



Trip Log/Challenge Sign Up Guide

For Current TPI Users (not registered for the Bike Everywhere Challenge):

1. Log-in to your TPI account. (Must create account)
2. Click on the **Challenges** tab on the green menu bar.



3. Scroll down to the “**Leader Board**” section for the DCTA Bike Everywhere Challenge and select “**Register Here.**” (See below outlined in red)

Select a Challenge to Join

Leader Board

Register Here

Participant Name	Distance Miles	Trips	Calories Burned	Fuel Saved Gal	GHG Saved Lbs
Adrienne H.	56	6	2,976	3	51
Sonya J.	10	8	552		10
Mel S.	8	4	440		8



4. Create a **Challenge Team** name and click “Confirm.” (This is the name that will be displayed in the “Leader Board” box.)

Leader Board

Create A Challenge Team

Create a Challenge Name (alias)

[Cancel](#) [Confirm](#)

[Register Here](#)

5. After you confirm your name, you will receive a registration confirmation message (see below). It may take a few minutes for the information to be added to the “Leader Board,” but it will be added automatically.



Solo Participant Team Created



You have successfully created a new Challenge Team for the event :
DCTA Bike Everywhere Challenge

Participant Name : Mel S.
Team ID : 1944

OK



6. Start tracking your commute information in the **Commute Calendar**. The bike-related trips will be automatically tracked/recorded in the “Leader Board.” Below is a sample of what the “Leader Board” information looks like.

Leader Board My Performance

Participant Name	Distance Miles	Trips	Calories Burned	Fuel Saved Gal	GHG Saved Lbs
Adrienne H.	56	6	2,976	3	51
Sonya J.	10	8	552		10
Mel S.	8	4	440		8

7. Below is the information tracked under the “**My Performance**” tab outlined in red of the Leader Board. Information here is only visible when the user is logged in.

Leader Board **My Performance**

My Organization					
Participant Name	Distance Miles	Trips	Calories Burned	Fuel Saved Gal	GHG Saved Lbs
Sonya J.	10	8	552		10

Commute Mode Statistics					
Commute Mode	Trips	Distance Miles	Calories Burned	Fuel Saved Gallons	GHG Saved Lbs
Bicycle, roller blade	8	10	552		10