

# CITY OF BRANDON COMMUTER CHALLENGE

## WORKPLACE COORDINATOR RESOURCE GUIDE

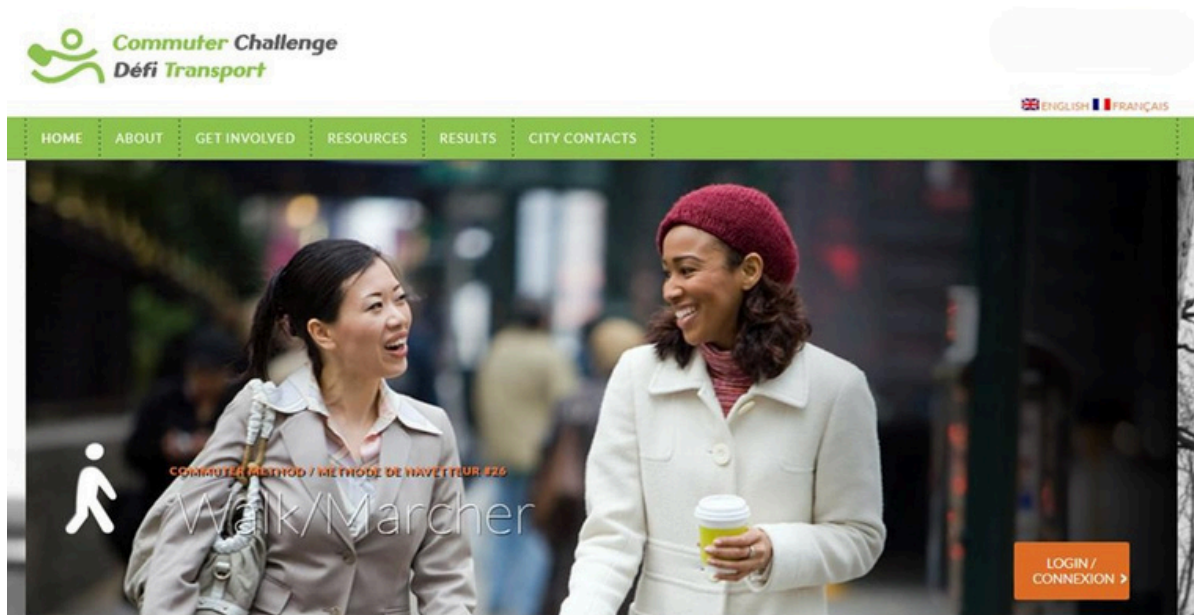
This guide will provide workplace coordinators the information required to navigate [commuterchallenge.ca](http://commuterchallenge.ca)! We will cover the 6 steps to register and set up your account, share, log and track results.

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# Step 1: Register your Workplace

Go to <https://commuter.commuterchallenge.ca/register/workplace>

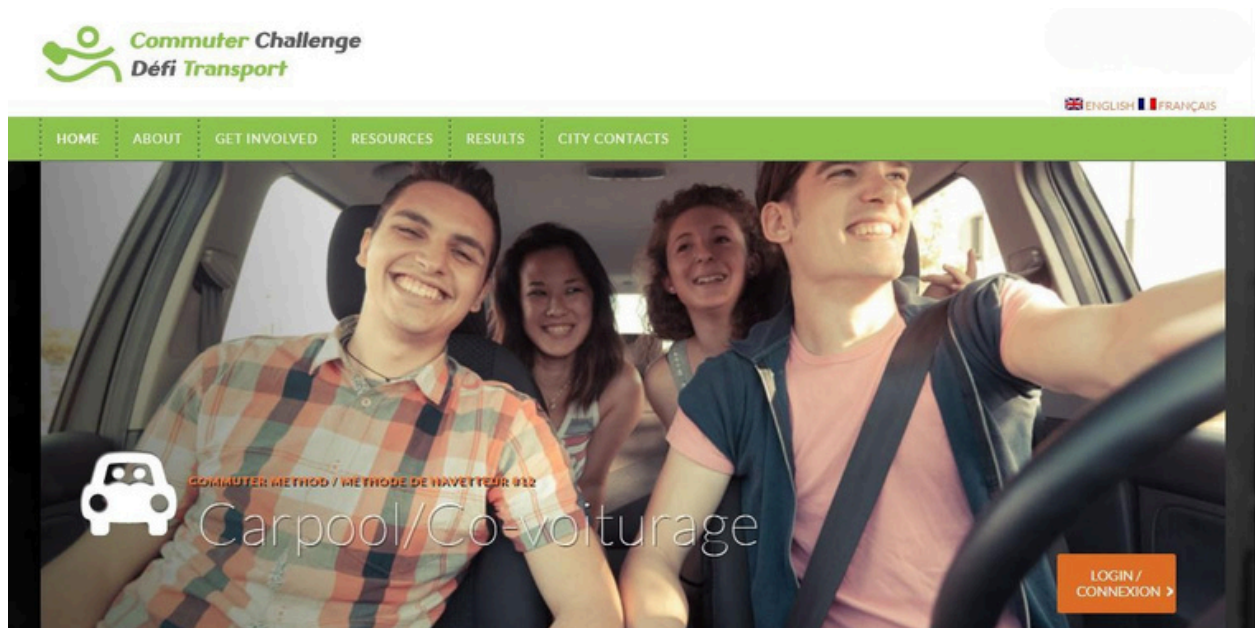


**Step 1:** From the homepage, find the 4 options below. Select **Workplace**. Input your province, location, contact details, and the number of employees at your workplace.

The "Workplace Sign Up" form has a green building icon and the title "Workplace Sign Up". It includes a progress bar with three steps: "1 LOCATION", "2 WORKPLACE DETAILS", and "3 LOGIN INFO", followed by a link "Having problems? Contact Us". The first step, "LOCATION", is active. It contains two dropdown menus: "WHAT PROVINCE DO YOU WORK IN?" with the text "Choose one..." and "WHAT CITY DO YOU WORK IN?" with the text "Select a city...". To the right of the city dropdown is a link: "City not listed here? Let us know and we will get it added to the list promptly." At the bottom are two buttons: a grey "< PREVIOUS" button and an orange "CONTINUE >" button.

## Step 2: Login as a Workplace Coordinator

**Step 2:** Go to <https://commuter.commuterchallenge.ca/workplace/session>



**Step 2:** From the homepage, select '**Login/Connexion**'. Then select '**Workplace?**'



If you have forgotten your password, select '**Forgot Password**' to reset.



## Step 3: Setting up your Account

**Step 3:** Select '**Profile**' from the options at the top right corner.

Welcome Back, | Results | Profile | Bulk Entry | Logout

ENGLISH FRANCAIS

Edit your workplace profile as necessary.

### Adding Cities/Towns

**Step 3:** List any cities and towns outside of Winnipeg that your workplace operates in by clicking on '**Add City**' on the right side of your screen.



When employees follow your URL they will be registering for your workplace within that city/town.

#### Workplace Profile Editor

PROVINCE  
Choose one...

CITY  
Select a province first...

City not Listed? [Notify Us](#) and we will add it to the list promptly.

EMPLOYEES

POSTAL CODE

### Adding Departments/Locations

**Step 3:** List extra departments, floors, teams, and locations to customize the system by clicking on '**Add Location**' on the right side of your screen.



When employees follow your URL, they will be prompted to select one of the locations/departments.

\*create a final list of workplace 'locations' before inviting employees to register

#### Workplace Profile Editor

CITY  
Select a city...

LOCATION NAME

POSTAL CODE



## Step 4: Finding your URL

**Step 4:** Click **'profile'** and copy the URL to share it with your team for a quick and easy registration process.



Please note if you have multiple cities/towns, you will have multiple URL's to share. If you have multiple locations/departments within a city/town, there will only be one URL to share.



## Step 5: Logging Kilometres

There are two ways to log kilometres:

**Individual Logging** – each employee is responsible for logging their kilometres for each day of the challenge.

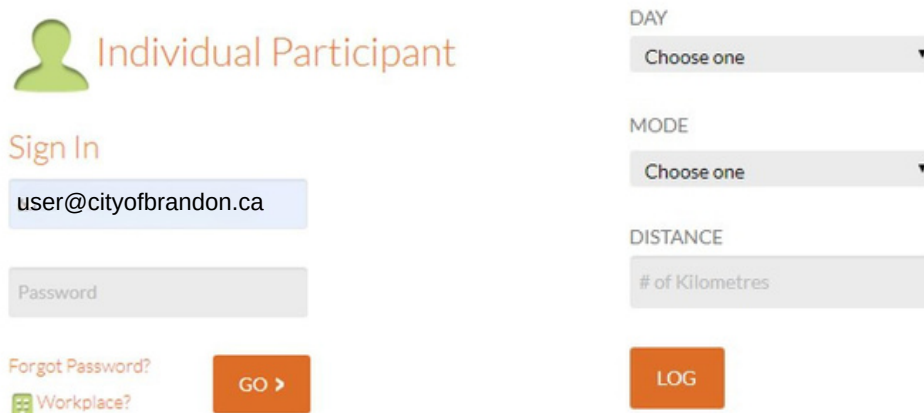
- ☐ This is less work for the coordinator and allows employees to be eligible for individual prizes. However, it may require lots of reminder emails and tech support for your team.

**Bulk Entry Logging** – workplace coordinator does a manual bulk entry **ONE TIME** at the end of the week.

- ☐ This allows employees without an email to participate, but they will not be eligible for a prize unless you send your participation list directly to us. \*Use our spreadsheet to track your totals.

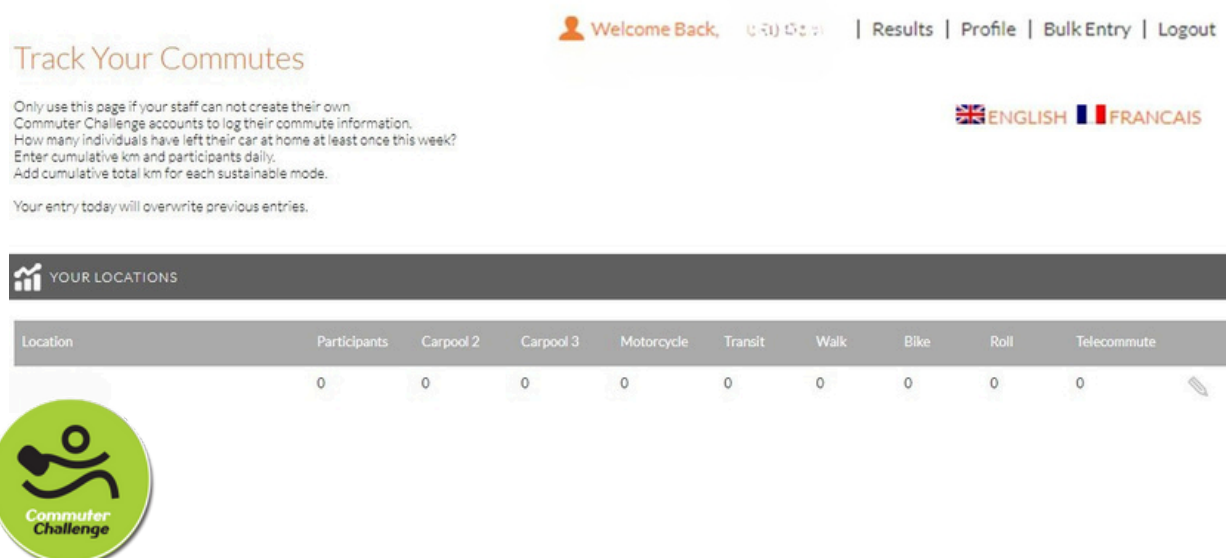
### Individual Kilometre Logging

**Step 5:** Go to <https://commuter.commuterchallenge.ca/individual/session>



### Bulk Entry Kilometre Logging

**Step 5:** Select '**Bulk Entry**' from the workplace coordinator menu in the top right corner.



Location	Participants	Carpool 2	Carpool 3	Motorcycle	Transit	Walk	Bike	Roll	Telecommute
	0	0	0	0	0	0	0	0	0



## Step 6: Tracking Results

**Step 6:** Login as workplace coordinator and click '**results**' to download an excel spreadsheet of who is registered and logging kilometres.

Download Full Report to Excel 

*If some people at your workplace are not registered or have not entered their kilometre information, they may need a reminder or tech support from you!*

## City of Brandon: Contact Information

Need support? Contact the City of Brandon Commuter Challenge  
Coordinator Ingrid Gatin at [i.gatine@brandon.ca](mailto:i.gatine@brandon.ca) or 204-729-2510

Find more information at:

<https://www.brandon.ca/our-initiatives/brandon-commuter-challenge>  
and <https://commuterchallenge.ca/>



# BRANDON'S CITY-WIDE Commuter Challenge

JUNE 1 - 7, 2025

POP-UP EVENTS  
with bike repairs,  
refreshments and  
prizes!

## JOIN THE CHALLENGE!

Try a sustainable way to travel to work -  
Each time you bike, walk, carpool or bus,  
you'll be entered to win!

[www.commuterchallenge.ca](http://www.commuterchallenge.ca)