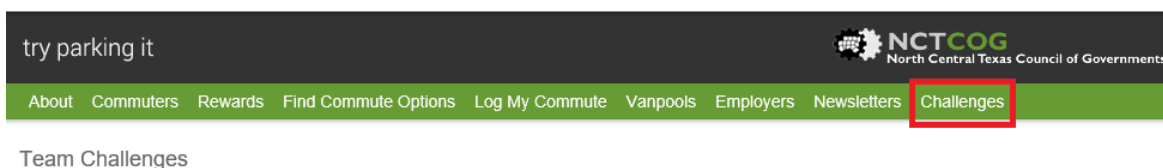


Trip Log/Challenge Sign Up Guide

***For new Try Parking It (TPI) users, you must create an account first to register for the 2017 DART Bike to Work Challenge.**

For current TPI users (not registered for the 2017 DART Bike to Work Challenge):

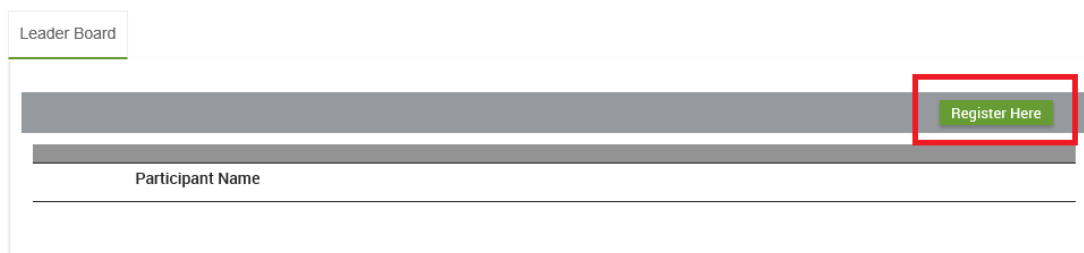
1. Log-in to your TPI account.
2. Click on the **Challenges** tab on the green menu bar.



Select a Challenge to Join



3. Scroll down to the “Leader Board” section for the 2017 DART Bike to Work Challenge and select “Register Here.”



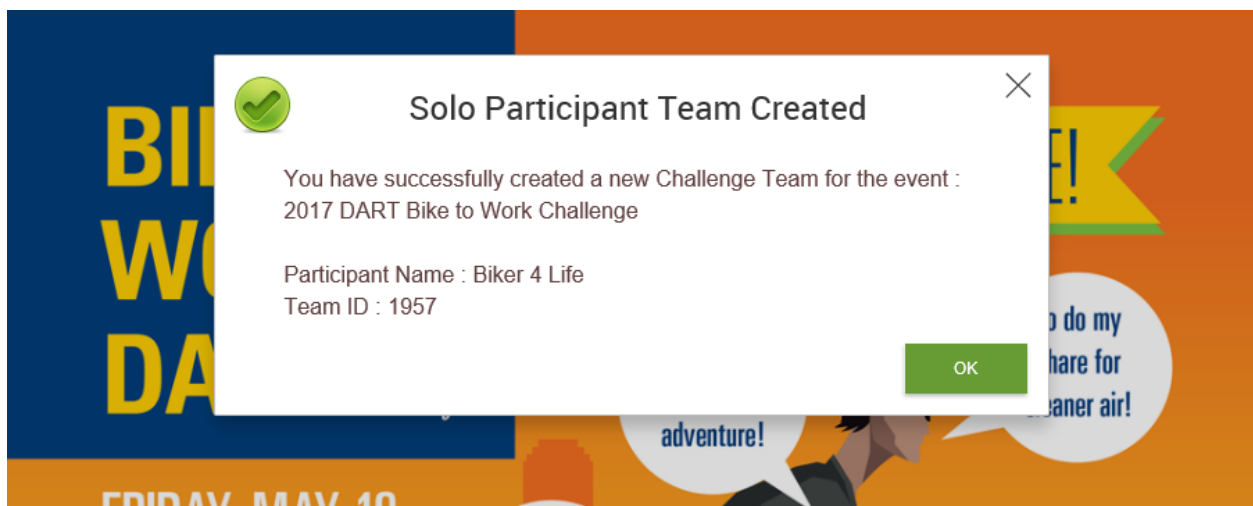
4. Create a **Challenge Name** and click “Confirm.” (This is the name that will be displayed in the “Leader Board” box.)

Leader Board

Create A Challenge Team

Create a Challenge Name (alias)

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.



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	
Biker 4 Life	

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



Biker 4 Life

Commute Mode Statistics

Commute Mode	Trips	Distance Miles	Calories Burned	Fuel Saved Gallons	GHG Saved Lbs

8. At the end of the Challenge, one participant will be randomly selected to win a \$200 gift card to Richardson Bike Mart (regardless of distance traveled). Remember to log your commutes between May 1st and May 31st. Stay safe and happy riding!