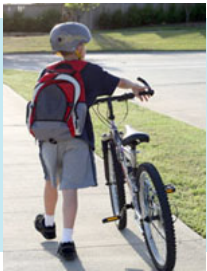


Instructions for the Bike To School Week Campaign Tracker Tool for Elementary Schools

The Campaign Tracker will allow you to record and calculate your school's participation during Bike to School Week. Used along with the classroom sign-up form, the tool will help you record your school, class or team's results. It will calculate how many kilometers you've biked and how much you've reduced your Green House Gas emissions by.

The tool can be accessed from the HASTE home page -www.hastebc.org- just click on the Bike to School Week button. If you haven't registered on HASTE before, click on the **Register** button, supply your name, a password and your school (enter a few letters and choose from the drop down list), and you'll be taken straight to the tool. In the future, you can click on the **Launch** button to skip the registration process.

The first page of the tool provides instructions on how to use it - but keep this sheet on hand while you navigate around. The controls for the Tool are the **Green Menu** you'll see on the left hand side of the screen (Can't see the menu? You're not logged in! Use the login box on the left side of the screen) Using the Campaign Tracker to record your Bike to School Week results is as easy as 1, 2, 3:



In the **Create** menu, set up your **Classroom or Team**. Give it a name you will recognize. You can create as many classrooms or teams as you want - we suggest having 1 for every classroom sign-up form you will be using.

At the end of Bike to School Week, again in the **Create** menu, use **Data Entry** to enter the information from each classroom sign-up sheet. Fill out all of the mandatory parts of the form (marked with a *) and as many optional fields as you can. At the bottom, enter how students usually get to school under **Information**. Enter how many students biked on each day under **Day to day Information**.



Once you've entered your data, you can **View** or **Edit** it. Under **Reports**, you will find results for a each class, team, or your whole school. See how many km you rode or how much you reduced your Green House Gas emissions by.

If you'd like more help in using the tool, here are a few options:

* If you're in the Metro Vancouver area, come out to a Bike to School Week workshop on May 18th or 26th at the Vancouver School Board. For more info or to register, email Islakov@telus.net

* If you can't make the workshop or live outside Metro Vancouver, sign up for a free online workshop through HASTE - check the **upcoming** section on the homepage: www.hastebc.org

* Finally, if you're really stuck, get in touch by email (info@hastebc.org) or phone (778.883.7962)