

Cycle into Summer Coordinators Sample Emails to Teams Schedule 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9 May Day 1 – Kick off & Competitions	10	11	12 Half way through week 1	13	14	15
16 Week 2 – Don't forget to log your journeys by 2pm	17 Leaderboard is published/ Reminder this week's Competition	18 Well done - Almost half way there	19	20 Let's smash it!	21	22
23 Welcome to the final week – Don't forget to log your journeys by 2pm	24 Week 2 Leaderboard	25	26 Quiz Time	27 Almost at the finish line	28	29
30 Reminder to log journeys by 2pm	31	1 June Final Leaderboard and winners announced				

This is a sample schedule and sample email templates that can be used to email all staff and students and to provide information on student and staff pages of your website –and anywhere else that might be relevant for your workplace or campus!

Week 1

Monday of week 1 - Day 1 – Cycle into Summer Begins!

Welcome to day one of the Cycle into Summer event. If you haven't signed up or joined a Team it's not too late but hurry you don't want to miss out on those journeys.

There will be some great Competitions just for [Organisation] [staff/students] taking place over the next few weeks and I'll be sending you regular updates so make sure to check your emails throughout the event.

You can also take part in the national Competitions organised by Smarter Travel. This week they have a Photo Competition and many Prize Draws. This week kicks-off with a Photo Competition so get snapping.

Good luck everyone!

Thursday of Week 1 – Half way through week 1 already!

We are half-way through week one already so let's really make the most of the next few days to build up those journeys. Don't forget, you can build up your journeys by cycling where possible and leaving the car behind. That might be to the shop for lunch, cycling the children to school, or even using a fleet bike to get to your meetings/classes during the day.

If you haven't already entered this week's Photo competition, you have until next Monday at 2pm to get those photos in and be in with a chance to win some great prizes.

If you have any issues with your Active Travel Logger account please don't hesitate to reach out to me.

Keep on pedalling!

Week 2

Monday of Week 2 – Reminder to log your journeys!

Can you believe it's Week 2 already? What a fast week - well done everyone.

Don't forget to log your journeys before 2pm today to place on this week's Leaderboards. If you are entering the Photo Competition, there is still time to get it submitted.

[Well done to Team ABC] from [Dept A] on winning last week's internal competition for [competition name]. This week's internal competition is [competition name and details].

The Leaderboard will be published tomorrow afternoon on the Active Travel Logger so keep an eye on your emails to keep you updated.

Don't forget there is another Photo Competition again this week so remember to take lots of photos and be as creative as you like. There's also lots of activities happening in the community for Bike Week like:

[List activities nearby]

See you all soon

Tuesday of Week 2 – The Leaderboard is now live!

Well done everyone! The first Leaderboard of the Cycle into Summer event has been published. To see where you placed on the national Overall Leaderboard please visit the Active Travel Logger.

Well done to [Team ABC] who placed inside the [Top 10/20/100] and are representing [organisation name] very well. Keep up the great work.

On the [Organisation name] Leaderboard, it's all very tight at the top with [Team ABC] taking the lead with [Team DEF] not too far behind. Don't forget to download our internal Leaderboard too.

Feel free to get in touch and share your tips for getting more journeys into your day and climbing up that Leaderboard for next week.

Keep up the good work.

Wednesday of Week 2 – Almost half way there – let's keep going!

Woo-hoo we're almost halfway through Cycle into Summer already! There are still a couple of days to go to count towards that Leaderboard, so make the most of the weekend and get on your bike to add to those journeys. Keep going everyone you are doing great.

Have a super weekend and we look forward to the Smarter Travel email on Monday to announce next week's competitions.

Week 3

Monday of Week 3 – Last and final week of Cycle into Summer Event!

The last and final week of the Cycle into Summer. How quickly did that go? Well done everyone. You smashed it over the past few weeks. Now you are on the home stretch so keep going.

Don't forget to log your journeys for last week before 2pm today and get all those competition entries in too.

Good luck everyone.

Tuesday of Week 3 – Week 2 Leaderboard is here!

Week 2 Leaderboard published today. Wherever you are on the leaderboard give yourself a well-earned congratulations. You did it. You made the effort to introduce more activity into your day and cycling on the commute. Well done everyone. This week is our final chance to beat our own targets and climb the Leaderboards.

Thursday of Week 3 – Quiz time!!

You are doing fantastic. Can't believe we are almost at the end of the Cycle into Summer event. Keep up the good work and don't forget to share any tips or funny stories for the portal.

To be in with a chance to win a prize, don't forget to enter the Cycle into Summer Quiz by the deadline.

Good luck everyone and let's keep up the great effort everyone has made over the past few weeks.

Friday of Week 3 – Keep going we are doing great!

We are all but there. Last weekend of the event and last few days to really push forward.

Whatever you do don't forget to log all your journeys by Monday at 2pm.

Well done everyone you were absolutely fantastic.

Week 4 – Post Event

Monday Week 4 – Well done everyone – we did it!

Well done everyone you did it.

Wow did the last three weeks fly by. Don't forget to get your photos in by 2pm today and whatever you do don't forget to log your final journeys.

The Leaderboard and final prizes should be announced on Tuesday so well done again.

Give yourself a well deserved pat on the back.

Again well done everyone.

Tuesday Week 4 – Announcing our final winners!

Final Leaderboard for Cycle into Summer has been published and our own internal Leaderboard can be downloaded too.

Congratulations to everyone who participated in the event and just because the event has ended doesn't mean all your hard work must come to an end too. Keep up all the good work by keeping up your daily journeys by bicycle.

Well done everyone – you really did yourself proud.