



## REGISTRATION INSTRUCTIONS

Please click on these links for the instructions you need:

- [Register yourself](#)
- [Register your faith community](#)
- [Record your participation during the week of the challenge](#)
- [Find out your impact](#)
- [Find out your faith community's impact](#)

### In Advance

#### Register Yourself

If your faith community has already been registered, you can register yourself under your faith community. If it has not yet been registered, you have to first register your faith community. If you don't know whether or not your faith community has been registered, you should start registering yourself and then you will find out.

1. Go to <https://faith.commuterchallenge.ca/register/individual/>. On the first screen, choose:
  - province
  - city where the faith community is located
2. On the first Continue screen, enter:
  - Your name
  - Your year of birth (optional – for overall statistical purposes only)
  - Your home postal code
  - Your normal mode of transportation to your faith community
  - Your faith community (note that the city you entered must be the city where the faith community is located; if your faith community is not there, you will need to register it – click on the link to the right)
3. On the second Continue screen:

- enter your email address (this can be the same as your faith community's contact person if you are the contact person)
- create a password

### Register Your Faith Community

1. You will need the following information (most of it will be on your faith community's website):
  - Name of faith community
  - Contact name for this challenge
  - Mailing address of faith community
  - Postal code of faith community
  - Phone number
  - Total number of members of the faith community
  - How you found out about the Faith Commuter Challenge
2. Go to <https://faith.commuterchallenge.ca/register/workplace/>. On the first screen, choose:
  - province
  - city where the faith community is located
3. On the first Continue screen, enter the information from 1. above.
4. On the second Continue screen, you will need to:
  - enter an email address for the contact person for this faith community (It cannot be the same email address used for a different faith community.)
  - create a password

### To Record Your Participation during the Week of the Challenge

1. Calculate the distance from your home to your faith community. If you don't know the distance, you can:
  - go to <https://www.google.ca/maps>
  - enter your faith community's address
  - click on Directions
  - enter your home address
  - check the map for the distance corresponding to your route
2. Log in at <https://faith.commuterchallenge.ca/individual/session/>.
3. For each day that week that you go to your faith community:
  - choose the date from the drop-down list
  - choose the mode of transportation from the drop-down list
  - enter the distance from step 2
4. To enter two different modes of transportation on the same day:
  - calculate the distance in step 2 for each mode separately
  - repeat step 3 for the second mode.
5. You can register more than one trip on the same day, either by increasing the distance or registering each trip separately.
6. Scroll down to see your impact.



## FIND OUT YOUR IMPACT

### Find out Your Impact

1. Log in at <https://faith.commuterchallenge.ca/individual/session/>.
2. Scroll down to see:
  - Total kilometers travelled
  - Total calories burned
  - Total litres of fuel saved
  - Total kilograms of CO<sub>2</sub> emissions avoided

### Find out your Faith Community's Impact

1. Everyone can see the results at <https://faith.commuterchallenge.ca/results/>. You can drill down by province, city, and faith community.
2. If you are the coordinator for your faith community:
  - a) Login at <https://faith.commuterchallenge.ca/workplace/session/>.
  - b) You will be able to see:
    - Total number of faith community members (labelled as "workplace employees")
    - Number of members registered (labelled as "employees")
    - Number of actual participants
    - Participation rate
    - Total kilometers travelled
    - Total calories burned
    - Total litres of fuel saved
    - Total kilograms of CO<sub>2</sub> emissions avoided
    - Distance and proportion of participation for each mode of transportation