# CHALLENGE CHECKLIST

Hey there you Champion. Follow this simple checklist to help your co-workers get the most from the latest Love to Ride challenge and top the leaderboards!

## Before

- ☐ Email the Staff Engagement Pack to your Managers/HR/ Communications/Wellbeing teams and ask them to promote the challenge
- ☐ Send an email to your co-workers
- ☐ Print out the posters and flyers and stick them around the building
- ☐ Share a social media post
- ☐ Get the challenge promoted on your intranet
- ☐ Add it to your email signature
- ☐ Announce it at meetings
- ☐ Hold a drop in session to help people sign up
- ☐ Do you have a bicycling group at your workplace? Send them an email
- ☐ Contact other local businesses and encourage some friendly competition

## During

**Week one:**

- ☐ Share a social media post
- ☐ See who hasn't signed up yet and get them involved. It's not too late!
- ☐ Share a motivational message on your office profile on Love to Ride
- ☐ Post a message on Slack/Teams/ your intranet

**Week two:**

- ☐ Share a motivational message on your office profile on Love to Ride
- ☐ Share our Quick Courses with new riders
- ☐ Plan a group ride, they're fun!

**Week three:**

- ☐ See who hasn't logged a ride yet and encourage them to go for a quick ride
- ☐ Share a motivational message on your office profile on Love to Ride
- ☐ Plan a commuter's breakfast for your riders

**Week four:**

- ☐ Send a message to your co-workers who haven't logged a ride yet
- ☐ Send a message on your office profile to encourage your coworkers to make one final push for the last week
- ☐ On the last day, remind everyone to log all their rides for the challenge before the deadline

## After

- ☐ Send a message to your workplace to congratulate them for all their hard work and remind them that they can keep using the site all year round
- ☐ Share your stats and leaderboard position with managers/ HR/ Communications/ Wellbeing teams
- ☐ Let everyone know when the next challenge is and set yourself a reminder

LOVE TO RIDE