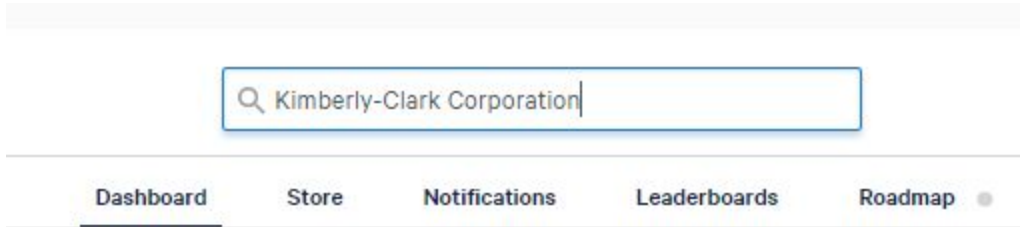


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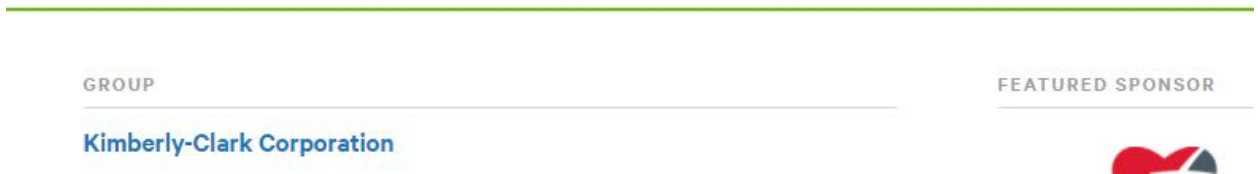
5 - How To Create a Worksite and Connect it to your Workplace

- **NOTE:** This is a four-step process including Verification, Creating a Strava club, Importing your club into the National Bike Challenge, and Connecting the worksite to your workplace.
1. **Verification:** Verify that your workplace exists in the National Bike Challenge. For example, I would like to create a worksite, X-Mill as part of the workplace, Kimberly-Clark Corporation.
 - a. Search for Kimberly-Clark Corporation by typing the name of the workplace in the search box and hitting enter at the top of the National Bike Challenge dashboard.

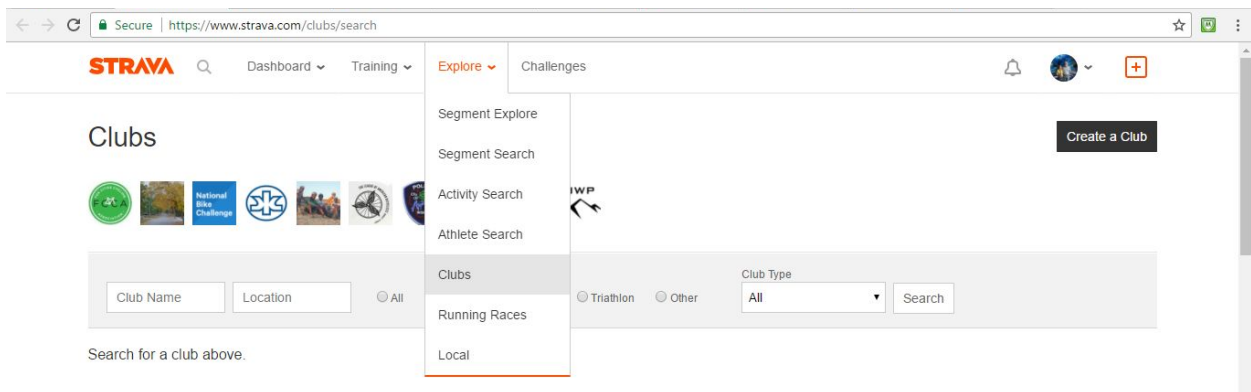


- c. The result under Group confirms that Kimberly-Clark Corporation has already been added as a group to the National Bike Challenge.

Search Results for "Kimberly-Clark Corporation"

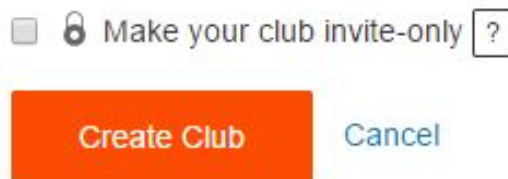


2. **Creating a Strava club:** You are now ready to create your new worksite by creating a new club in Strava. Log into Strava, hover over **Explore** on the header menu and select **Clubs**.

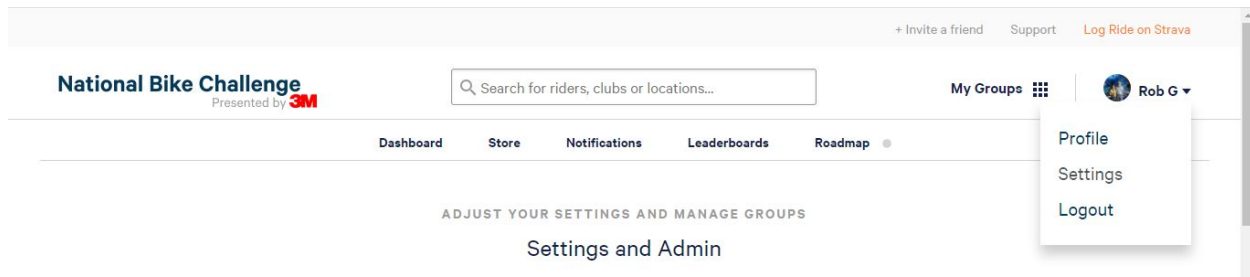


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- a. This will take you to the Strava club search page where you click the black **Create a Club** button in the top right of the page.
 - i. Enter the information in the fields provided. Once you complete the information, select the orange **Create Club** button and your Strava club will be created!
 - ii. Please note that if you create a club, you will become the club Owner - with the distinction between Owner and Administrator being that Club Owners can not leave the club (until they pass on their Owner title to another member).
 - iii. For more information on Strava clubs, [read this Strava support article](#).



3. *Importing your club:* Once your Strava club is created, you are ready to import it into the National Bike Challenge.
 - a. [Log onto to the National Bike Challenge](#) and select your name on the right hand side and select **Settings**.



- b. From the **CATEGORIES** menu on the left, select **Groups**.
- c. The Strava club you just created should appear under **GROUPS AVAILABLE FOR IMPORT**.
- d. Select the Team **Group Type** and click the orange **Import Group** button to import your Strava group to the National Bike Challenge.
- e. **NOTE:** If this was successful, you will see the message "Success! Your group has been imported."



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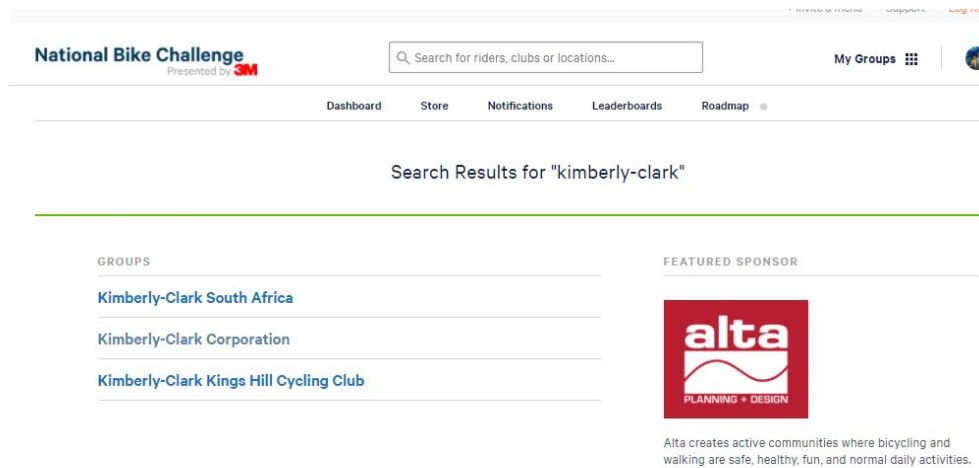
K-C X-Mill

Import Group

Group Type

Team

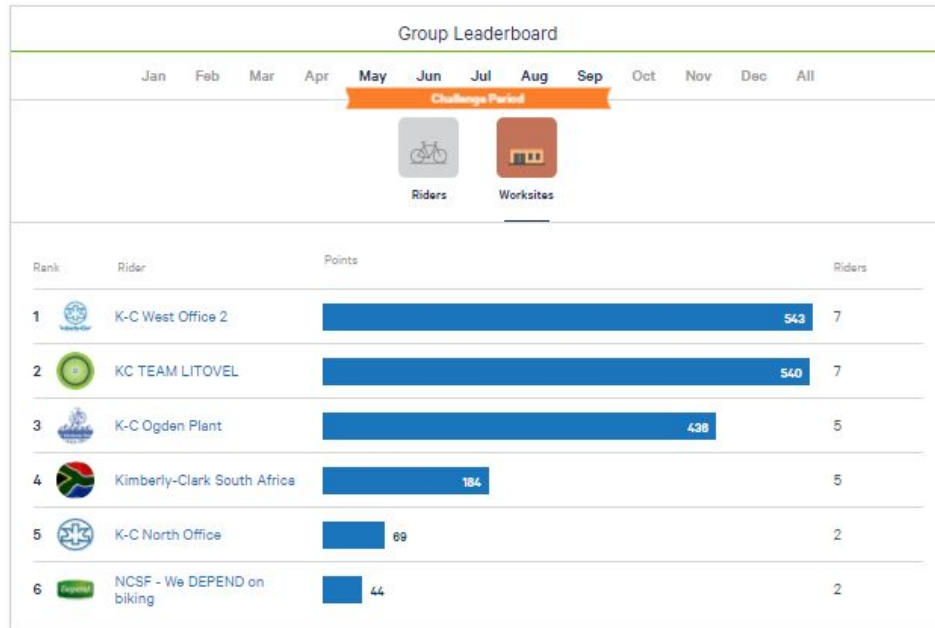
4. *Connect the worksite to your workplace:* Navigate to your workplace on the National Bike Challenge by typing the name of the workplace in the search box and hitting enter at the top of the National Bike Challenge dashboard.
 - a. Go to your workplace profile page by clicking on it under Groups



- b. This will take you to your workplace profile page.
 - i. Scroll down to the Group Leaderboard.
 - ii. Click on the **Worksites** icon.
 - iii. Click on the orange **Connect Worksite** button below the leaderboard.



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ACTIVITY FEED

COMMENTS | ACTIVITY

Connect Worksite

- iv. This will open the orange **Connect Worksite** box.
- v. Click on **Join as Worksite** across from your worksite.
- vi. The display message will now change to Joined!

Connect Worksite

Major Taylor Cycling Club NJ	Join as Worksite
K-C X-Mill	Joined!
Historic Riverton Century	Join as Worksite
Fox Cities Cycling Association	Join as Worksite
FCCA Bike Ambassadors	Join as Worksite
ATW River Drive	Join as Worksite



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- As a final verification, you can check that your worksite is now listed in your Workplace group leaderboard (**NOTE**: the worksite will only show up if at least one member has logged at least one ride).

