This is an **example text** 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!

**Subject line:** Ready, Set Cycle – The Cycling Challenge

**Email text:**

Ready, Set, Cycle Challenge: Monday 6th May – Sunday 19th  May 2024.

We are delighted to be participating in the Ready, Set, Cycle challenge on the Active Travel Logger . Create or join a Team with your colleagues and compete against others in your organisation and across the country to place on the Leaderboard. There will be competitions, updated Leaderboards, plenty of prizes and plenty of fun.

**How to take part**

1. Get into a team of 2– 4 people
2. Sign-up online at [www.activetravellogger.ie](http://www.activetravellogger.ie)
   1. Team Captain: choose a team name and set your team up on the Active Travel Logger
   2. Team Members: sign up online at Active Travel Logger and join a Team.
3. For help getting started, view the step-by-step **Active Travel Logger video tutorials** on cyclechallenge.ie
4. Start logging your journeys on Monday May 6th. A log is a journey by bike that lasted 5 or more minutes.

(Optional): To help us get started, [Senior Management/similar] have gifted [details of prize] for the best Team Name.

Let’s get ready to cycle!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*You might like to include the contact details of the coordinators here\*

\* Include link to social media group / folder on intranet to communicate all things about the challenge\*

\*Include information on internal competitions, targets, charity donations, or other promotional strategies relevant to your organisation\*