

Setting up your

WOW Travel Tracker Account



WOW is Living Streets' year-round walk to school challenge.

Pupils log daily journeys to school on the WOW Travel Tracker. At the end of each month, those pupils who have walked at least once a week, receive a WOW badge. This guide is to help you set up your WOW Travel Tracker account for the whole school. Once you have set everything up and your account has been confirmed, teachers will be able to start using this in classrooms.

Setting up your WOW Travel Tracker account

1 REGISTER

- If you have used the Travel Tracker previously check if your current login codes are working and if so skip to step 2.
- Visit www.TravelTracker.org.uk and follow the steps to register your school.
- Within 3 working days of registration you will receive two logins:
 - **school admin** – to set your school up.
 - **classroom access** – to track journeys in the classroom – each teacher should be given the classroom login to log journeys each day.

2 LOGIN AND SET UP YOUR SCHOOL

- Login using the school admin details sent after registration.
- Enter information for all classes via the 'manage' tab – simply select each year group in turn and input the different class names and their pupil numbers.
- Pupils are represented by icons. If you would like to label these icons with name tags, you need to opt in to that feature under the 'school details' tab.



3

BASELINE DATA SURVEY

- Ask each class teacher to carry out a hands-up survey of how their pupils currently get to school, using the transport options listed on the 'baseline' section of the 'school details' tab. Enter this information as your baseline data to show progress over time.

**4**

SPREAD THE WORD TO CLASS TEACHERS

- Give each class teacher their classroom access login and the Guide to Running WOW
- Pupil lists for each classroom can be printed from the admin login under the Manage tab
- Consider giving class teachers the admin login to make some elements of set up easier, for example adding name tags to the pupil icons if you are using this feature.



HOLIDAY DATES

Your school holiday dates have automatically been uploaded. You can amend or add new holiday dates in the school details tab.



BADGE THRESHOLD

Your school's badge threshold dictates how many active trips per week a pupil needs in order to earn a badge. You can set this target on the admin site - traveltrackeradmin.livingstreets.org.uk

Under the 'badges' tab. Click the green 'manage badge threshold' button in the top right corner and chose a value from 1-5 on the subsequent page.



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