

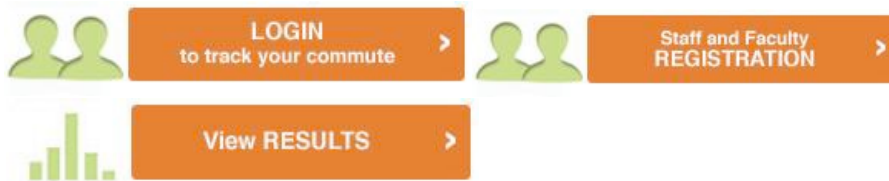


## How to guide

Dear Coordinator! You are now officially a member of the Campus Commuter Challenge 2021. We have prepared a how to guide to help you promote the campus challenge at your campus.

1. Register your campus via the following link; <http://app.commuterchallenge.ca/campus/register/workplace>
2. The following three images can be placed on you school's homepage. These buttons can link directly to our registration pages and results page. Ask your IT department to help you out. You will find the original images on the website of the campus materials (see step 3).

Make sure the images link to the internet URL mentioned below



- (login to track your commute) <http://app.commuterchallenge.ca/campus/individual/session>
  - (Staff and faculty registration) <http://app.commuterchallenge.ca/campus/register/individual>
  - (View results) <http://app.commuterchallenge.ca/campus/results>
3. On the following website you will find several marketing materials which can be used for promotions including the 2021 poster.

<http://commuterchallenge.ca/campus-materials/>

Please use these tools for maximizing the awareness of the challenge within your campus. Use the tools in any way that suits your situation.

4. Promote the Campus Commuter Challenge via Social Media. We have the following Social Media accounts where we actively post items about the challenge, please share these with your followers.
  - Twitter: @CommuterChllng
  - Facebook: <https://www.facebook.com/commuterchallenge>
5. Sending a daily updates to your students/faculty members for higher awareness.

*Feel free to contact us for any questions! We are glad to be of assistance.*

*Kathryn [info@commuterchallenge.ca](mailto:info@commuterchallenge.ca) or*

*(403) 390-2817.*



October 4 – October 15, 2021

