

Template Emails



Feel free to use these email templates to help you craft department-wide emails.

Challenge Invitation Email

Subject: May is Bike Everywhere Month

Hello **department name** folks,

Did you know that May is Bike Everywhere Month and that **department name** has a goal to have **##** participants in the Commute Challenge this year? Whether you've been bike commuting for years, ride once in a while, or are just getting interested in the idea of what pedaling to campus would be like, I'm hoping you'll join me and your colleagues in the merriment of Bike Everywhere Month and the friendly competition we have with other UW departments.

Once you've signed up for the [Challenge](#), you can join one of our department's teams by using the search page within the challenge: select "Join a Team" in the dashboard and type "**department name**" in the search box. Feel free to join our existing team (up to 10 people per team) or be a team captain and start your own.

Happy pedaling,

Point of contact name

Check-in/Encouragement Email

Subject: Don't miss out on celebrating Bike Everywhere Month

Hello **department/office/building name** folks,

We're off to a great start with Bike Everywhere Month 2019 and we want to make sure you don't miss out on the fun! We have **##** people in our **department/office/building** participating in the commute challenge and a goal of **##** more participants.

Once you've signed up for the [Challenge](#), you can join one of our department's teams by using the search page within the challenge: select "Join a Team" in the dashboard and type "**department name**" in the search box. Feel free to join our existing team (up to 10 people per team) or be a team captain and start your own.

[Optional feature (brief interview with participant):]

I talked to **participant name, position**, about **his/her** experience in Bike Everywhere Month so far and this is what **he/she** had to say:

Why did you decide to participate in Bike Everywhere Month?

Answer

What do you love about your bike commute?

Answer

What would you tell a colleague in **department/office/building name** who is interested in bike commuting but has some reservations?

Answer

[Optional feature (motivational words from leadership):]

A few sentences from dean/director/other person in leadership

Want to learn more? Check out the [UW Bike Everywhere Month webpage](#).

Happy pedaling,

Point of contact name