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# Commuter Challenge Workplace Coordinator Resource Guide

2019 Version



*This guide will provide Workplace Coordinators within Manitoba the information required to navigate [commuterchallenge.ca](http://commuterchallenge.ca) and fulfill the responsibilities of a Workplace Coordinator. This guide will cover the 6 steps to register, set up your account, spread the word, log kilometres, and track results.*

*Additional resources can be found on our **Coordinator's Corner Page**.*

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*Green Action Centre is here to help you bring the Commuter Challenge to your workplace!*



# Step 1: Register your Workplace

Go to <https://commuter.commuterchallenge.ca/register/workplace>



**Step 1:** From the homepage, find the 4 options below. Select **Workplace**. Input your province, location, contact details, and the number of employees at your workplace.

The image shows the 'Workplace Sign Up' registration form. On the left, there are four green icons with corresponding orange buttons: a city skyline for 'REGION / région >', a building for 'WORKPLACE / lieu de travail >', two people for 'EMPLOYEE / en tant qu'employé >', and a single person for 'INDIVIDUAL / en tant que personne >'. On the right, the 'Workplace Sign Up' section has three steps: 1. LOCATION, 2. WORKPLACE DETAILS, and 3. LOGIN INFO. Below these are two dropdown menus: 'WHAT PROVINCE DO YOU WORK IN?' with 'Choose one...' and 'WHAT CITY DO YOU WORK IN?' with 'Select a city...'. To the right of the city dropdown is a note: 'City not listed here? Let us know and we will get it added to the list promptly.' At the bottom are two buttons: '< PREVIOUS' and 'CONTINUE >'.

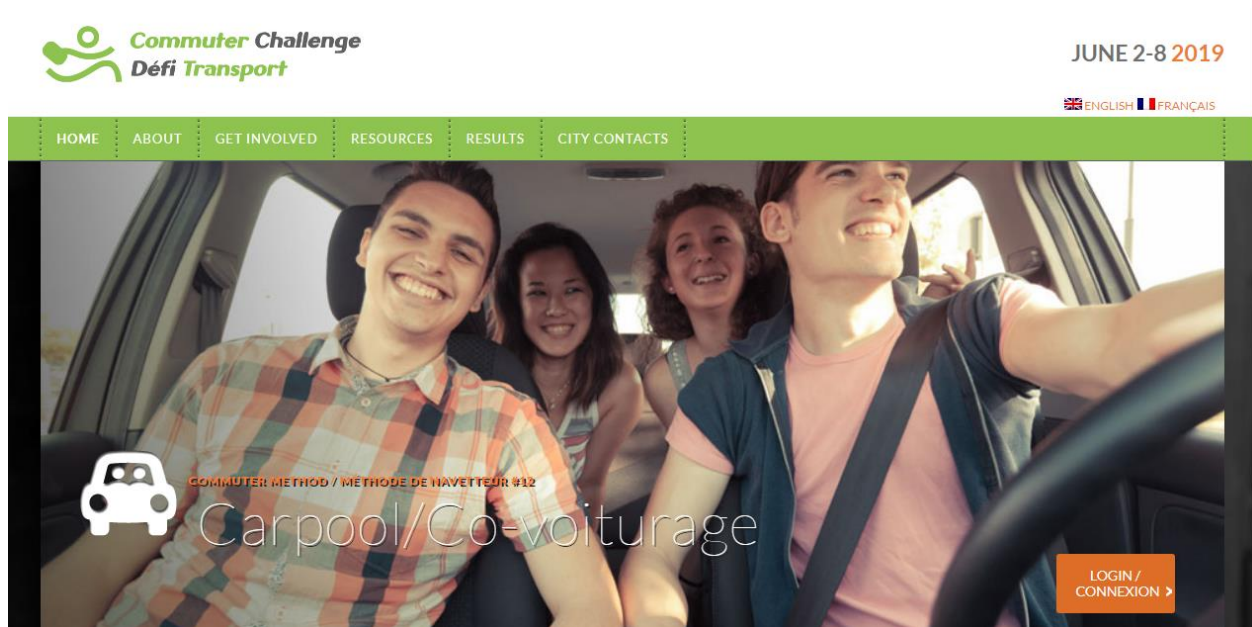
*\*this number of employees is worth getting right, especially if you are hoping for 100% participation*





## Step 2: Login as a Workplace Coordinator

**Step 2:** Go to <https://commuter.commuterchallenge.ca/workplace/session>



**Step 2:** From the homepage, select '**Login/Connexion**'. Then select '**Workplace?**'



If you have forgotten your password, select '**Forgot Password**' to reset.



Individual Participant

Sign In

[Forgot Password?](#)



[Workplace?](#)

[GO >](#)



Workplace Coordinator

Sign In

[Forgot Password?](#)



[Individual?](#)

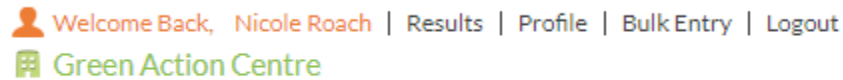
[GO >](#)



Your Green Living Hub

## Step 3: Setting up your Account

**Step 3:** Select '**Profile**' from the options at the top right corner.



Edit your workplace profile as necessary.

### Adding Cities/Towns

**Step 3:** List any cities and towns outside of Winnipeg that your workplace operates in by clicking on '**Add City**' on the right side of your screen.



When employees follow your URL they will be registering for your workplace within that city/town.

#### Workplace Profile Editor

PROVINCE

CITY

City not Listed? [Notify Us](#) and we will add it to the list promptly.

EMPLOYEES

POSTAL CODE

### Adding Departments/Locations

**Step 3:** List extra departments, floors, teams, and locations to customize the system by clicking on '**Add Location**' on the right side of your screen.



When employees follow your URL, they will be prompted to select one of the locations/departments.

\*create a final list of workplace 'locations' before inviting employees to register

#### Workplace Profile Editor

CITY

LOCATION NAME

POSTAL CODE



## Step 4: Finding your URL

**Step 4:** Click **'profile'** and copy the URL to share it with your team for a quick and easy registration process.



Welcome Back, Nicole Roach | Results | Profile | Bulk Entry | Logout

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Location	City	City
-	Winnipeg	<a href="http://commuter.commuterchallenge.ca/register/8leZeetG">http://commuter.commuterchallenge.ca/register/8leZeetG</a>

*Please note if you have multiple cities/towns, you will have multiple URL's to share. If you have multiple locations/departments within a city/town, there will only be one URL to share.*



## Step 5: Logging Kilometres

There are two ways to log kilometres:

**Individual Logging** – each employee is responsible for logging their kilometres for each day of the challenge.

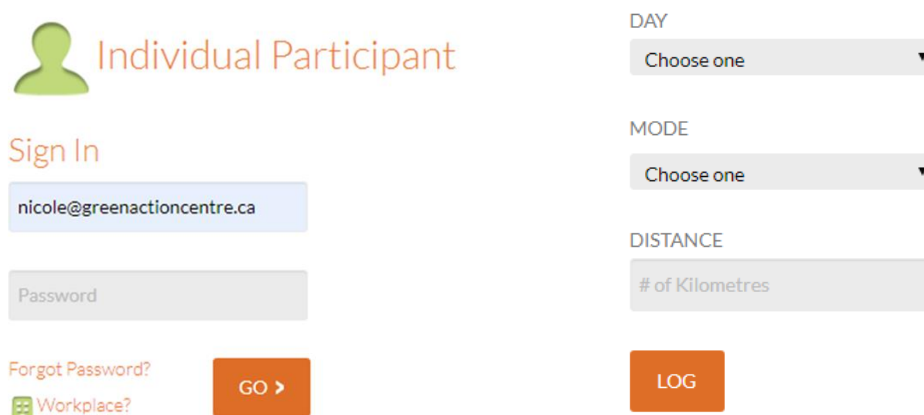
- This is less work for the coordinator and allows employees to be eligible for individual prizes. However, it may require lots of reminder emails and tech support for your team.

**Bulk Entry Logging** – workplace coordinator does a manual bulk entry **ONE TIME** at the end of the week.

- This allows employees without an email to participate, but they will not be eligible for a prize unless you send your participation list directly to us. \*Use our spreadsheet to track your totals.

### Individual Kilometre Logging

**Step 5:** Go to <https://commuter.commuterchallenge.ca/individual/session>



**Individual Participant**

DAY  
Choose one ▼

MODE  
Choose one ▼

DISTANCE  
# of Kilometres

Sign In

nicole@greenactioncentre.ca

Password

Forgot Password? [Workplace?](#) **GO >** **LOG**

### Bulk Entry Kilometre Logging

**Step 5:** Select '**Bulk Entry**' from the workplace coordinator menu in the top right corner.



Welcome Back, Nicole Roach | Results | Profile | Bulk Entry | Logout

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### Track Your Commutes

Only use this page if your staff can not create their own Commuter Challenge accounts to log their commute information.  
How many Individuals have left their car at home at least once this week?  
Enter cumulative km and participants daily.  
Add cumulative total km for each sustainable mode.  
Your entry today will overwrite previous entries.

Location	Participants	Carpool 2	Carpool 3	Motorcycle	Transit	Walk	Bike	Roll	Telecommute
Winnipeg	0	0	0	0	0	0	0	0	0



## Step 6: Tracking Results

**Step 6:** Login as workplace coordinator and click '**results**' to download an excel spreadsheet of who is registered and logging kilometres.

Download Full Report to Excel 

If some people at your workplace are not registered or have not entered their kilometre information, they may need a reminder or tech support from you!

\*Use google maps, strava, navigo, transit app, and many others to track distances

Have a question that isn't answered here? Get in touch with us at [challenge@greenactioncentre.ca](mailto:challenge@greenactioncentre.ca)

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