

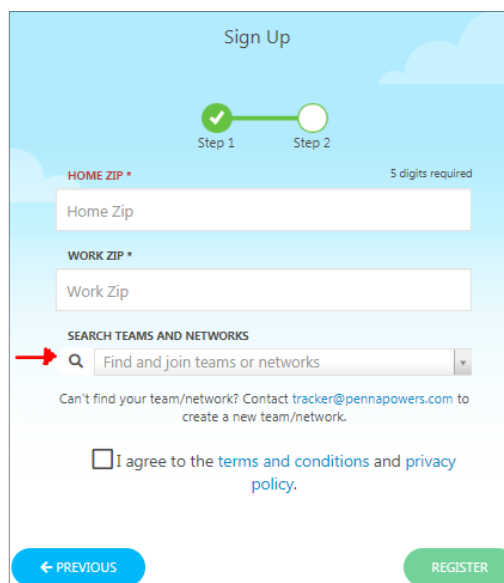
How to join the Clear the Air Challenge with WSU

Step 1: Go to www.TravelWisetracker.com

- If you have an account but do not know if you are connected to Weber State University go to **Step 5**.
- If you need help logging trips go to **Step 4**
- If you do not have an account continue to **Step 2**.

Step 2: Click “JOIN THE CHALLENGE”

- Fill out the information for your email and password. Be sure to use your Weber State University email.
- Click “Next”.
- Connect your account with Weber State through “Search Teams and Networks”. Type in “Weber State (associated division: e.g. Students)”.
- Continue to **Step 3**



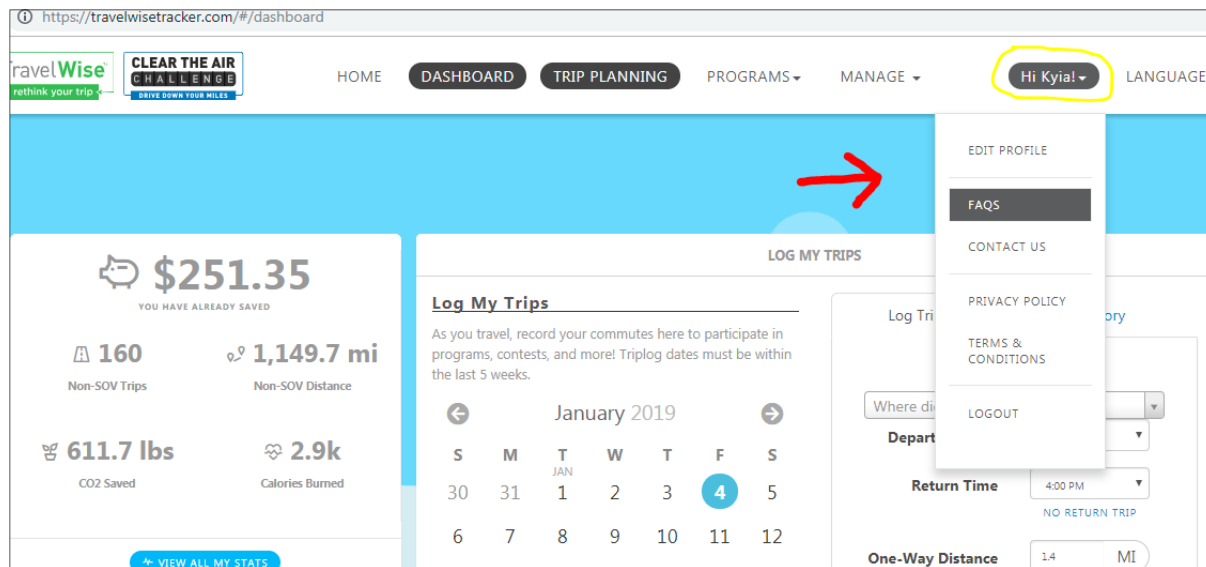
The screenshot shows the 'Sign Up' page for the TravelWise Tracker. At the top, there's a progress bar with 'Step 1' marked with a green checkmark and 'Step 2' with a white circle. Below this, there are two input fields: 'HOME ZIP *' and 'WORK ZIP *', both with a note '5 digits required'. Below these is a section titled 'SEARCH TEAMS AND NETWORKS' with a search bar containing the text 'Find and join teams or networks'. A red arrow points to the search bar. Below the search bar, there's a link: 'Can't find your team/network? Contact tracker@pennapowers.com to create a new team/network.' At the bottom, there's a checkbox labeled 'I agree to the [terms and conditions](#) and [privacy policy](#).' and two buttons: 'PREVIOUS' and 'REGISTER'.

Step 3: Congratulations! You are now able to log trips.

- The Challenge starts February 1st and goes until the end of the months. Each week prizes will be drawn on Friday at 4pm based on those who have logged trips during that week. At the end of the month, the top three performing individuals will be selected to win the grand prizes! Check your email weekly to see if you won a prize!
- If you have questions on how to log trips continue to **Step 4**.

Step 4: Login on the TravelWise Tracker. In the upper right-hand corner click on “Hi, (your name)”.

- In the drop down menu click on “FAQs”.
- This should open a menu that can walk you through how to use the tracker. If you have further question feel free to email Kyia Hill at kyiahill@weber.edu

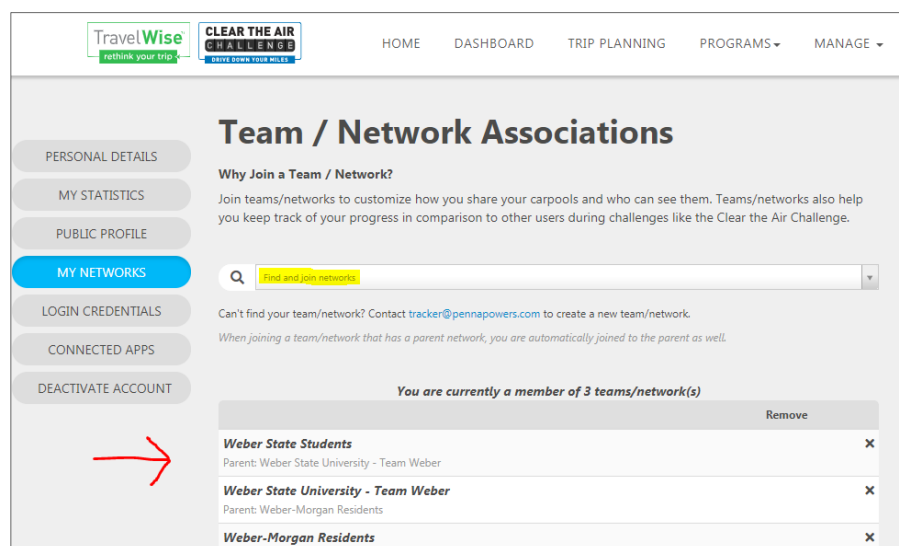


Step 5: To check if you are connected with Team Weber login on the TravelWise Tracker. In the upper right-hand corner click on “Hi, (your name)”.

- In the drop down menu click on “EDIT PROFILE”.
- This should direct you to a new page.
- Continue to **Step 6**

Step 6: The new page should be titled “Personal Details” with list of options on the left.

- In the options on the left select “MY NETWORKS” (4th option down). It should open a page titled “Team/Network Associations”.
- The red arrow in the image below indicates the area showing the teams you are connected with. If are not connected with “Weber State (your associated division)” then click in the area that is highlighted in the image blow and search your team.



- If you have further question feel free to email Kyia Hill at kyiahill@weber.edu