



Commuter **Challenge**

Web Tool Manual

COMMUTER CHALLENGE WEBINAR

Hosted in Calgary by:



Workplace Registration

Landing Page

You can sign up your workplace directly using the URL: <http://commuterchallenge.ca/app/commuter/register/workplace>

OR

From go the Commuter Challenge home page, and click “Workplace” under Register to enter the signup process.



JUNE 2-8 2013

ENGLISH FRANÇAIS

HOME ABOUT GET INVOLVED RESOURCES RESULTS !! CONTACT US



Plan to participate in the 2014 Canadian Commuter Challenge June 1-7!

Did you know that the Association of Commuter Transportation (ACT Canada) is hosting their Annual Conference in Calgary right NOW until Oct 30. SAA is excited to be presenting on Monday.

Would you like to host your own special challenge. Any time. Any geographic region. Contact us info@commuterchallenge.ca

Happy healthy and safe commuting!

Register



INDIVIDUAL >



WORKPLACE >



CITY >

Workplace Registration



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HOME ABOUT GET INVOLVED RESOURCES RESULTS CONTACT US

Workplace Sign Up

1 LOCATION 2 WORKPLACE DETAILS 3 LOGIN INFO Having problems? [Contact Us](#)

WHAT PROVINCE DO YOU WORK IN?

Ontario

WHAT CITY DO YOU WORK IN?

Choose your city...

- Aurora
- Barrie
- Beamsville
- Belleville
- Brampton
- Brantford
- Brockville
- Burlington
- Cambridge
- Carleton Place
- Chatham-Kent
- Cornwall
- Courtice
- Fergus
- Fort Erie
- Georgetown
- Grand Valley
- Greater Sudbury
- Guelph
- Haliburton County
- Hamilton
- Harrow
- Kawartha Lakes

City not listed here?
Let us know and we will get it added to the list promptly.

COORDINATOR RESOURCES

SPONSORS

BECOME AN AFFILIATE

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Powered by **Commuter Challenge**

Choose your province and city.
The city list is automatically updated when you select your province.

Workplace Registration – Step 2

The number of employees represents the **total number** of employees for the named workplace in that city.

If you have multiple locations in any city, you can set up those as divisions in your Workplace Admin account.

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HOME ABOUT GET INVOLVED RESOURCES RESULTS CONTACT US

Workplace Sign Up

LOCATION WORKPLACE DETAILS LOGIN INFO Having problems? [Contact Us](#)

COMPANY NAME
ABC Associations

CONTACT NAME
John Doe

MAILING ADDRESS
123 Main Street

WORKPLACE POSTAL CODE
X2Y 3Z4

WORKPLACE PHONE
123-456-789

FAX

NUMBER OF EMPLOYEES
987

HOW DID YOU FIND OUT ABOUT THE COMMUTER CHALLENGE?
Challenged by a competitor

< PREVIOUS CONTINUE >

Workplace Registration – Step 3

There is no option for **multiple Workplace Coordinators** (yet). If you wish to have a Coordinator for each of your branches, please create an account for each branch with a unique email address.



HOME

ABOUT

GET INVOLVED

RESOURCES

RESULTS

CONTACT US



Workplace Sign Up

LOCATION

WORKPLACE DETAILS

LOGIN INFO

Having problems? [Contact Us](#)

EMAIL

johndoe@example.ca

CONFIRM EMAIL

johndoe@example.ca

PASSWORD

CONFIRM PASSWORD

< PREVIOUS

CONTINUE >

CITY CONTACTS

COORDINATOR RESOURCES

SPONSORS

Like 1.4k

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Workplace Registration – Complete

Congratulations, your workplace is signed up! Your City Coordinator will receive an email notification with your contact information so they can get in touch with you about any local events or promotions.



Workplace Sign Up

① LOCATION ② WORKPLACE DETAILS ③ LOGIN INFO Having problems? [Contact Us](#)

Thank you for registering your **workplace** for the Commuter Challenge.

You still need to register yourself as an **individual**.

Your workplace had been added to the system and your city coordinator has been notified.

[Return to Commuter Challenge home page](#)



Workplace Admin – Results



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HOME ABOUT GET INVOLVED RESOURCES RESULTS !! CONTACT US



You can log into your Workplace Admin account from the main page.

Plan to participate in the 2014 Canadian Commuter Challenge June 1-7!

Did you know that the **Association of Commuter Transportation (ACT Canada)** is hosting their Annual Conference in Calgary right NOW until Oct 30. **SAA** is excited to be presenting on Monday.

Would you like to host your own special challenge. Any time. Any geographic region. Contact us info@commuterchallenge.ca

Happy healthy and safe commuting!

Register



INDIVIDUAL >

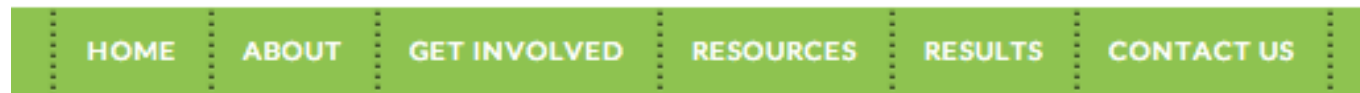


WORKPLACE >



CITY >

Workplace Admin – Results



Individual Participant

Sign In

joedoe@example.ca

.....

[Forgot Password?](#)



[Workplace?](#)

GO >

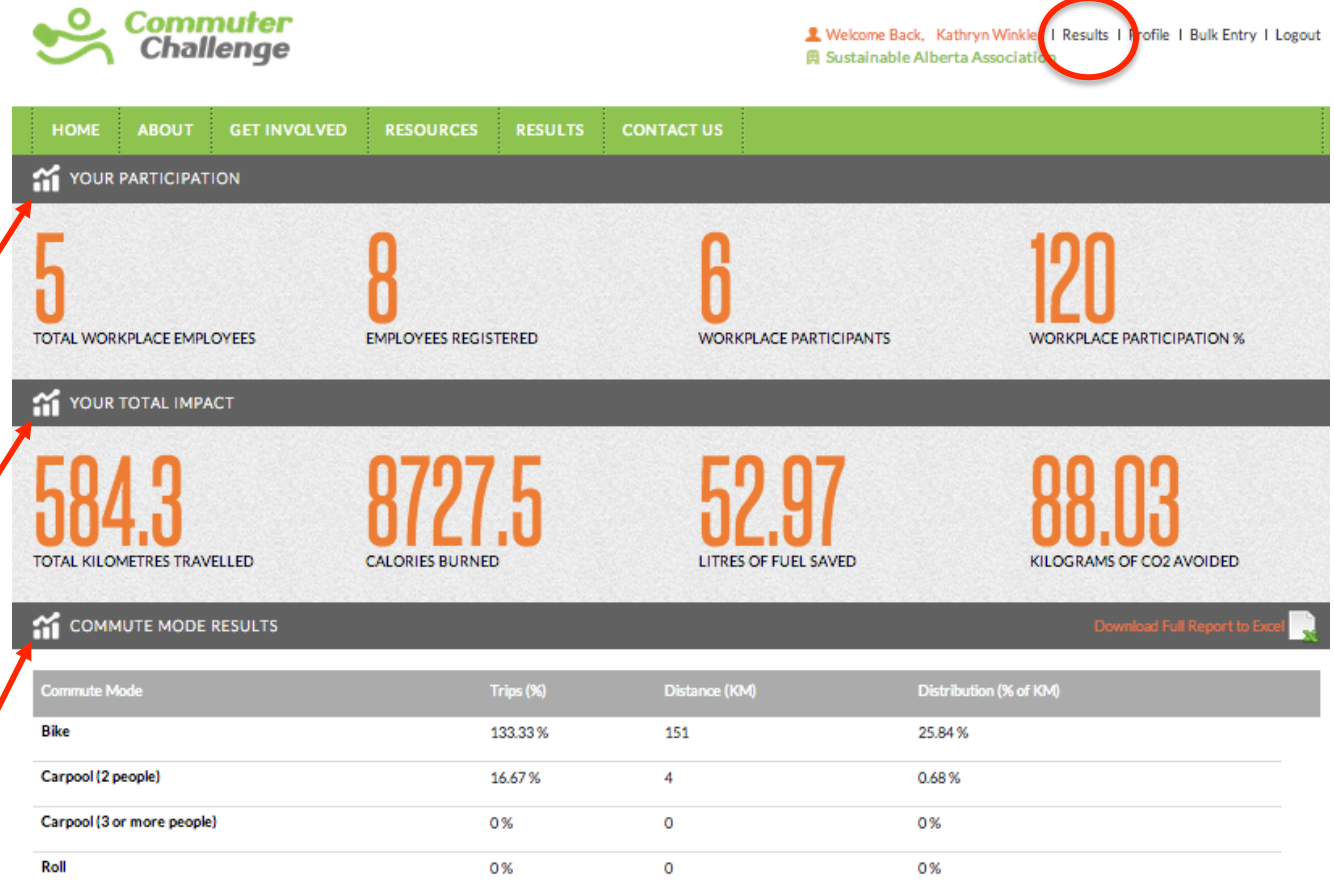
Click on
"Workplace"
from the
sign in page
and log into
your admin
account.



Workplace Admin – Results

The first page in your admin account shows a summary of your workplace's results, including

- Number of employees and participants
- Total impacts of all your employees (KM, GHG emissions, fuel savings, calories)
- Participation and KM by mode of transportation



Workplace Admin – Results Report

You can download your full report into Excel. It includes your employees’

- City
- Workplace locations
- Names
- Email addresses
- Usual modes
- Accumulated results (GHG emissions saved, fuel savings, calories, sustainable travel distance in KM)
- Number of modes used during Commuter Challenge
- Total trips and KM per mode

Welcome Back, Kathryn Winkler | Results | Profile | Bulk Entry | Logout
 Sustainable Alberta Association



Trips (%)	Distance (KM)	Distribution (% of KM)
133.33%	151	25.84 %
16.67%	4	0.68 %
0%	0	0%
0%	0	0%

Workplace Admin – Results Report

A	B	C	D	E	F	G	H	I	J	K
City	Location	Name	Email	Usual Mode	Postal Code	Date Registered	KMs Tracked	Fuel Saved (l)	Calories Burn	Greenhouse
Calgary	HHBH	Barbara	barbara.vrdouina@gmail.com	Transit	T2Z2B8	2013-06-05 21:26:40	120	10.82	980	15.43
Calgary	Old Y Centre	Jeremy Hadys	jeremyhadys@yahoo.fr	Transit	AB T3B 1L4	2013-06-31 18:43:50	0	0	0	0
Calgary	Old Y Centre	Kristin Marquardt	kristin@commuterchallenge.ca	Transit	T3E 7R2	2013-06-03 15:31:55	87.6	7.97	1362.2	12.52
Calgary	Old Y Centre	Kathryn Winkler	kathryn.winkler@shaw.ca	Drove Alone	T2N 2E8	2013-06-04 01:03:14	128	11.59	3584	25.33
Calgary	Old Y Centre	Laura-Leigh	laura-leigh@commuterchallenge.ca	Transit	T3H 5P3	2013-06-04 18:18:28	93.2	8.55	1508.8	14.42
Calgary	Old Y Centre	Barbara	barbara.vrdouina@gmail.com	Transit	T2Z2B8	2013-06-05 21:26:40	120	10.82	980	15.43
Calgary	Old Y Centre	Enrico Caffagni	enrico.caffagni@gmail.com	Transit	T2A 5Z7	2013-10-11 19:06:03	20.5	1.83	24.5	2.36
Calgary	Old Y Centre	Kathryn	kathryn@shaw.ca	Drove Alone	Winkler	2013-10-28 14:03:20	15	1.39	288	2.55
Calgary	Old Y Centre	Rinu	rinuochu88@gmail.com	Transit	T2x 0g7	2013-11-21 18:59:03	0	0	0	0

You can set up multiple branches or departments as different locations to compare them. The public results on the Commuter Challenge website will show the aggregated results for your whole organization.

Workplace Admin – Bulk Entry





Welcome Back, Kathryn Winkler | Results | Profile | **Bulk Entry** | Logout

- HOME
- ABOUT
- GET INVOLVED
- RESOURCES
- RESULTS
- CONTACT US

Track Your Commutes

Only use this page if your staff can not create their own Commuter Challenge accounts to log their commute information.
How many individuals have left their car at home at least once this week?
Enter cumulative km and participants daily.
Add cumulative total km for each sustainable mode.

Your entry today will overwrite previous entries.

YOUR LOCATIONS										
Location	Participants	Carpool 2	Carpool 3	Motorcycle	Transit	Walk	Bike	Roll	Telecommute	
Calgary-Old Y Centre	0	0	0	0	0	0	0	0	0	
Calgary-HHBH	0	0	0	0	0	0	0	0	0	

If the majority of your employees does not work with computers it might make more sense to collect their commute data manually and enter it “in bulk”.

If you manage multiple branches in your account they will show in separate blocks. Please enter your bulk data per branch.

You may enter your bulk data every day. Please note: **Previous entries are overwritten.** Make sure to enter accumulated data that includes previous days.

Workplace Admin – Profile

You can edit/modify your information. Click “Update” to save changes.

Locations within a city are for your internal use only. These locations will not be shown in public reports on the website. However, you will see them separately in your downloadable results report.

You may send your unique registration URL to your employees and they will automatically be signed up under your organization.



Welcome Back, Kathryn Winkler | Results | Profile | Bulk En
Sustainable Alberta Association

- HOME
- ABOUT
- GET INVOLVED
- RESOURCES
- RESULTS
- CONTACT US

COMPANY

Sustainable Alberta Association

PHONE

403 294-0904

ADDRESS

206, 223-12 Ave SW

FAX

POSTAL CODE

T2R 0G9

EMPLOYEE

6

UPDATE

YOUR LOCATIONS ADD LOC

Location	City	Registration URL
Old Y Centre	Calgary	http://app.commuterchallenge.ca/commuter/register/Dx36537333
HHBH	Calgary	http://app.commuterchallenge.ca/commuter/register/Dx36537333
-	Calgary	http://app.commuterchallenge.ca/commuter/register/Dx36537333

YOUR CITIES ADD

City	Employees	Host Contact	Phone	Email
Calgary	5	Kathryn Winkler	403.294.0904	kathryn.winkler@shaw.ca

Workplace Admin – Add New City

Some organizations have offices in different cities. You can add new cities to your organization by clicking on the “Add City” button. Choose your additional office’s province and city and enter the total number of employees in that city.

Once your city is added you can add office locations in that city.

The screenshot shows the Commuter Challenge Workplace Admin interface. At the top left is the logo for Commuter Challenge. At the top right, there is a user profile section: "Welcome Back, Kathryn Winkler | Results | Profile | Bulk Entry | Logout" and "Sustainable Alberta Association". Below this is a green navigation bar with links: HOME, ABOUT, GET INVOLVED, RESOURCES, RESULTS, CONTACT US.

The main content area contains a form for adding a new city. The form has the following fields:

- COMPANY: Sustainable Alberta Association
- ADDRESS: 206, 223-12 Ave SW
- POSTAL CODE: T2R 0G9
- PHONE: 403 294-0904
- FAX: (empty)
- EMPLOYEE: 6

There is an orange "UPDATE" button at the bottom right of the form.

Below the form is a section titled "YOUR LOCATIONS" with an "ADD LOCATION" button. It contains a table with the following data:

Location	City	Registration URL
Old Y Centre	Calgary	http://app.commuterchallenge.ca/commuter/register/Dx36537333
HHBH	Calgary	http://app.commuterchallenge.ca/commuter/register/Dx36537333
-	Calgary	http://app.commuterchallenge.ca/commuter/register/Dx36537333

Below the table is a section titled "YOUR CITIES" with an "ADD CITY" button. It contains a table with the following data:

City	Employees	Host Contact	Phone	Email
Calgary	5	Kathryn Winkler	403.294.0904	kathryn.winkler@shaw.ca

A red arrow points from the "ADD CITY" button in the "YOUR CITIES" section to the "ADD CITY" button in the "YOUR LOCATIONS" section.

Workplace Admin – Add Location/ Division

Once your city is added you can add office locations in that city. A location can be

- A branch of your organization; e.g. Centre Street, Brentwood, etc.
- A department; e.g. Accounting, HR, Sales, etc.
- A team; e.g. 3rd floor, Sustainability Team, etc.

After adding your locations will appear in the list of cities.



Welcome Back, Kathryn Winkler | Results | Profile | Bulk Entry | Logout
Sustainable Alberta Association



COMPANY

Sustainable Alberta Association

PHONE

403 294-0904

ADDRESS

206, 223-12 Ave SW

FAX

POSTAL CODE

T2R 0G9

EMPLOYEE

6

UPDATE



Location	City	Registration URL
Old Y Centre	Calgary	http://app.commuterchallenge.ca/commuter/register/Dx36537333
HHBH	Calgary	http://app.commuterchallenge.ca/commuter/register/Dx36537333
-	Calgary	http://app.commuterchallenge.ca/commuter/register/Dx36537333



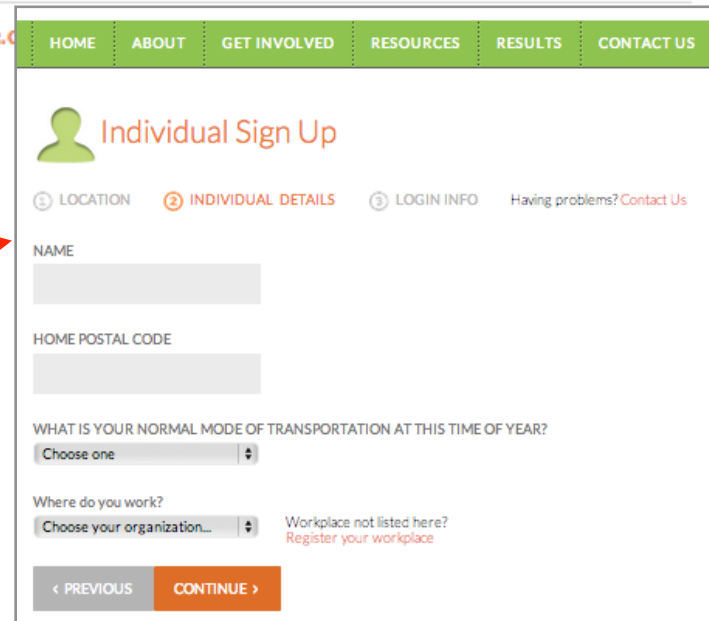
City	Employees	Host Contact	Phone	Email
Calgary	5	Kathryn Winkler	403.294.0904	kathryn.winkler@shaw.ca

Workplace Admin – Add Location/ Division

 YOUR LOCATIONS ADD LOCATION 

Location	City	Registration URL
Old Y Centre	Calgary	http://app.commuterchallenge.ca/commuter/register/0x36537333
HHBH	Calgary	http://app.commuterchallenge.ca/commuter/register/0x36537333
-	Calgary	http://app.commuterchallenge.ca/commuter/register/0x36537333

Send the registration URL to your employees. They will skip the first step of the registration (choose province and city) and will automatically be signed up with your organization.



Individual Registration

Individual Registration

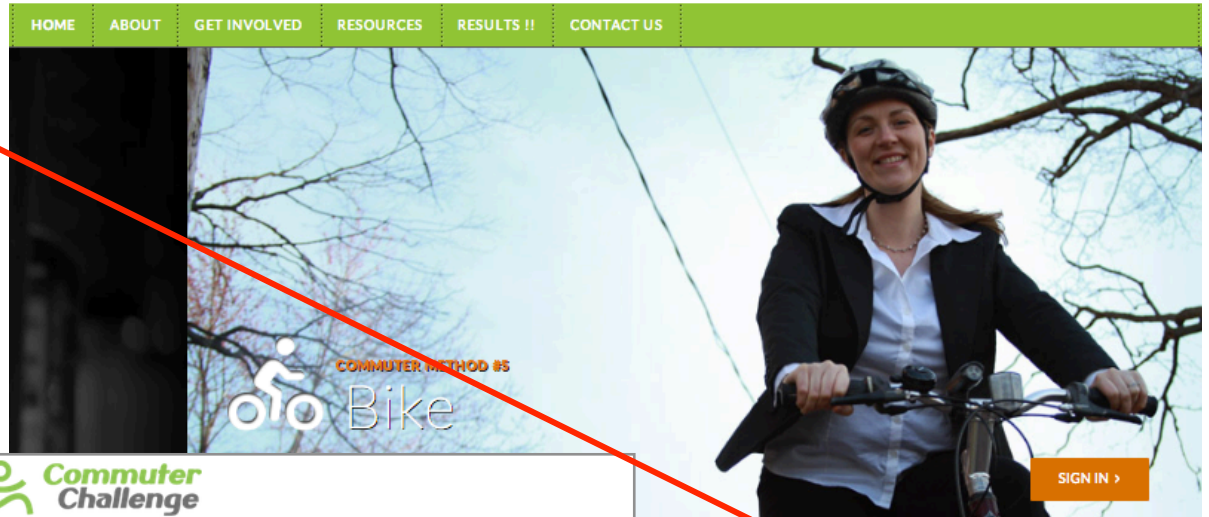
All participants need to sign up as individuals to track their commute during Commuter Challenge Week.

If you are a Workplace Coordinator, please sign up your workplace first. Then return to the registration page and register as an individual under your workplace. You may use the same login information for both accounts.



JUNE 2-8 2013

ENGLISH FRANÇAIS



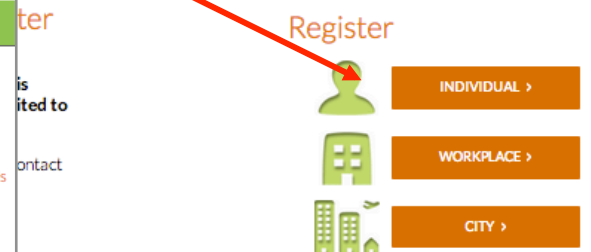
Individual Sign Up

1 LOCATION 2 INDIVIDUAL DETAILS 3 LOGIN INFO Having problems? [Contact Us](#)

WHAT PROVINCE DO YOU WORK IN?
Choose one... [dropdown]

WHAT CITY DO YOU WORK IN?
Select a city... [dropdown] City not listed here? [Let us know](#) and we will get it added to the list promptly.

< PREVIOUS CONTINUE >




Individual Registration – Step 2

Do you work alone or is your organization not signed up yet?

- You can register yourself under Individual/No Affiliation

- If you are your organization's Commuter Challenge Coordinator please sign up your organization first

HOME ABOUT GET INVOLVED RESOURCES RESULTS CONTACT US

 Individual Sign Up

① LOCATION ② INDIVIDUAL DETAILS ③ LOGIN INFO Having problems? [Contact Us](#)

NAME

HOME POSTAL CODE


WHAT IS YOUR NORMAL MODE OF TRANSPORTATION AT THIS TIME OF YEAR?
Choose one

Where do you work?
Choose your organization... Workplace not listed here? [Register your workplace](#)

< PREVIOUS CONTINUE >

Individual Registration – Step 3

HOME ABOUT GET INVOLVED RESOURCES RESULTS CONTACT US

 Individual Sign Up

① LOCATION ② INDIVIDUAL DETAILS ③ LOGIN INFO [Having problems? Contact Us](#)

EMAIL
johndoe@example.ca

CONFIRM EMAIL
johndoe@example.ca

PASSWORD

CONFIRM PASSWORD

< PREVIOUS CONTINUE >

Individual Registration – Complete

When you completed your registration you will automatically be directed to your account where you can track your commute.

The screenshot shows the registration page for the Husky Energy Commuter Challenge. At the top, there is a navigation bar with links for HOME, ABOUT, GET INVOLVED, RESOURCES, RESULTS, and CONTACT US. Language options for ENGLISH and FRANCAIS are also present. The main heading is "Track Your Commutes for Husky Energy". Below this, there are instructions for entering commute data and a "LOG" button. A section titled "YOUR TOTAL IMPACT" displays four metrics: 11.4 Total Kilometres Travelled, 432.8 Calories Burned, 1.08 Litres of Fuel Saved, and 2.37 Kilograms of CO2 Avoided. Below this is a table titled "YOUR COMMUTES" with columns for Date, Mode, and KM (round trip). The table lists three entries: Monday, June 3rd (Walk, 2 KM), Monday, June 3rd (Walk, 2 KM), and Thursday, June 6th (Bike, 7.4 KM). At the bottom, there are links for CITY CONTACTS, COORDINATOR RESOURCES, and SPONSORS, along with a "BECOME AN AFFILIATE" button. Social media icons for Like, Facebook, and Twitter are also visible.

ENGLISH FRANCAIS

HOME ABOUT GET INVOLVED RESOURCES RESULTS CONTACT US

Track Your Commutes for Husky Energy

For each day of the Commuter Challenge, please input each mode and distance to equal your total daily commute (in kilometers).
You can choose multiple modes for each day, and they will be added together to determine your totals!

If you worked from home, please enter the distance you would have travelled if you had commuted to your workplace.

Airmiles Collector Number:

Win 1 of 50 prizes of 100 Air Miles ®

DAY: Choose one

MODE: Drove Alone

DISTANCE: # of Kilometres

LOG

YOUR TOTAL IMPACT

11.4 TOTAL KILOMETRES TRAVELLED	432.8 CALORIES BURNED	1.08 LITRES OF FUEL SAVED	2.37 KILOGRAMS OF CO2 AVOIDED
------------------------------------	--------------------------	------------------------------	----------------------------------

YOUR COMMUTES

Date	Mode	KM (round trip)
Monday, June 3rd	Walk	2
Monday, June 3rd	Walk	2
Thursday, June 6th	Bike	7.4

CITY CONTACTS COORDINATOR RESOURCES SPONSORS BECOME AN AFFILIATE

Like 1.4 Twitter

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Individual – Tracking

Choose your day, your commute mode and enter the total KM you travelled that day in the respective mode.

After submitting your cumulated results will be shown at the top.

You may enter multiple modes per day. If you need to correct an entry, simply delete it and re-enter the information.

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HOME ABOUT GET INVOLVED RESOURCES RESULTS CONTACT US

Track Your Commutes for Husky Energy

For each day of the Commuter Challenge, please input each mode and distance to equal your total daily commute (in kilometers).
You can choose multiple modes for each day, and they will be added together to determine your totals!

If you worked from home, please enter the distance you would have travelled if you had commuted to your workplace.

Airmiles Collector Number:

Win 1 of 50 prizes of 100 Air Miles ®

DAY
Choose one

MODE
Drove Alone

DISTANCE
of Kilometres

LOG

YOUR TOTAL IMPACT

11.4 TOTAL KILOMETRES TRAVELLED	432.8 CALORIES BURNED	1.08 LITRES OF FUEL SAVED	2.37 KILOGRAMS OF CO2 AVOIDED
------------------------------------	--------------------------	------------------------------	----------------------------------

YOUR COMMUTES

Date	Mode	KM (round trip)	
Monday, June 3rd	Walk	2	
Monday, June 3rd	Walk	2	
Thursday, June 6th	Bike	7.4	

City Coordinator Registration

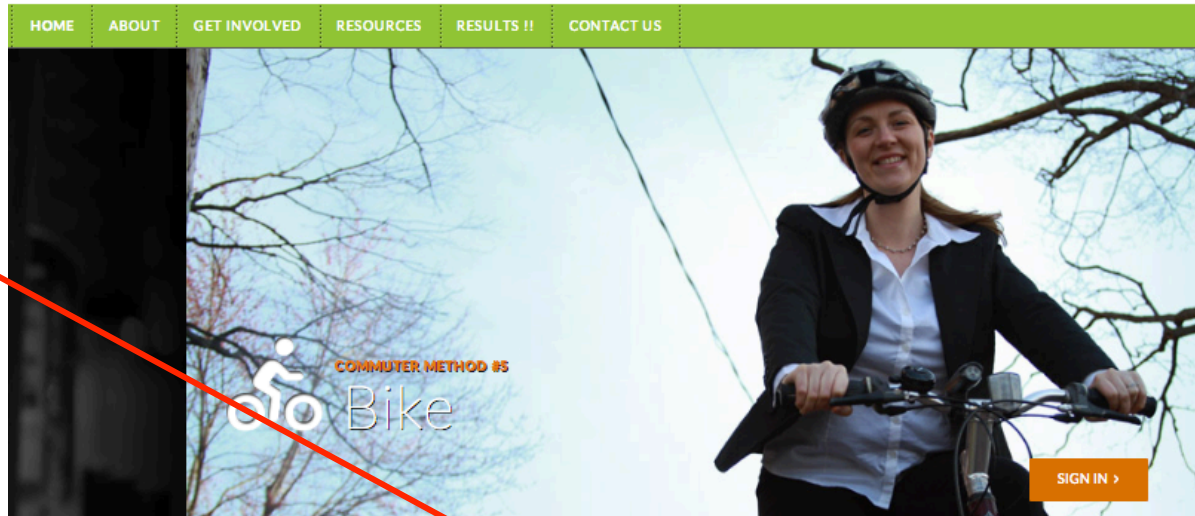
City Admin

To register as a City Coordinator, click "City" from the Commuter Challenge home page.



JUNE 2-8 2013

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Did you know that the **Association of Commuter Transportation (ACT Canada)** is hosting their Annual Conference in Calgary right NOW until Oct 30. SAA is excited to be presenting on Monday.

Would you like to host your own special challenge. Any time. Any geographic region. Contact us info@commuterchallenge.ca

Happy healthy and safe commuting!

Register



City Admin

Click on “City Coordinator’s Login page”, OR use the following URL:

`http://app.commuterchallenge.ca/commuter/city/session`

Enter your user information in the next page to sign in.



Please contact us via e-mail to find out more about hosting the Commuter Challenge event in your city or region. We can also support you in hosting a similar regional event any time throughout the year.

info@commuterchallenge.ca

Link to Commuter Challenge [City Coordinator’s Login page](#)

A screenshot of the "City Affiliate" sign-in page. It features a navigation menu at the top with items: HOME, ABOUT, GET INVOLVED, and RESOU. Below the menu is the "City Affiliate" logo and the text "Sign In". There are two input fields: one for the email address containing "johndoe@example.ca" and one for the password containing six dots. Below the password field are two links: "Forgot Password?" and "Workplace?". A "GO >" button is located at the bottom right of the form area.

City Admin – Coordinator Info



Hello Kathryn Winkler! ([Logout](#))

[Profile](#)

[Merge](#)

[Workplaces](#)

Calgary City Coordinator

Contact Name

Kathryn Winkler

Email Address

kathryn.winkler@shaw.ca

Host Organization

Sustainable Alberta Association

Phone

403.294.0904

[Save](#)



[Download Full City Results to Excel](#)

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Sorry about the less than pretty layout... We haven't had time to get to it yet.

Update your City Coordinator contact info here (seen by your Workplace Coordinators).

Download your full participants report here.

City Admin – Participant’s Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	City	Location	Name	Email	Usual Mode	Postal Code	Date Register	KMs Tracked	Fuel Saved (l)	Calories Burn	Greenhouse	# of Modes	Bike Trips	Bike KM
2	Calgary	Marquis Allian												
3	Calgary	ATB	Kaith	akanth@gato	Transit	T1Y 2K6	2013-06-03 2:180	7.45	686	24.52	3	0	0	
4	Calgary	Associated Er	Schwartz	schwartzca@	Drove Alone	T3P0E1	2013-06-03 0:90	2.85	0	6.23	2	0	0	
5	Calgary	BBA	Geyer	andre.geyer@	Transit	T3H 2Y8	2013-06-05 11:117	11.12	3914	24.29	2	5	107	
6	Calgary	Shell Canada	Patel	annette.pate	Bike	T3H 2L2	2013-06-03 1:64	6.09	2354	13.29	2	3	46	
7	Calgary	Devon Canad	J Howarth	a.j.howarth@	Walk	T3C 3S6	2013-06-04 1:30	2.85	1470	6.23	1	0	0	
8	Calgary	ERCB - Energ	Iron Dalton	aaron@dalton	Transit	T3K4L9	2013-06-05 11:189	14.36	0	18.16	2	0	0	
9	Calgary	YWCA of Calc	Iron Gambir	agambir@yw	Transit	T2G 5c1	2013-06-23 11:24.5	2.3	749.5	4.71	3	1	15	
10	Calgary	Matrix Solutio	Iron Graf	agraf@matrix	Walk	T2S2V8	2013-06-30 11:11	1.05	539	2.28	1	0	0	
11	Calgary	Marquis Allian	Iron Santos	ssantos@sc	Transit	T2H 1R1	2013-06-03 21:110	9.98	960	15.25	2	2	30	
12	Calgary	DIALOG	Iron Whaler	awhaler@des	Bike	T2P 5J4	2013-06-29 11:24	2.28	816	4.98	2	3	14.4	
13	Calgary	Suncor Energ	Iron Fayyaz	afayyaz@sun	Transit	T3C 0W6	2013-06-04 1:96.5	8.94	2680	16.33	3	1	7.8	
14	Calgary	Devon Canad	Iron Kind	abby.kind@	Transit	T1X 1A2	2013-06-06 1:58	5.17	0	6.54	1	0	0	
15	Calgary	Total E&P Car	Iron Kader	hk.abdekader	Transit	T3P0c7	2013-06-31 11:136.7	12.49	2484.3	20.23	2	0	0	
16	Calgary	TERA Environ	Iron Abdul	abdulrubina	Transit	T3E3W3	2013-06-07 2:92.5	8.25	0	10.43	1	0	0	
17	Calgary	ATB	Iron Abdul Malik M	amohammed	Drove Alone	T2Y4T7	2013-06-05 1:60	1.9	0	4.15	2	0	0	
18	Calgary	Mennonite Ce	Iron Janzen	abeganzen@	Drove Alone	T3K3A6	2013-06-04 11:1267	48.89	1984	184.14	4	2	62	
19	Calgary	National Ener	Iron Abha Bhargav	abha.bhargav	Transit	T3A4P1	2013-06-16 1:0	0	0	0	0	0	0	
20	Calgary	SMART Techn	Iron Anshok Dha	adshawan@	Transit	T2S0J8	2013-06-07 2:40	3.57	0	4.51	1	0	0	
21	Calgary	HI-Calgary Cil	Iron Abida	abidamoham	Transit	T2A 3P2	2013-06-04 2:100	8.92	0	11.28	1	0	0	
22	Calgary	ERCB - Energ	Iron Aden	abiodun aden	Drove Alone	T2Y3K3	2013-06-07 1:132.4	11.81	0	14.94	1	0	0	
23	Calgary	Nexen Inc.	Iron Abu Bakr	abu_bakr@n	Transit	T1Y 3V2	2013-06-03 11:183	16.34	147	20.93	2	0	0	
24	Calgary	Total E&P Car	Iron Abu Junaid	Abu Junaid@	Transit	T2J 6P6	2013-06-04 2:470	20.71	490	69.84	3	0	0	
25	Calgary	National Ener	Iron Abdul Kabir	abul.kabir@	Transit	T3G 4M2	2013-06-06 11:150	10.88	0	16.38	3	0	0	
26	Calgary	WorleyParson												

The Full City Results includes all your participants'

- City
- Names
- Workplaces (location)
- Email addresses
- Usual modes
- Accumulated results (GHG, fuel savings, calories, sustainable travel distance in KM)
- Number of modes used over the week
- Total trips and KM per mode

City Admin – Coordinator List

ID	Workplace N	Contact	Email	Phone	Fax	Employee C	Individual R	Bulk Registe	Participants	Percentage
103034	ABC Associat	John Doe	john@exampl	123-456-789		123	0	0	0	0
103033	ABC Associat	John Doe	john@exampl	123-456-789		987	0	0	0	0
102208	Alberta Comm	Beth Leon	bethleon@gn	403-336-0469		9	1	0	0	0
101552	Alberta Ecotru	Jonnie Gines	j.gines@abcc	403-209-2245		6	6	0	2	33.33
102320	Alberta Enviro	James Jorgen	james.jorgens	403-297-8035		2000	2	0	2	0.1
102494	Alberta Health	Karen Sarro	karen.sarro@	403-943-0210	403-943-0210	50	10	0	10	20
101702	Alberta Infrac	Justin Smale	Justin.smale@	403-592-2996	403-297-7677	100	27	0	23	23
102106	Alberta Transp	Kame Raun	kame.raun@	780-643-9334		50	3	0	2	4
101657	Allstream	Thane Harrow	thane.harrow@	403705-0206		50	2	0	1	2
101575	AltaGas Ltd.	Ruthanna Pent	ruthanna.pent	403-691-7162	403-691-7555	283	126	0	124	43.82
101881	AltaLink	Amanda Payk	Amanda.Payk	403-267-3408		944	176	0	137	14.51
102490	Artis REIT	Icia Veness	iveness@artis	204-947-1250	204-947-0433	38	0	0	0	0
102206	arusha centre	Gerald wheath	gerald@arush	403 270 3200		2	0	0	0	0
102148	Associated Er	Erin Rooney	er@summit-er	4032624500	4032659100	100	26	0	26	26
101941	ATB	Kyana Roger	krogers@atb	1587999-2031		1300	176	0	146	11.23
102256	ATCO Energy	Kendra Fergus	kendra.fergus	403-513-3672		100	29	0	27	27
102143	ATCO Gas	Michelle Loun	michelle.loun	403-245-7429		200	28	0	26	13
102134	ATCO Pipelin	Kelsey Archer	kelseyarcher	403-245-7226		70	23	0	19	27.14
101768	Autopro Autor	Kyle Pearce	kyle.pearce@	403-569-6489		100	25	0	21	21
102162	BBA	M. Clarke	mclarke@bba	403-770-2111		10	2	0	2	20
101582	Beacon Litera	Wynne Baste	wynne@beacon	403-283-3278	403-244-7733	2	1	0	0	0
101661	Bell Canada	Trevor Bacon	trevor.bacon@	403-410-4388		300	61	0	50	16.67
101653	BetterCode.ca	Robert Fowst	rfowst@fowst	403 650 5117		1	3	0	0	0
102239	BikeBike	Jan	jan@bikebike	403-492-2288		6	0	0	0	0
102787	Bl Z Energy I	Bill McKenzie	bill@blzenery	403-237-9803	403-237-9802	3	1	0	1	33.33

You can download a list of all your Workplace Coordinators and their contact information into Excel; e.g. for mail merge.

City Admin – Merge

If the same workplace is signed up multiple times by different employees you can now merge duplicate accounts into one.

Please note:
merging is
IRREVEESIVBLE!

Profile

Merge

Workplaces

Merge Workplaces

Merge the participant details from...

ABC Associations

into the participant details for...

ABC Associations

The merge process is **destructive and irreversible!**
All cities, employees, divisions and commutes from the source workplace will be added to the target workplace and the source workplace will be deleted.

Merge

City Admin – Merge

Will be DELETED

Participants will be added to the other workplace as well as # of employees.

Total number of employees.

REAL workplace account to keep.

Merge Workplaces

Merge the participant details from...

Sustainable Alberta Association

Registrants: 8 Cities: 1 Divisions: 2 Commutes: 33

into the participant details for...

ABC Associations

The merge process is *destructive* and irreversible!

All cities, employees, divisions and commutes from the source workplace will be added to the target workplace and the source workplace will be deleted.

Merge



Commuter **Challenge**

Thank You

For any further question or information please contact
info@commuterchallenge.ca

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