

# travelwest+ Big Commuting Challenge

## Running a Successful Challenge in your Organisation

Thank you for your commitment in joining the **Travelwest Big Commuting Challenge** and helping to reduce congestion on the West of England roads.

We hope you will find these notes helpful in registering for the challenge, to encourage your colleagues to take part, and see your organisation climb up the leader board to become best in the West.

### Step 1 Registering for the Challenge

We suggest you do this as soon as possible ahead of the start of the Challenge and start encouraging your colleagues to join in.

- If your organisation has participated previously your details should have been pre-registered onto the Challenge website. You will just need to check that all details are correct and advise of any changes in administrator / contact details so that we can keep in touch with you during the challenge.
- If your organisation has NOT pre-registered, please register by following the instructions for new participants.
- Registration is easy and can be done on-line at [www.travelwest.info/bigcommutingchallenge](http://www.travelwest.info/bigcommutingchallenge)
- During the registration process participants are asked to join a team (this is where you can check pre-registration details) or to create a new team.
- The person completing the registration will become the administrator and will receive communication on behalf of that team during the challenge. They will be able to edit the team profile page and to contact other team members. (These admin rights can be changed to another team member during the challenge if appropriate).

### Step 2 Invite your colleagues to join in

- Once you have registered a team you can invite colleagues to join in at any stage during the Challenge. The earlier they join and start logging journeys, the greater your chance of becoming the winning organisation.
- When registered participants can click the **"Invite a Friend"** button and send the link generated to friends and colleagues.
- To encourage spreading the word, anyone using the **"Invite a Friend"** link and successfully signs up another participant will be entered into a **prize draw**.

### Step 3 Logging Journeys

- Once the Challenge has started on 1 June participants can log their journeys on-line at [www.travelwest.info/bigcommutingchallenge](http://www.travelwest.info/bigcommutingchallenge) by clicking the **"Log a Journey"** button and following the simple instructions.
- OR journeys made can be logged by downloading the **FREE** smartphone app (details available on the Challenge website).

All sustainable journeys logged during the Challenge count towards your organisations' total score, irrespective of length or frequency. This makes it ideal for both part and full-time employees to take part without penalties for fewer days at work or during holidays!

If your organisation encourages homeworking your employees can log these dates as well (working from home helps keep traffic off the roads!)

In association with



Bus

P + R

Park & Ride



Rail



Walk



Cycle



Drive



Motorcycle



Journey Planner

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## Resources to help you run a successful Challenge

There is a range of downloadable resources available at [www.travelwest.info/businesschallenge](http://www.travelwest.info/businesschallenge) to promote the event across your business including posters, flyers and web banners to put on your intranet.

Should you have difficulty accessing these materials, or require printed versions of any items please contact your Local Travelwest Business Engagement Manager or email [sara.sloman@bristol.gov.uk](mailto:sara.sloman@bristol.gov.uk)

## Tips for inspiring and motivating your colleagues to take part

- Use your company website as appropriate via newsletters / updates
- Work with other departments e.g. health colleagues / environment & sustainability / facilities to include in their communications
- Display posters in prominent places e.g. noticeboards / near the canteen as appropriate
- Try holding a launch event
- A bike maintenance event for new cyclists
- A team breakfast for active travellers
- Once the challenge has started share your team progress regularly with your colleagues business-wide
- Encourage competition internally between departments by setting up team challenges

walk • cycle • bus • train • park & ride • car share



Bus

P+R

Park & Ride



Rail



Walk



Cycle



Drive



Motorcycle



Journey Planner