

# GUIDE FOR RETURNING COMMUTER CAPTAINS



## 1. UPDATE THE INFORMATION FOR 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.

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 Commuter Challenge is February 22nd-March 5th! Sign up for Way to Go! Missoula to participate! Our goal is to get EVERYONE at our workplace to try riding the bus, biking, carpooling, walking, riding vanpool or telecommuting just ONE TIME.*

## 2. INVITE NEW EMPLOYEES TO JOIN NETWORK/TEAM

Visit <https://www.umt.edu/transportation/about/events/default.php> to download template invite emails to send to your team throughout the challenge.

Anyone who participated in the Challenge last year will already be in the network.

Send new colleagues an email explaining the challenge and inviting them to sign up with Way to Go! Missoula via your unique \*shareable join URL\*. See step 1 to find this link. Write your own emails, or copy and paste from the template email. Be sure to update the sections highlighted in orange with your workplace information.

## 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 this icon ">" to the left of individuals emails.

## 4. HELPFUL VIDEOS TO SHARE WITH YOUR TEAM

Logging Sustainable Trips

Saving Favorite Trips

Using the Commuter Tracker App

Finding and Creating Carpools

