

Register for Bike to Work Week NOW!

Riders can register as:

1. A solo rider (solo riders have the option of joining a team later if they want)
2. Part of a team
3. Team Leader

We encourage participants to register as part of a workplace team, even if you are in an office of 2 people. *Encourage your other workmates to take part as well as it's more fun with more people.*

Workplace Size is the total number of individuals in your work area (i.e. for small businesses it is your total staff, for larger businesses it can be those in your department, floor, unit, or total staff at your business) and not just those cycling to and/or from work, it includes all staff at your business. Your total participation rate will be calculated based on: the total number of cyclists and total people at work (in your team area).

- If a workplace consists of only a few employees or just one– a team can still be registered
- For large employers you may break into smaller teams (each team requires a Team Leader, Team Name and sign up sheet and each team must register their team on the BTWW site). For example, a large government building could have several team leaders, for different floors or departments that want to participate. Also if a workplace has a day shift and a night shift, each shift may like to enter a team.
- Mini- size is: 10 or less, Small is: 11-20, Medium is: 21- 49, Large is: 50+
- Team Participants do not have to cycle to and from work each day to participate, and some may cycle just one way.

Returning Team Leaders:

1. Due to upgrading the website ALL new and RETURNING Team Leaders must register themselves and their team on the website. Click on the [All Welcome! Register Now](#) button on the homepage to register and follow the prompts.
2. After registering, and to encourage participation, email and also print and post in Staff room a copy of the BTWW Poster and the Morning Celebration Station Detail sheet.

New Team Leaders:

1. Click on the [All Welcome! Register Now](#) button on the homepage and follow the prompts.
2. After you enter your personal information, choose to register as a Team Leader
3. Create a Team



Note: Throughout the Registration Process there are prompts and information on the left side of the page.

Start a Team & Become a Team Leader

What is a Team Leader?

- A Team Leader is someone in the workplace that motivates co-workers to participate in Bike to Work Week. As the Team Leader, you can add people to your team in the registration system, or people can register and join your team.
- Team Leaders can hang Bike to Work Week posters in their workplace (e.g. in the lunch room, elevators, etc.) to help raise awareness about Bike to Work Week.
- Team Leaders can monitor teammates participation through their Bike to Work Week Dashboard and encourage teammates to log their kilometres, or alternatively Team Leaders can log teammates' kilometres for them.
- Team Leaders can also organize friendly competitions within their team: who can cycle the most kilometres during BTWW, who can cycle the most trips during BTWW, who can cycle to work the most days during BTWW?
- As a Team Leader, you help make a positive difference in people's lives. As you watch your teammates make healthier lifestyle choices and choose to cycle instead of drive, you will feel proud of your leadership.

Team Leader Duties

1. Team Leaders are to ensure that each **participant's total km's cycled** (to and from work) is individually **recorded** or recorded as a team total each day on the Team Participant's Form or online through the website
 - That form is located under Event Info --> *Resources*, (your choice of a PDF file for printing or an Excel file that can be saved to a computer file)
 - Team Participants do not have to cycle to and from work each day to participate, and some may cycle just one way.
 - If your business operates on Sat June 1 and on Sun June 2, please enter those Totals too.
2. Team Leaders remind participants where the location is for the next morning's Celebration Station.
3. Only those Teams that have entered their results are eligible for prizes

Recording Results is VERY VERY important: it helps us track progress, get funding and qualifies participants for prizes!

How to be a Team Leader:

1. Register now (click the orange **Register Now** button on the main page)
2. After you enter your personal information, choose to register as a Team Leader
3. Create a Team



In May there will be a Team Leader training session to help you motivate your workplace and learn to navigate the website. See the website for details or contact the coordinator at penticton@biketowork.ca.

Get your Workplace Involved

Bike to Work Week is a great way to encourage co-workers to try cycling to work at least one day during the week of the event. People who bike to work quote benefits of being less stressed, more relaxed and rejuvenated, and experience increased sense of well-being.

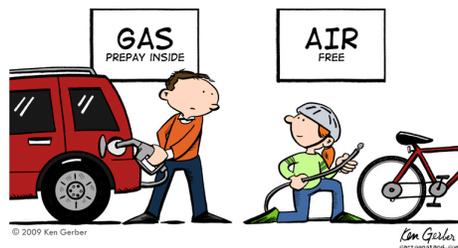
Employer's benefit from their employees biking to work too! People who bike to work have a lower absenteeism, take less sick days, are more productive, and are happier, healthier employees.

Steps to Getting Coworkers Involved:

- Register (click the orange Registration button up top)
- Sign up as a Team Leader (you can assign this role to someone else in your organization if you want to later)
- Create a Team
- Tell your employer about the event and about the team you created
- Ask your employer to help encourage employees to join the team
- If you work in a large organization, you will want to consider asking people to create departmental teams, multiple smaller teams. This will enable you to have friendly competitions within your organization
- Contact the coordinator in your community and get posters to hang in your workplace
- Talk to your employer about creating safe bike storage
- Talk to your employer about organizing prizes for workplace competitions
- Hold an information session at lunch to RALLY your team
- Click on the link to read about ways in which you can [motivate co-workers to participate](#)

How to Motivate Teammates:

1. Login to your BTWW Dashboard
2. Click "Communication" and e-mail possible teammates to see if they want to join your team
3. Contact the Coordinator in your community and get posters to hang in your workplace
4. Talk to your employer about creating safe bike storage at your workplace
5. Talk to your employer about organizing prizes for workplace competitions
6. Hold an information session at lunch to RALLY your team (or try to sign people up to join your team)
7. Hold a route planning session to teach first time commuter cyclists how to safely plan their routes
8. Encourage teammates to familiarize themselves with safe cycling skills
9. Encourage teammates to log their kilometres cycled in their BTWW Dashboard to see how many calories they burned and how many kilograms of greenhouse gases they have saved
10. Celebrate your teams successes with a party or special breakfast or lunch



How to Log your Team Km

Dashboard

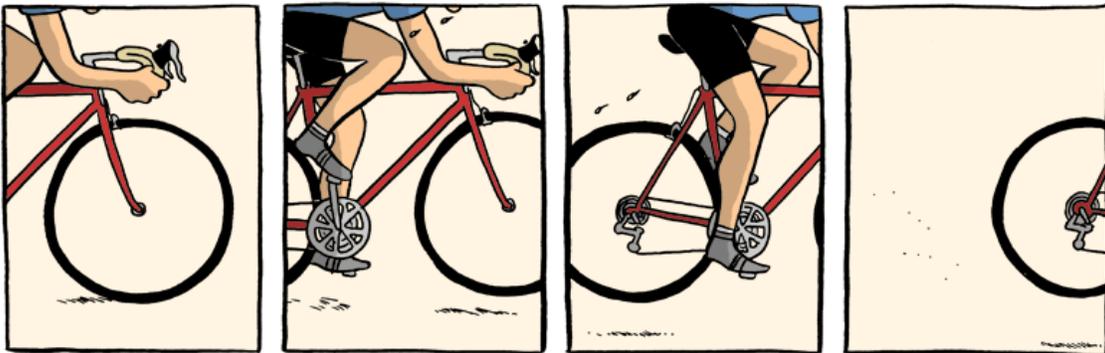
To Log your individual km go to your

1. then --> **Log a Trip** and choose 1 of the following log options
 1. **Quick Route Log** to map out your route and km on google maps
 2. or **Quick Km Log**
 1. input the date of your trip, km, and click the **Log Now** button

Dashboard

Team Leaders to log team km go to your

1. **Log a Trip** for an individual team member
 1. select the **Rider** from the drop down menu
 2. fill in the **date**
 3. fill in the **Km**
 4. click the **Log Now** button
2. **Log a Trip** for your entire team
 1. select **My entire team** from the drop down menu under **Rider**
 2. fill in the **date**
 3. fill in the **Km**
 4. click the **Log Now** button



If you have any problems or questions feel free to contact the Coordinator Karina Chambers at penticton@biketowork.ca or 250-493-1232