**Walktober Coordinators Sample Emails to Teams Schedule 2023**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  | **29 Sept** | **30** | **1 Oct** |
|  |  |  |  | Still time to sign up – Walktober starts Monday |  |  |
| **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Week 1 – Day 1 of Walktober Announce & Competition |  |  | Half-way there – not too late for new members to join |  |  |  |
| **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| Week 2 – Don’t forget to log your steps | Week 1  Leaderboard is published/ Reminder this week’s Competition Leaderboard & Quiz Time |  |  | Almost half way there – let’s keep going! |  |  |
| **16** | **17** | **18** | **19** | **20** | **21** | **22** |
| Start of week 3 – Halfway there / Quiz | Week 2 leaderboard and prizes |  |  | Let’s smash it – keep going |  |  |
| **23**  Welcome to the final week – Don’t forget to log your steps | **24**  Week 3 leaderboard and prizes | **25** | **26**  Almost at the finish line/Photo Comp Reminder | **27**  Keep going -we’re doing great. | **28** | **29** |
| **30** | **31 Oct** | 1 Nov | 2 Nov | 3 Nov |  |  |
|  | Well done – Don’t forget Photo deadline today & log your steps by tomorrow | Last day to log steps – deadline 2pm today |  | FINAL LEADERBOARD & WINNERS ANNOUNCED |  |  |

**Week -1**

**Friday 29th September – Walktober Begins Monday!**

Walktober kicks off this coming Monday. If you haven’t signed up to a team yet there is still plenty of time.

Don’t forget while you’re stepping there will be some great competitions just for [Organisation] [staff/students] taking place and I’ll be sending you regular updates so make sure to check your emails throughout the Challenge.

Have a great weekend.

Good luck everyone!

**Week 1**

**Monday 2nd October - Day 1 – Walktober Begins!**

Good morning Steppers

Today is day one of the Walktober Step Challenge and what a great day to kick off the challenge, so get your walking shoes on and start stepping.

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 steps.

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 Challenge.

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

Good luck everyone!

**Thursday 5th October – 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 steps. Don’t forget, you can build up your steps by walking where possible and leaving the car behind. That might be to the shop for lunch, walking the children to school, or even getting off the bus a few stops early. You might be surprised at how fast they add up.

If you haven’t already entered this week’s Smarter Travel 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 stepping!

**Week 2**

**Monday of Week 2 – 9th October - Reminder to log your steps!**

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

Don’t forget to log your steps 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.

See you all soon

**Tuesday of Week 2 - 10th October – The Leaderboard is now live!**

Well done everyone! The first Leaderboard of the Walktober Step Challenge 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 steps into your day and climbing up that Leaderboard for next week.

Keep up the good work.

**Friday of Week 2 – 13th October – Almost two weeks completed – let’s keep going!**

Woo-hoo we’re almost at the end of week 2 already! There are still a couple of days to go though to count towards that Leaderboard, so make the most of the weekend and build up those steps. Keep going everyone you are doing great.

Don’t forget to submit your Limericks for this week’s competition before 2pm on Monday.

Have a super weekend.

**Week 3**

**Monday of Week 3 – 16th October – Halfway there already!**

Hard to believe we are already in Week 3 and half way there. It has been a brilliant effort from everyone at [Organisation] so far!

Don’t forget to log your steps for last week by 2pm today and don’t forget the deadline for the Smarter Travel Limerick Competition is today at 2pm!

This week’s Smarter Travel competition is the Walktober Quiz.

Good luck with the next half of the Challenge.

**Tuesday of Week 3 – 17th October – Leaderboard & Quiz time!!**

The Leaderboard for the first two weeks will be published today at lunchtime. Well done everyone. We cannot wait to see where [Organisation] Teams are placing on the Overall Leaderboard.

To be in with a chance to win a prize, don’t forget to enter the Walktober Quiz this week.

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

**Friday of Week 3 – 20th October – Let’s Smash It!**

You are doing fantastic. Can’t believe we are almost at the end of Week 3. Keep up the good work and don’t forget to share any tips or funny stories for the portal.

Only one more week after this. If you are smashing your steps keep up the good work. If you are not getting in as many as you would like don’t worry your team has your back. Give yourself a pat on the back and keep going. Every step you take counts and adds to your Team’s weekly average.

Woohoo nearly there. Have a great weekend.

**Week 4**

**Monday of Week 4 – 23th October - Last and final week of Walktober!**

The last and final week of Walktober. 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 steps for last week before 2pm today and get all those competition entries in too and remember this week’s photo competition is a special Halloween-themed photo so let’s see your creative side.

Good luck everyone.

**Tuesday of Week 4 – 24th October - Week 3 Leaderboard is here!**

Week 3 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 walking on the commute. Well done everyone. This week is our final chance to beat our own targets and climb the Leaderboards.

**Thursday of Week 4 – 26th October - Keep Going!**

Halfway through the last week. Time to really push yourself this week and don’t forget keep helping all your teammates by getting in as many steps as you can.

Very last chance to enter the photo competition this week so be snap happy and as creative as you can.

Good luck everyone….almost there.

**Friday of Week 4 – 27th October - We are almost at the finish line!**

We are all but there with just a few days left to really push forward. The last day of the challenge is this Sunday 29th October. Remember all your steps up to midnight on Sunday will be included in the Final Leaderboard once you remember to log them on the Active Travel Logger by 2pm on Tuesday 31stOctober.

Well done everyone you were absolutely fantastic. Have a great long weekend.

**Week 5 – Post Challenge**

**Tuesday 31st October – Well done everyone – we did it!**

Well, done everyone you did it.

Wow did the last four weeks fly by. Whatever you do don’t forget to log your final steps by 2pm tomorrow, Wednesday 1st November.

If you are entering the photo competition make sure to get your entries in by 2pm today.

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

Give yourself a well-deserved pat on the back.

Again, well done everyone.

**Friday 3rd November – Announcing our Final Leaderboard & Winners!**

The Final Leaderboard for Walktober has been published and our own internal Leaderboard can be downloaded too.

Congratulations to everyone who participated in the challenge and just because the challenge 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 steps. Remember every step counts!

Well done everyone – you really did yourself proud.