

Commuter Challenge 2018

Coordinators - how to access participant information
on the Active Travel Logger website



Coordinator Dashboard

Accessing challenge details
for your workplace or campus



Coordinators Dashboard

- As the Coordinator of the Challenge in your campus you will be granted access to view: **leaderboards, teams and users** taking part in the Commuter Challenge within your workplace/campus. To access this information simply follow the steps outlined in the following slides.
- At the end of the challenge you will also be able to download Challenge **Certificates of Participation** for staff and students from your workplace/campus who took part.

How to access the coordinator dashboard

1. Register an account on activetravellogger.ie
2. Email sharon.daly@nationaltransport.ie with your user name so we can assign you coordinator privileges
3. When you log in next you'll see the message below

Organisation Coordinator

Hi,

The Smarter Travel Team has invited you to become a Coordinator for your company. Please read the Terms & Conditions before accepting or declining.

[View Terms & Conditions](#)

I have read the terms and conditions and I would like to accept the invitation.

Yes

No

Active Travel Logger - Coordinators Dashboard

smartertravel >>> workplaces
smartertravel >>> campus

MY DASHBOARD

CONTACT

~~adams.finn@nationaltransport~~

Organisation Dashboard

Logout

My Dashboard



Hi , welcome back to your Active Travel Logger



Manage My Team



Log My Activity

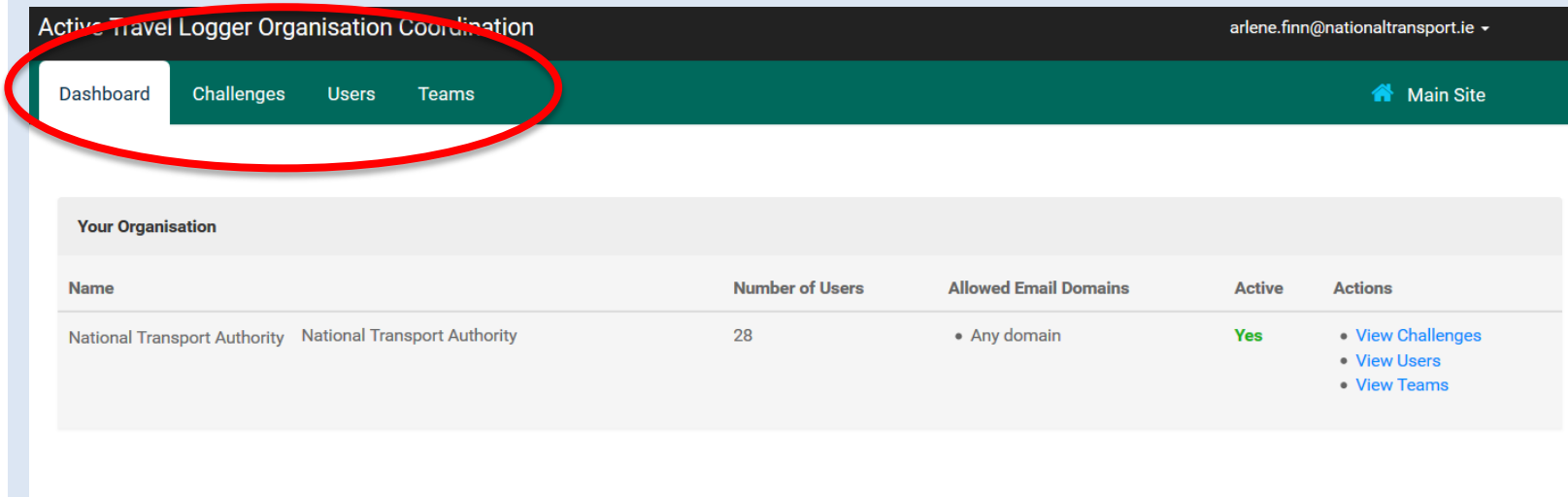


My Progress



View Leaderboards

Active Travel Logger - Coordinators Dashboard



Active Travel Logger Organisation Coordination arlene.finn@nationaltransport.ie ▾

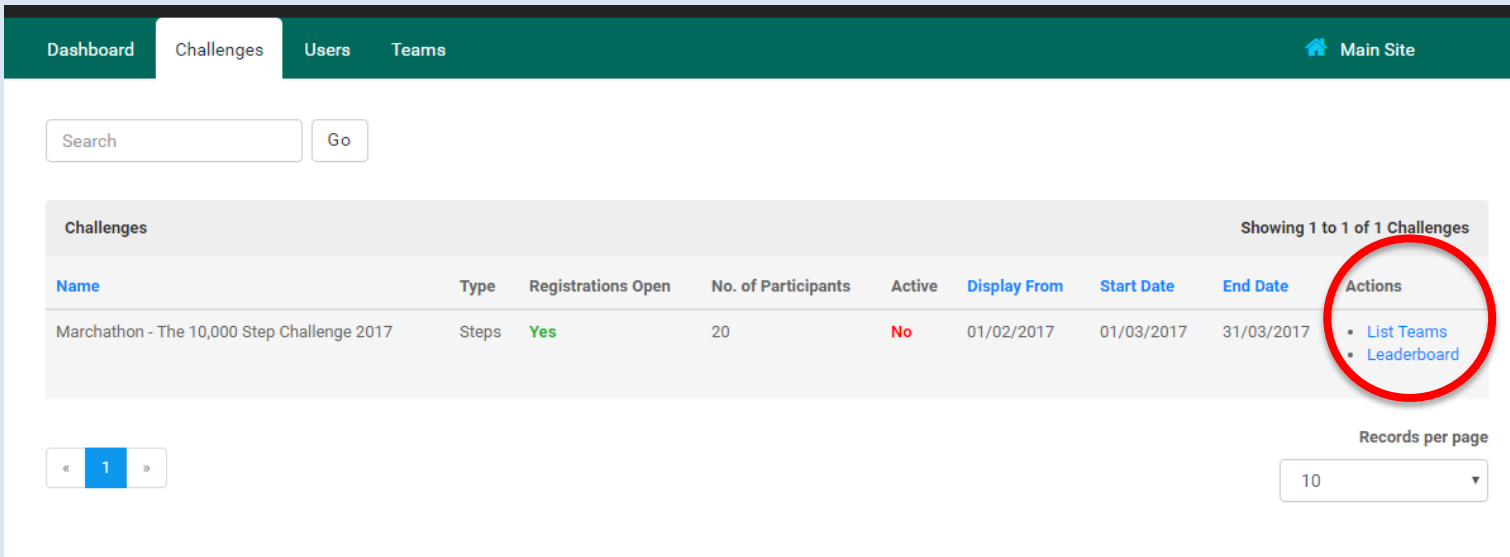
Dashboard Challenges Users Teams 🏠 Main Site

Your Organisation

Name	Number of Users	Allowed Email Domains	Active	Actions
National Transport Authority National Transport Authority	28	• Any domain	Yes	<ul style="list-style-type: none">• View Challenges• View Users• View Teams

This page shows the number of users from your organisation using the active travel logger

Active Travel Logger - Coordinators Dashboard



The screenshot shows the 'Challenges' tab selected in the dashboard. A search bar is at the top left. Below it, a table lists challenges. The 'Actions' column for the first challenge is circled in red, showing options for 'List Teams' and 'Leaderboard'.

Name	Type	Registrations Open	No. of Participants	Active	Display From	Start Date	End Date	Actions
Marchathon - The 10,000 Step Challenge 2017	Steps	Yes	20	No	01/02/2017	01/03/2017	31/03/2017	<ul style="list-style-type: none">List TeamsLeaderboard

Showing 1 to 1 of 1 Challenges

Records per page: 10

Choose a Challenge to view leaderboards, teams and users

You'll also be able to download certificates of participation for everyone in your group when the challenge ends.

Active Travel Logger - Email participants within your workplace

Active Travel Logger Organisation Coordination sharon.daly@nationaltransport.ie

Dashboard Challenges Users Teams **News Update Email** Main Site

Add News Update Email

News Update Email History

Created On	Subject	Message	Num Of Recipients	Num Sent	Num Failed to Send	Has Completed?
05/06/2018 12:49	Active Travel Logger - Test Email	<p>Hi All,</p> <p>A test email to see if the ATL news update emails are going through again. Can you please reply to confirm if you receive!</p> <p>Regards,</p> <p>Garret.</p><p>Unsubscribe from Emails</p>	4	4	0	Yes
01/06/2018 10:59	Active Travel Logger - Test Email	<p>Test email.</p> <p> </p> <p>Please forward to garret.murphy@nationaltransport.ie to confirm receipt</p><p>Unsubscribe from Emails</p>	4	4	0	Yes

- Choose the News update email tab
- Choose Add News Update Email

Active Travel Logger - Email participants within your workplace



Create a News Update Email

Send Emails to Subscribed Participants in:

Commuter Challenge 2018

Participating Users

All Cyclist Levels

Get Users

Email Subject

test

Email Message

File - Edit - View - Insert - Format - Tools - Table -

11pt

Dear National Transport Authority Member

Regards

National Transport Authority

POWERED BY TRIVAGE

Send emails at the specified schedule

Date: 28/08/2018

Hour: 00

Minute: 00

Create **Cancel**

- Choose the user group you would like to email, e.g. Commuter Challenge 2018 participants. You must choose '**Participating Users**' otherwise you will be emailing all users within your workplace who have active travel logger accounts. You can also filter by cyclist level if you so wish. Then click **Get Users**
- Enter the email subject and content
- You can send the email immediately or schedule it for a later time/date
- Click **Create**. On the following page you will preview and send the email.

Questions?

Email your Smarter Travel contact:

sharon.daly@nationaltransport.ie

anna.darcy@nationaltransport.ie

siobhan.odwyer@nationaltransport.ie

Phone: (01) 879 8379

