

How to sign up for the 2018 Business Commute Challenge

1. Click on the [sign-up here](#) button at commutechallenge.org home page starting April 3, 2018.
2. The first person to sign up a company's team is the Team Captain. The Team Captain can be changed at any time by emailing commutechallenge@ltd.org including the new Team Captain's name, email, and phone.
3. If you are creating the first team, click on the drop down menu, to **"add a new organization"** and follow the instructions. Use the Parent Organization name. Read more on Team Name/Team Number for details.
4. Create a team name and tell your teammates what it is so they can find it when they sign up.
5. Enter the number of employees (100%) in your department/organization depending on how you decide to register your organization.
6. Please complete all the fields and click on the Submit Button on the bottom of the page.
7. If all went well, a message will appear right at the top of the [my profile](#) bar, that your request was successful.
8. You will receive a confirmation email.
9. If you want to create a New Team under an existing Parent Organization: Find the Parent Organization name in the drop down menu and click on the **"create a new team for this organization"** link and follow instructions.

How to sign-up teammates that do not have internet access

Team Captains can register and log trips for a teammate if needed.

1. Click on the [sign-up here](#) button and fill in your teammates commute information on the My Profile page.
 - a. A unique user name must be used for each teammate.
 - b. Team Captains will then have to use their own email address and log-in password.

To make it easier to enter and report for teammates who don't have email, download a paper reporting form that can be completed and handed in to you by Friday, May 18. You will then have to enter them in the site by Monday, May 21 at 5:00 p.m.