

CycleLocal

smartertravel >>>
>>> campus

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a fun team cycling event



WIN

shopping vouchers • cycling goodies • charity donations

To find out more visit www.smartertravelcycles.ie

Team Guide

1 How to start?

Get together a team of 1 to 4 people.

1. Team Captain registers the team name on www.activetravellogger.ie
2. All team members* set up individual accounts on the Active Travel Logger to log steps. You also can use the account from a previous year.
3. Watch your progress and view Leaderboards on www.activetravellogger.ie.

*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.

We've tried to make our Active Travel Logger website nice and easy, and you'll find some screen grabs at the end of this to show you what to look for when registering, logging activity etc. But if you have any questions, just get in touch – info@smartertravelworkplaces.ie.

Counting your trips –

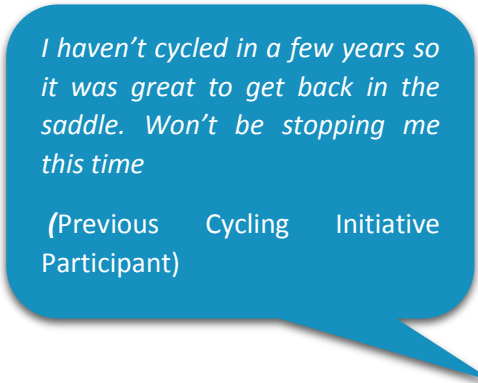
Each week a trip target will be set. A cycle of 10 minutes or more on a bike outdoors on a stationary bike.

Even if you do a few laps and cycle for 40 minutes, that still counts as one trip.

The targets are as follows

- Three trips in week 1
- Four trips in week 2
- Five trips in week 3

All trips should be within the distance guidelines while adhering to social distancing.



I haven't cycled in a few years so it was great to get back in the saddle. Won't be stopping me this time

(Previous Cycling Initiative Participant)

2 How do we win?

If you're taking part and moving more, you're winning. CycleLocal has something for everyone and all your efforts contribute to your organisation winning the overall prize.

Team Prizes

All teams who achieve a team average greater or equal to the weekly target will be entered into a prize draw for goodie bags for that week.

Creative Competitions

The CycleLocal Creative competitions are for everyone; for those who cycle and their households and those who don't cycle. There will be prizes for the best limericks, videos, drawings and photographs, as well as a fun quiz for you to join in. If you are a registered cyclist, you will receive notification of these competitions via the Active Travel Logger.

Winners of the Creative Competitions will receive a voucher or a goodie bag.

The Best Organisation prize

The winning organisation in each of the three categories; small organisation, large organisation and campus, will be the organisation with the highest rate of participation.

Each participant who reaches the weekly cycle trip target will contribute to their organisations tally, as will all those from the organisation who enter the Creative Competitions.

Participation will be calculated in comparison to the organisation's staff number.

The winning organisation will win a trophy, a memento for each participant and a €400 donation to the charity of their choice.

3 Motivating your team

As team captain you can encourage your colleagues to sign up and you can keep them motivated throughout CycleLocal. In previous cycling initiatives participants have said that being part of a team has been the thing they enjoyed the most (figure 1). The Team Captain is key to that building team spirit and fun. You can set the tone for your team by organising fun virtual bike rides and checking in with your colleagues when you all pause to take in the view, you can send your teammates encouraging messages to help them meet their target and you can share your story about why you enjoy cycling.

The main benefits reported from previous cycling initiatives

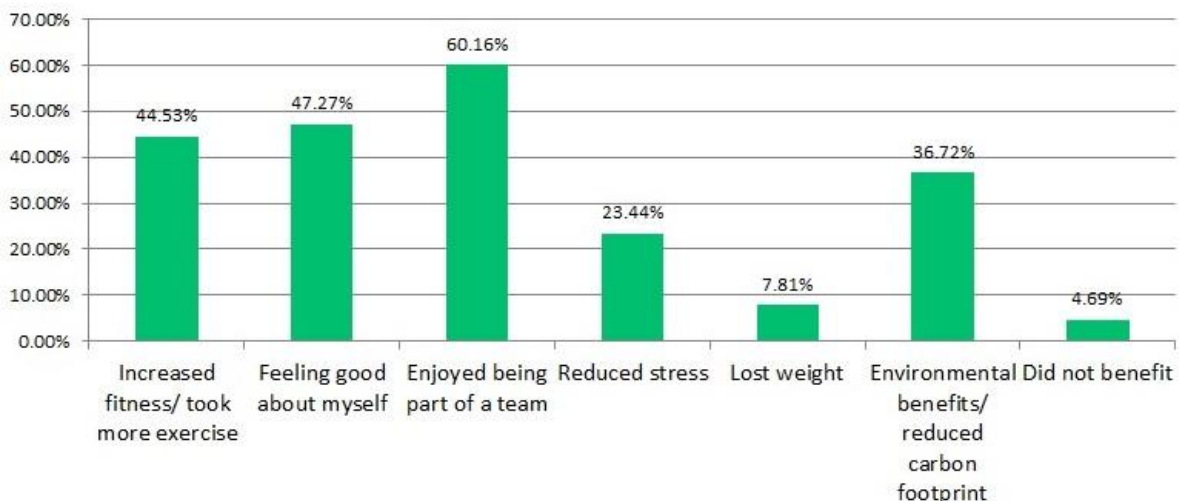
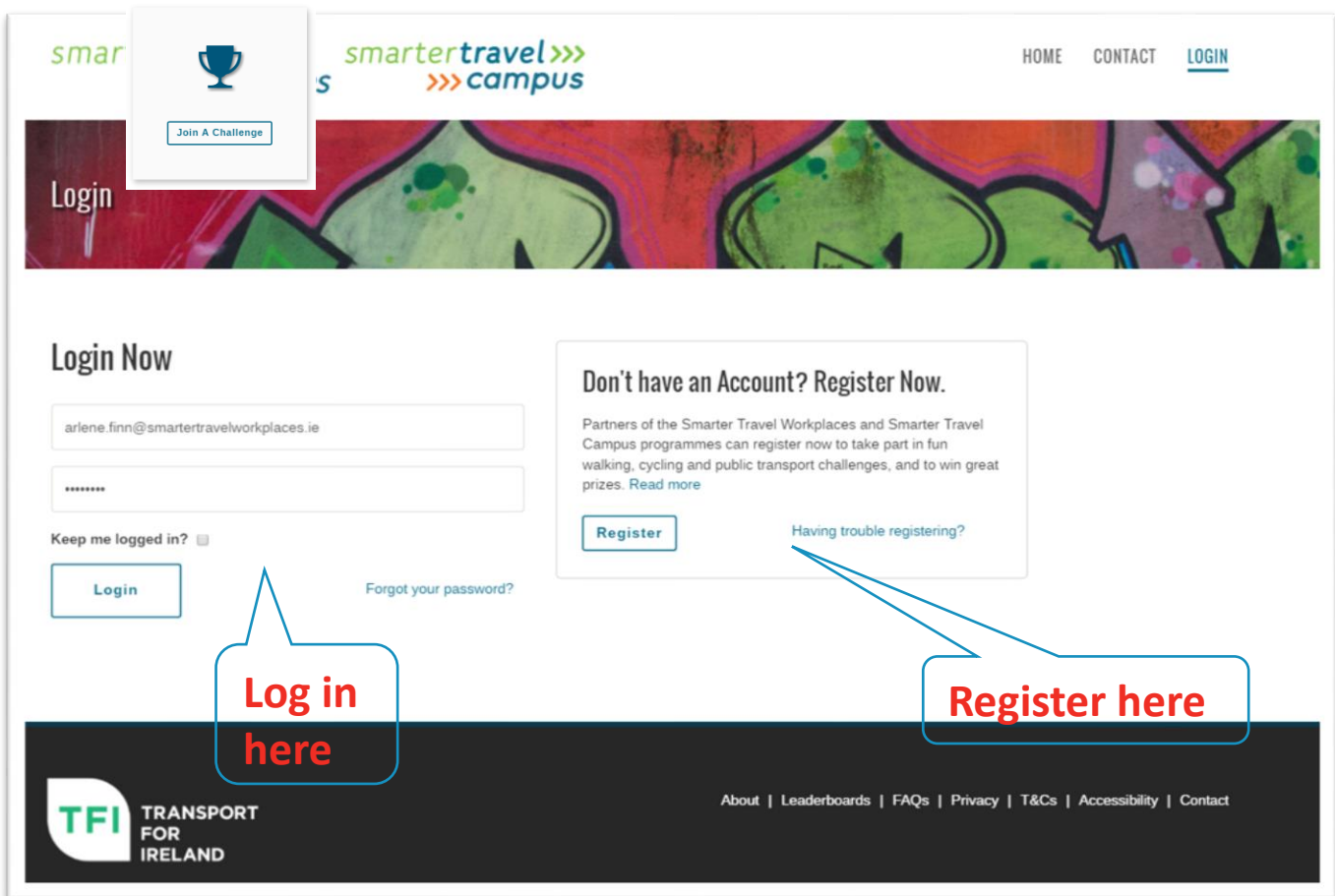


Figure 1: Benefits reported

4 More questions?

See our FAQs on www.smartertravelcycles.ie and if you still haven't got your answer, get in touch.

You can find out who your Workplace Coordinator is on the Contact page once you've logged into the Active Travel Logger, or e-mail the National Coordinator at info@smartertravelworkplaces.ie.



Once you're logged in, you'll see a dashboard where you can do lots of things.

The first thing you'll want to do is **Join a Challenge**.

You'll see **CycleLocal** – click to join!

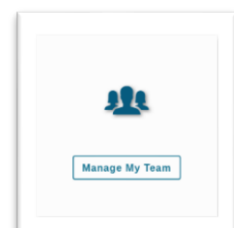
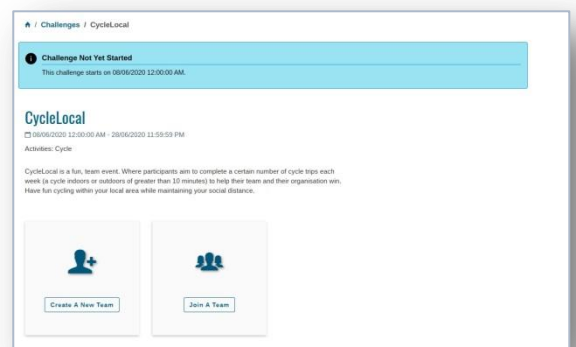
If you're going to be the Team Captain, then you can 'Create a Team'. If you're going to be a Team Member, you can 'Join a Team'.

Team Captains

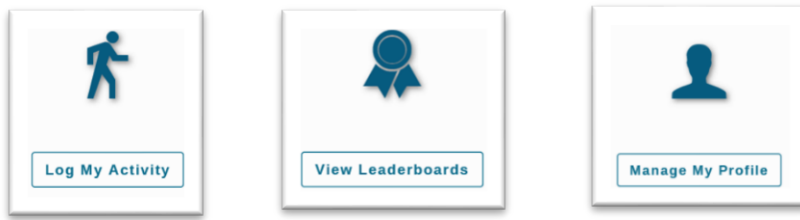
Name your team and tell us if your team is primarily desk based during work hours.

You can invite people to join your team under 'Manage Members'.

You can send email invites to your colleagues, or look up other members who have already registered on the Active Travel Logger to send them an invite.



Team Members and Team Captains - Once the challenge is live, remember to log back in to:



Logging your journeys is simple!

