

# GUIDE FOR FIRST-TIME COMMUTER CAPTAINS



## 1. REGISTER FOR WAY TO GO! MISSOULA

Go to [missoulainmotion.com](http://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](mailto:madeleine.jones@mso.umt.edu)

## 2. BECOME A "NETWORK ADMIN" FOR YOUR WORKPLACE

Email [madeleine.jones@mso.umt.edu](mailto: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](http://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

