

Steps for Registering for Group Health Commute Challenge: BIKE TO SCHOOL

- 1) Go to <http://cbcef.org/btw/cc.html>
- 2) On the left side of the page you can choose to register a team or an individual team (1 person). You can do either! A team consists of 4-10 people.

Team Information: Please fill out all required fields

- 3) “Team Name”: Whatever you want to call your team “ECKSTEIN EAGLES” is an example.

For anything that says “business” just think of that as your school.

- 4) “Company or Organization Name”: put your school name. If you go to ECKSTEIN, enter “ECKSTEIN Middle School”. Make sure to add the word “**school**”. This allows us to get you your prizes.
- 5) “Department/Workplace or Building or Branch”: **IGNORE**
- 6) “Organization Zipcode”: School Zipcode: 98115.
- 7) “Total # of employees”: If you know how many people attend your school enter that: 1250
- 8) “Create a Captain’s Password” OR “Create Password”: The password the team captain will use to manage the team
- 9) **FOR TEAM REGISTRATION ONLY** “Team Password”: This is the password every team member will use to login.)

Information:

- 10) “First Name”: Your first name
- 11) “Last Name”: Your last name
- 12) “Home Address”: Put your school address in
- 13) “City”: your city, probably “Seattle”
- 14) “State”: WA
- 15) “Zipcode”: zipcode
- 16) “Daytime Phone”: the school phone number
- 17) “Birthday” : your birthday
- 18) “Gender”: your gender
- 19) “email”: your email. We need an email address to send confirmation information to you.
- 20) “Cascade Member”: Are you a member?
- 21) “New Commuter”: Is this the first time you will be riding your bike to school?
- 22) “If you do not want your name shared please check here.”: CHECK THIS BOX

FOR TEAM REGISTRATION ONLY(23-25):

23) "Shirt size": s, m, l or xl?

24) " I will pick up my shirt/packet....": coordinate with your school coordinator, Ms. Levine, about shirt pick ups.

Team Members :(A team must be at least four members including the captain) Enter your team members info and they will be sent an email inviting them to join your team.

25) You will now receive an email welcoming you to the challenge. This email explains the rules on the challenge.

Have fun!

Log Miles

- 1) Go to page: https://www.cbcef.org/contest/btw_team_login.cfm?contest=13
- 2) Put your team name, name and password in
- 3) Click on your name to enter miles
- 4) If you made a round trip enter "1" if you only rode one way enter "1/2"
- 5) You are only allowed to enter 5 days a week (you aren't going to school on Sat!).
- 6) Enter your mileage.
- 7) Click enter and you are done!
- 8) Make sure you enter your miles before Wednesday of the following week.