



shifting gears

may | 2018

for

high schools

how to hold a shifting gears registration event

Help your classmates register and log trips at a Shifting Gears Registration Event. Set up a table at a busy entrance one morning, or near the cafeteria at lunch. Students and staff can register using their phones, or with a couple laptops set up on a table. Promote the Shifting Gears community challenge and prizes at the event, too!

Step 1:

Gather **5 friends** to help with the event. Choose a **date and time** for your event. Gather some Shifting Gears posters, or make your own **decorations** (i.e. banner, posters, flyers, facepaint, etc.). Find a couple **laptops** with wifi access to use on event day.

Step 2:

Contact Lindsay, your Shifting Gears Coordinator, to order your **draw prizes**.

Step 3:

Register yourselves on-line to become familiar with the registration website.

Step 4:

On event day, set up two tables at a busy entrance/area at your school. Arrange decorations, information and laptops. Help staff and students register for Shifting Gears. Share information about the month-long challenge. Share information about sustainable transportation.

Step 5:

When people register, write their name on a **slip** and put it in the **draw bucket**. During morning announcements the following day, draw lucky winners!