GUIDE FOR
FIRST-TIME COMMUTER CAPTAINS

1. REGISTER FOR WAY TO GO! MISSOULA
   Go to missoulainmotion.com > Log Your Trips.
   Click register to set up an account and search and select your workplace in the networks tab.
   If your workplace is not listed as an option, email madeleine.jones@mso.umt.edu

2. BECOME A "NETWORK ADMIN" FOR YOUR WORKPLACE
   Email madeleine.jones@mso.umt.edu to request NETWORK ADMIN status.

3. UPDATE PROFILE FOR YOUR WORKPLACE NETWORK
   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.
   - Fill in Basic Network Information.
     Example: Join Way to Go! Missoula to start logging sustainable commutes and errands! Earn rewards, track your impact, connect with carpoolers, find bus routes and more!
   - Edit location and logo.
   - Fill in Network Messaging: (message to non-members AND current members can be the same)
     Example: UM’s Campus Commuter Challenge is February 22nd-March 5th! Sign up for Way to Go! Missoula to participate! Our goal is to get EVERYONE in our department to try riding the bus, biking, carpooling, walking, riding vanpool or telecommuting just ONE TIME.

4. GET YOUR COLLEAGUES TO JOIN NETWORK/TEAM
   Visit www.umt.edu/transportation/about/events/default.php to download email templates to send to your team members throughout the challenge. The first email template requires you to insert 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’ll automatically join the correct Workplace Network.

5. FAMILIARIZE YOURSELF WITH WAY TO GO! MISSOULA
   Watch these videos from our friends at Missoula in Motion to better understand Way to Go! and help answer your teammates questions:
   - Logging Sustainable Trips
   - Saving Favorite Trips
   - Using the Commuter Tracker App
   - Find and Create Carpools