

# WEST PALM BEACH BIKE TO WORK WEEK 2019 - INSTRUCTIONS

**Step 1:** Visit [commute.1800234ride.com](http://commute.1800234ride.com)

**Step 2:** Click Register

**Step 3:** Fill Profile Information

- 1) Name
- 2) Email
- 3) Password
- 4) Home Zip
- 5) Work Zip

**Step 4:** Under "Search Networks" you must select the network "West Palm Beach Bike to Work Week 2019"

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If you wish to only manually enter your trips, the next steps are not required.

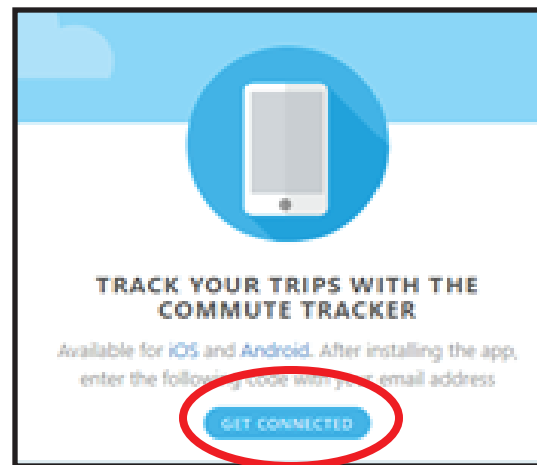
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Follow the next steps to enable the program's automatic trip tracking capabilities.

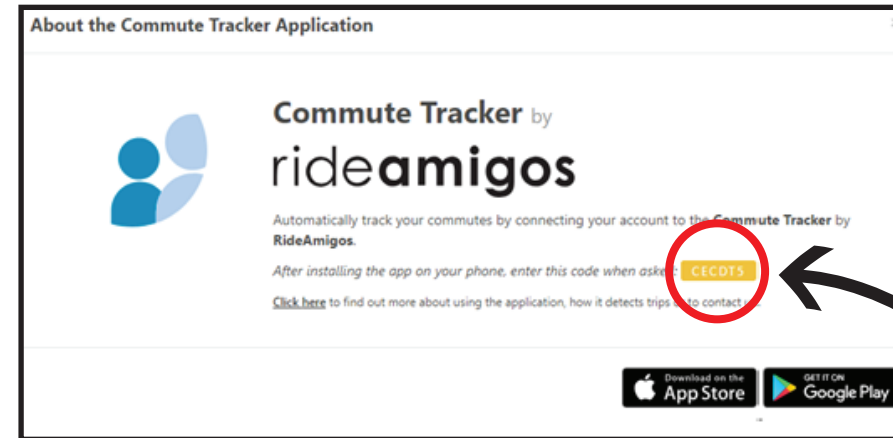
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**Step 5:** Navigate to your Dashboard

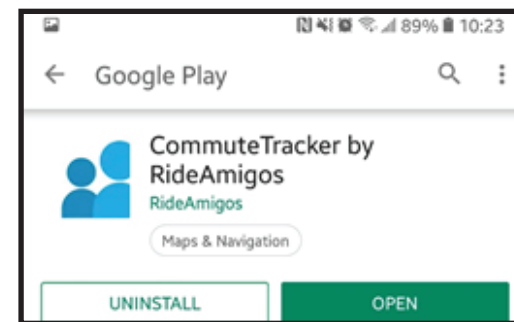
**Step 6:** Select "Get Connected" located below the cellphone icon



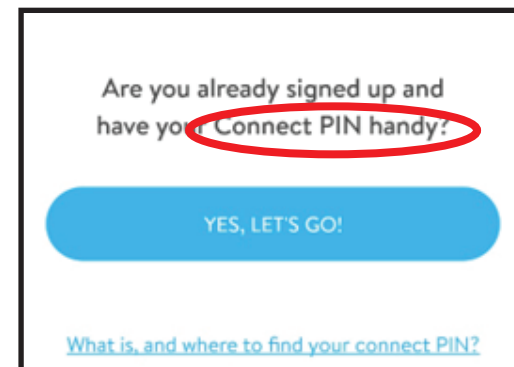
**Step 7:** Obtain the Commute Tracker code located within the yellow rectangle



**Step 8:** Download the Commute Tracker app on a smartphone (Available for iPhone and Android)

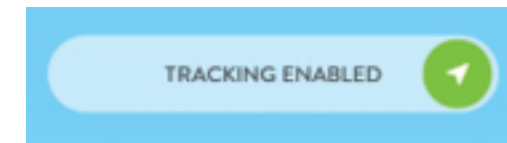


**Step 9:** Click "Get Started" then enter the Commute Tracker Code or Connect Pin that is available on the website



**Step 10:** Answer the following questions about your commuting patterns until you reach the home welcome screen

In order for the program to automatically track your trips THE "TRACKING ENABLED" OPTION MUST BE TURNED ON AND RESEMBLE THE FOLLOWING:



**At the end of the challenge duration or everyday, PLEASE BE SURE TO EITHER MANUALLY ENTER YOUR TRIPS OR CONFIRM THEM FROM THE COMMUTE TRACKER APP IF AUTOMATIC TRACKING IS ENABLED.**

If you have questions or need assistance please do not hesitate to email [redwards@ctseinc.com](mailto:redwards@ctseinc.com) or call (954) 884 5311