

# Smarter Travel Cycle Challenge 2021

## Participant Guide

### How do I get started?

- Get together in a team of 2-6 people.
- All team members must set up their individual account on the Active Travel Logger platform ([www.ActiveTravelLogger.ie](http://www.ActiveTravelLogger.ie)) to log their cycle journeys. If you have taken part in previous Challenges, you can use that same account.
- The Active Travel Logger is our online platform that enables you to sign up to Challenges, join a team, view Leaderboards, and log your journeys.
- If you don't have access to a PC, tablet or smart phone, don't worry - your Team Captain can log on your behalf, but you do need to have a valid email account.

### I have registered on the Active Travel Logger, what's next?

- Once logged on, you will see a dashboard
- Click 'Join a Challenge'
- Then click 'Cycle Challenge 2021'
- If you are the Team Captain, then you can click 'Create a new team'
- If you are a Team Member, you can click 'Join a team'
- You can find step-by-step video tutorials on [www.CycleChallenge.ie](http://www.CycleChallenge.ie)

### How do I create a team?

By clicking on 'Create a new team' you will be automatically assigned the Team Captain role

Choose your Team Name in the box provided.

Tick the box if your team is primarily desk-based during working hours .

You can now invite people to your team under 'Manage Members'

You can send an invite to other members who already have a registered account on the Active Travel Logger or by sending them a URL invite

You can find a step-by-step video tutorial on [www.nationaltransport.ie/smarter-travel-workplaces](http://www.nationaltransport.ie/smarter-travel-workplaces)



### How do I log my cycle journeys on the Active Travel Logger?

To feature on the Leaderboards, you will need to log onto the Active Travel Logger throughout the Challenge to log your cycle journeys daily.

To log your journeys, simply do the following:

1. Sign into your Active Travel Logger account
2. Go to 'My Dashboard' and then click 'Log My Activity'
3. Scroll down to the calendar and select the date
4. Make sure you have selected the 'Cycle' option
5. Input your number of cycle journeys for the selected date
6. You will receive reminder emails during the Challenge to log your steps. However, you will only be able to backlog your steps for a maximum of three days

### How do I track my cycle journeys?

It's easy – keep track of your daily bicycle journeys and then log your journeys to the Active Travel Logger.

One journey is defined as a trip by bicycle that lasts at least 10 minutes.

This Challenge is run as an honour system, so we trust participants to enter their journeys accurately.

Teams at the top of the Leaderboard will be asked to provide details of their trips.

If you would like to track your journeys using a mobile application or an activity-tracker, you can enter a distance competition as part of the Cycle Challenge. This is optional for participants, and the winner will be asked to send screenshots of their activity to confirm their distance submitted.

### How do we win?

If you're taking part and moving more, you're already a winner! But we know that's not something you can put on the fireplace or in the office trophy cabinet.

By completing as many journey by bicycle as you can, and by logging your trips to the Active Travel Logger, you can be in with a chance to place at the top of the Leaderboard and win prizes.

It doesn't matter if your team is made up of **two** people or **six** people, as the Leaderboard is calculated by a team's **average** number of journeys. The team with the highest average will top the Leaderboard, which is updated daily.

Participants can also enter daily, creative photo competitions and have an opportunity to win prizes by submitting photos from their cycling trips.

### What did previous participants of Smarter Travel Cycle Challenges say?

"I liked the fact that you just had to enter number of cycles and not the distance or time taken to do the cycle. This lessened the competitive factor and made it more doable/achievable."

"I got a new role during lock down and as a result of remote working...CycleLocal broke down some barriers and enabled us to get to know each other outside of work meetings/work talk."

### For more information

For more information on the Cycle Challenge including resources, video tutorials, weekly competition winners, FAQs and Terms & Conditions please visit [www.CycleChallenge.ie](http://www.CycleChallenge.ie).

If you still haven't got your answer, you can email [cyclechallenge@nationaltransport.ie](mailto:cyclechallenge@nationaltransport.ie)

[www.ActiveTravelLogger.ie](http://www.ActiveTravelLogger.ie)



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