

## Challenge Guide

### What is Ready, Set, Cycle Cycling Challenge?

Ready, Set, Cycle is a fun, free, journey-based team event for people of all cycling abilities. Taking place from 6<sup>th</sup> – 19<sup>th</sup> May, participants will have the chance to win some great prizes while connecting with their colleagues, being part of a team, having fun and being active!

### How do I get started?

- Get together in a Team of 2-4 people;
- All team members\* must set up their individual account on the [ActiveTravelLogger.ie](https://www.cyclechallenge.ie/active-travel-logger) to log their cycle journeys. If you have taken part in previous Challenges, you can use that account.

\*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 is next?

Once you're logged in, you will see 'My Dashboard' where you can do lots of things.

- The first thing you'll need to do is 'Join a Challenge';
- Click on the 'Ready, Set, Cycle 2024' to join;
- If you're going to be the Team Captain, then you can click 'Create a new team';
- If you're going to be a Team Member, you can click 'Join a team';
- Check out the step by step video tutorials on [CycleChallenge.ie](https://www.cyclechallenge.ie) for more assistance.

### 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;
- 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 view our **video tutorial** on creating your team on our website [CycleChallenge.ie](https://www.cyclechallenge.ie).

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

To feature on the Leaderboard, you will need to log onto [ActiveTravelLogger.ie](https://www.cyclechallenge.ie/active-travel-logger) throughout the event to log your cycle journeys. 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 in the tab at the top;
5. Input your number of cycle journeys for the selected date;
6. You will receive reminder emails during the event to log your journeys.

### What are cycle journeys?

- The challenge is based on cycle journeys rather than distance logged. We want to make the event open to as many new, returning and occasional cyclists as possible;
- 1 cycle journey = a cycle journey that lasts at least 5 minutes where you cycle from location A to B;
- So whether you're on the bike for 5 minutes, or on the bike for 25 minutes, your journey from location A to B equals 1 journey;
- 1 cycle journey = 1 point. The efforts of someone who hasn't cycled for years are appreciated as much as someone who cycles many kilometres for leisure.

### How do I track my cycle journeys?

- It's easy – keep track of your daily bicycle journeys and then log your journeys on the Active Travel Logger by the deadline;
- We carry out Quality Assurance Checks throughout the Challenge. Teams at the top of the Leaderboard will be asked to provide details of their trips.

**The deadline to log your cycle journeys for the previous week is 2pm each Monday.**

### 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 use on the bike.

As well as the weekly Leaderboard, there are plenty of opportunities for you to win prizes throughout the challenge. These include:

- Themed Photo Competitions
- Participant prize draws.
- Team and organisation prizes

### National Bike Week 2024

This year's National Bike Week takes place during the second week of the Ready, Set, Cycle challenge.

Bike Week is a celebration and promotion of the benefits of cycling and there will be plenty of exciting events happening across the country for you to get involved in.

For more information on the Bike Week events taking place in your area please visit [BikeWeek.ie](https://www.cyclechallenge.ie/bike-week).

### For more information

For more information on Ready, Set, Cycle including resources, video tutorials, weekly competitions, FAQs and Terms & Conditions please visit [CycleChallenge.ie](https://www.cyclechallenge.ie).

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