to Go! Missoula](#) account.
- Select the Manage tab > 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 update the "organization/company size" section - MIM staff will be updating that for all teams **

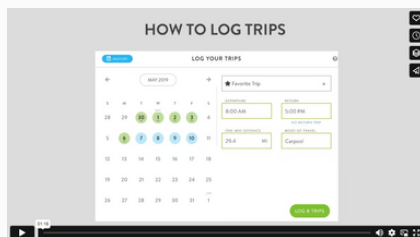
2. INVITE NEW EMPLOYEES TO JOIN NETWORK/TEAM

- Visit missoulainmotion.com/commuterchallengcaptains to download template invite emails to send to your team throughout the challenge.
- The first template email is for new colleagues explaining the challenge and inviting them to sign up with Way to Go! Missoula via your team's unique *shareable join URL*.
(See step 1 to find this link.) Write your own emails, or copy and paste from the template email.
- Anyone who participated in the Challenge last year will already be in the network.

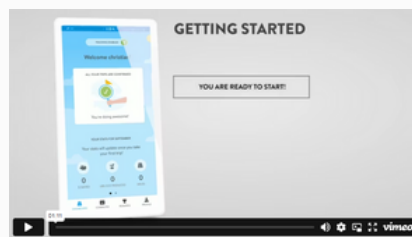
3. DELETE FORMER EMPLOYEES FROM YOUR WORKPLACE NETWORK

- To see who is in your Network, log into your [Way to Go! Missoula](#) account.
- Go to Manage > Management Dashboard > your workplace > Members.
- Review the people in your Workplace Network to verify they are all current employees and remove anyone who is not.
- Remove members by selecting the ">" icon to the left of their email address. Anyone left in the list will count as a team member.

4. HELPFUL VIDEOS TO SHARE WITH YOUR TEAM



[Logging Sustainable Trips](#)



[Saving Favorite Trips](#)



[Using the App](#)