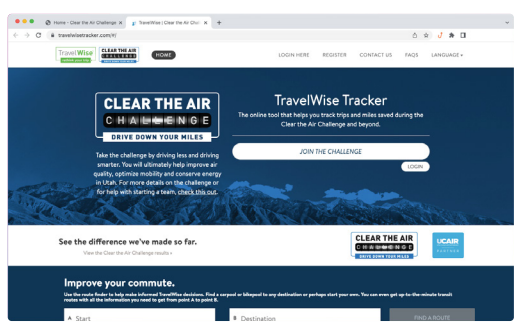
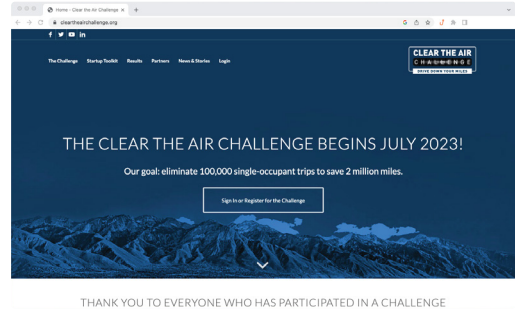


# TEAM LEADER INSTRUCTIONS

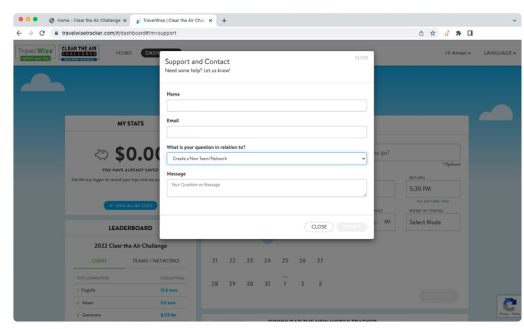
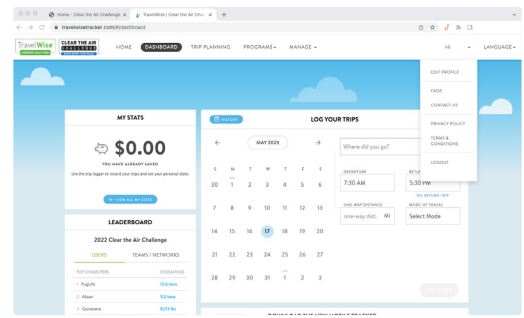
Thank you for managing the Clear the Air Challenge for your organization, business, or team. Here are instructions for setting up your team and using the Clear the Air Challenge website.

- 1) Go to [cleartheairchallenge.org](https://cleartheairchallenge.org).
- 2) Click on the **"Sign in or Register for the Challenge"** box in the middle.



- 3) That will take you to the TravelWise Tracker Website ([travelwisetracker.com](https://travelwisetracker.com)).
- 4) Select **"Join the Challenge"** or **"Register"** if you are new to the site, and follow the instructions to set up an account. Select **"Login"** if you already have an account.

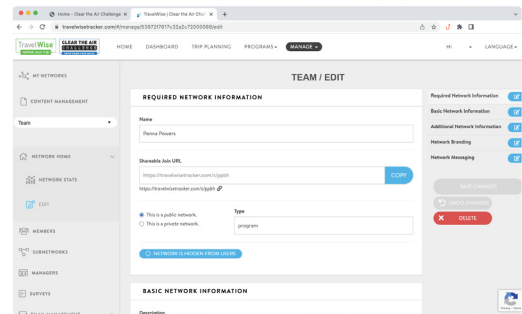
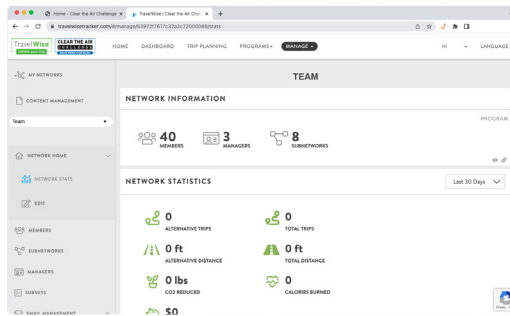
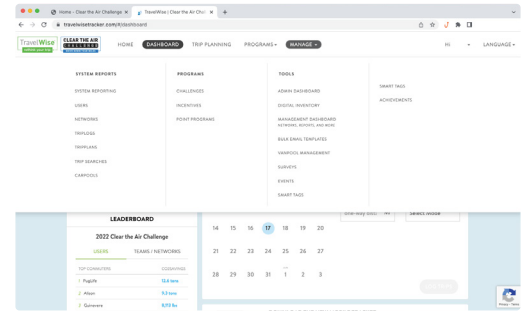
- 5) If you want to start or manage a team, click on **"Contact Us"** in the dropdown menu under your name on the top right.
  - a) Enter your name and email
  - b) Under **"What is your question in relation to?"** select **"Create a New Team/Network"**
  - c) Under **"Message"** enter the following information:
    - Team name
    - Manager's name
    - Manager's email address
    - Primary location for the team (address)
    - Team description



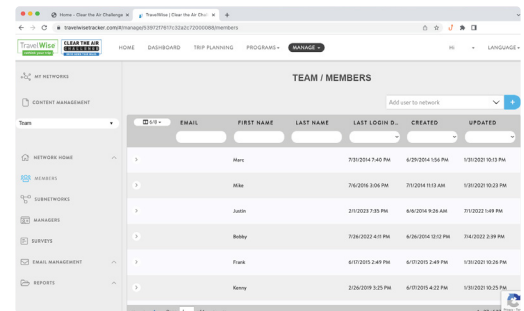
6) Once your team is set up, you will have access to the **"Management Dashboard"** under the **"Manage"** option at the top. If you click on a network, options will appear on the left.

a) Under **"Network Home"** you can:

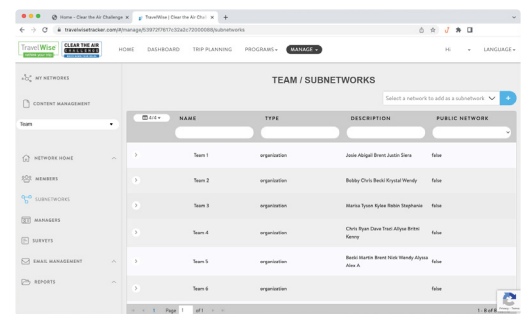
- View **"Network Stats"**
- **"Edit"**
  - Enter or change team information, like team name and organization size.
  - Generate a **"Shareable Join URL"** link to invite others to sign up (when they sign up using the link, it will automatically populate their sign up under your team).



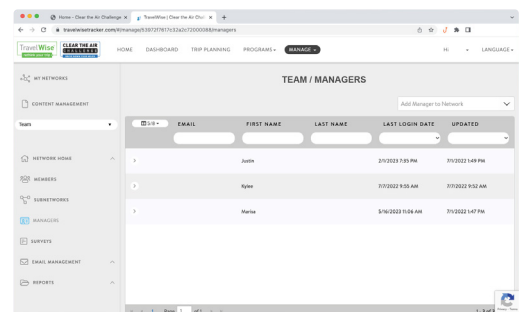
b) **"Members"** allows you to see all the members of your team.



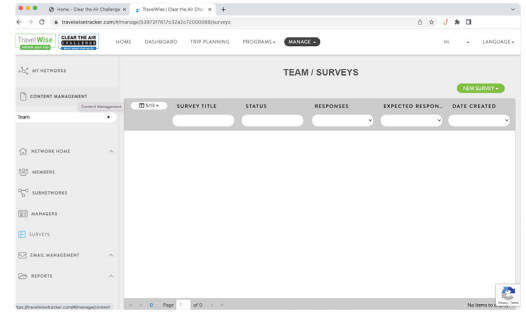
c) **"Subnetworks"** shows subteams, which are usually different departments or organizations within your overall team, if they have been set up.



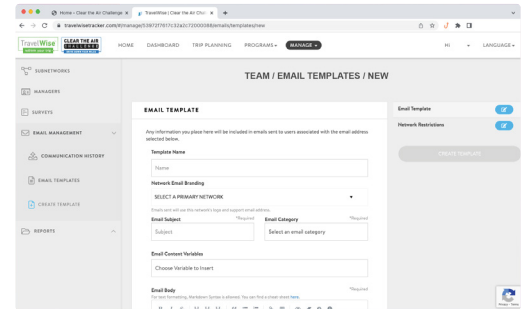
d) **"Managers"** allows you to add or remove team managers.



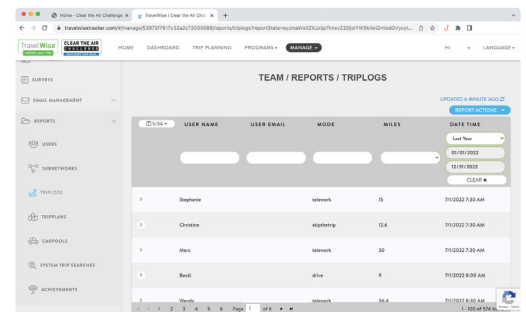
e) **"Surveys"** gives you the option to solicit feedback from your team members.



f) Under **"Email Management"** you can create and access email templates and view your team's communication history.



g) Under **"Reports"** you can access additional information, like **"Tripplogs"** to see who is tracking trips and **"Trip Plans"** to observe who has saved trips or carpools they've established.



If you have questions about the website or managing your team, you can always **email: [info@cleartheairchallenge.org](mailto:info@cleartheairchallenge.org)**

