



## TEAM REGISTRATION INSTRUCTIONS

Teams are made up of individuals who choose to compete together. By joining a team, you are still individually responsible for updating your trip diary with the trips and miles you save. If you miss a day, you can always go back and enter the information.

Trips and miles saved by each individual team member will add up to a team total. Teams can be any size or type (i.e. family, friends, community group, company, organization).

Additionally, at the end of the Challenge, the top teams will be recognized for the following:

- Most pounds of emissions saved
- Most trips saved
- Most participants
- Best integration of TravelWise strategies

### Steps for setting up a team

**1. Go to [www.cleartheairchallenge.org](http://www.cleartheairchallenge.org) and log in**

**2. If you have not created an account yet:**

- a. Click "Register"
- b. Follow the steps as instructed
- c. Join team "Team or Sub-team Name"

**If you have already set up your account:**

- a. Select "Dashboard" from the top navigation
- b. Click "Edit Profile" in the upper-left of the dashboard
- c. Select "My Networks" from the left-hand navigation