

## Instructions for Participating in the

# CORPORATE WALK & ROLL CHALLENGE

June 1 – 30, 2009

It's easy as 1 – 2 – 3!

1. To accept the challenge, please visit the River Cities Rideshare [Homepage](http://www.rcride.com) (www.rcride.com) and register for River Cities Rideshare (if you have not already done so) by inserting your email address and creating a password. Then follow the steps to enter the additional information requested to complete the registration process. Please be assured that your home address or other personal information will not be shared.

NOTE: Whether you are new to River Cities Rideshare or not, you must enter your employer on the Destination Address page, or your organization will not get credit for the smart miles you accrue during June. You can edit or add to your registration information from the River Cities Rideshare My Page (see the third editing box). If you do not find your employers name among the selections in the drop down box, please contact Annette Prosterman by email (aprosterman@aacog.com) or phone (210.362.5213) to request that it be added.

2. To accept the challenge on behalf of your organization, click on the enroll link at the bottom of the page. It will take you to a calendar upon which you can begin to log your miles in June.
3. Starting June 1, you can log your miles by accessing the Commute Tracker link from My Page. The link to My Page can be found on the bar under the River Cites Rideshare heading on the homepage. Unlike our previous Walk & Roll Challenge website, you will be able to go back and edit miles you have already entered. However, all mileage must be logged by midnight July 1, 2009 to be included in the challenge. Winners will be announced the following week.



**Good luck!**

## SAMPLE E-MAIL



### <Company/agency Name> accepted the challenge!

During the month of June, <company name> will compete with other area businesses to accumulate the most *smart miles* per employee. *Smart miles* refers to commuting to and from the workplace by carpooling/vanpooling, riding the bus, walking, cycling—just don't drive alone.

### Why should you participate?

Participating in the Walk & Roll Corporate Challenge provides you, as an employee, with a number of benefits. Alternative commuting saves money, helps de-stress your travel time, reduces road and parking lot congestion, and improves your health (walking and cycling in particular). You'll also receive satisfaction in knowing that you are doing something to improve the environment, reduce air pollution, and improve the quality of life in our community.

### Participating is EASY

You can log smart miles on [www.rcride.com](http://www.rcride.com). Participating employees choose both a username and password and identify his/her organization. For privacy concerns, employees will be identified on the website solely by their usernames. Starting June 1, employees may begin logging their smart miles in the "My Page" section, within the "Commute Tracker" area.

### Optional Section

#### **Need more motivation?**

<Company name> will reward the company category winners and overall winner (employee logging the most miles overall) – from June 1<sup>st</sup> through June 30<sup>th</sup> with \_\_\_\_\_ (suggestions: free oil change, preferred parking for a month, free bus pass for the summer, gift certificate). Winners will be recognized \_\_\_\_\_ (date, time, location).

To find out more about the Walk & Roll Corporate Challenge, please e-mail me at <insert e-mail address here> or call <phone number>. For technical questions about using River Cities Rideshare ([www.rcride.com](http://www.rcride.com)), contact Annette Prosterman at [aprosterman@aacog.com](mailto:aprosterman@aacog.com).

Let's show our competition that <company name>'s employees have what it takes to win the Walk & Roll Corporate Challenge!

**Go Team <company name>!**