

FAQ For Team Leaders

Adding riders to your team

Make sure that all the people who rode on your team(s) are accounted for on your Bike to Work Week Team Leader account.

There are two ways that team members can join your team.

1. You invite them. Log in and click "manage and add riders". Click "Add new riders" and enter the required information. If you want your teammates to log their own trips, you will need to enter their email addresses. . It will also put them on the list to receive BTWW updates from the City of Kelowna, and it shows us how many riders you had on your team. You do not have to enter everyone in your organization if they did not ride, we have your organization's size from when you originally registered (we only use this number for prizing categories) so just add the actual riders here.

2. Your team mates join your team. Let your team mates know to go to www.biketowork.ca to register. During the registration process, they will be given the option to join your team. Make sure to let them know what your team is called so they can search for it.

Logging trips

Once you are logged in to your account, click "Log a Trip" on the left Menu. If you scroll down to "Trip Log" you will see any trips that have been logged by anyone on your team during Bike to Work Week. If you scroll back up to "Quick Kilometer Log" that is where you can log trips for you and your teammates. You will see in this section that when you click on the drop down menu for "Rider", each member of your team is automatically checked. This allows you to do a quick bulk entry using the total # of km cycled by your team. Just remember to divide by the total number of people on your team, since you are entering the km cyclist PER RIDER.

For example:

On Monday May 25, Bob rode 5 km, Cathy rode 7 km, Greg rode 8 km, and Pam rode 14 km. The total distance cycled by your team is 34 km. Since you have four team members that cycled that day, the average is 8.5 km each (34/4). To do one



entry for all four people, you can leave everyone's named checked when entering the km, and enter 8.5 km per rider.

If you want the Trip Log to specifically show who rode how many km, you will need to do a separate entry for each rider for their km on each day during the week.

How to log trips for your team mates individually

1. Log in to your account [here](#)
2. Click "Log a Trip" on the left side menu
3. Scroll down to where it says "Quick Kilometer Log"
4. Select the rider you'd like to log a trip for in the drop down menu
5. Select the date and enter the number of kilometers cycled
6. You can do several entries at once, just click "add another trip" to add another row.
7. Click "Log Now" and they will be entered into your trip log, shown directly below the quick kilometer log section (*Note: the Trip log is automatically set to only show trips logged during Bike to Work Week: May 25-May 31, 2015).

How to log trips for your team mates in bulk

1. Log in to your account [here](#)
2. Click "Log a Trip" on the left side menu
3. Scroll down to where it says "Quick Kilometer Log"
4. Using the drop down menu, select "entire or partial team"
5. Select the riders you are logging trips for
6. Select the date and enter the number of kilometers cycled per rider
7. You can do several entries at once, just click "add another trip" to add another row.
8. Click "Log Now" and they will be entered into your trip log, shown directly below the quick kilometer log section (*Note: the Trip log is automatically set to only show trips logged during Bike to Work Week: May 25-May 31, 2015).

Logging kms for your entire team, but some have logged their own trips:

Please be careful when some of your team mates are tracking their own trips. If a rider logs their own trip you do not need to enter it again for them. Check to see who has logged their kilometers for the day before doing entries for your team, and exclude those riders from your entries.



You can check the status of your results at www.biketowork.ca

1. Log in to your account [here](#)
2. Click "Log a Trip" in the left menu
3. Scroll down to Trip Log, and check there to see that your teammates who rode have their trips logged for each day during Bike to Work Week.
4. If there are missing trips, you can scroll back up to "Quick Kilometer Log" and enter them there.
5. Once your team's trips are entered here, you are done.

Log cycling trips only

We are not including modes of transportation other than cycling in the reporting, however these numbers can be used by you as a Team Leader to award prizes if you'd like (ie. Walking, roller blading, etc).