**Walktober Coordinators Sample Emails to Teams Schedule 2024**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| **30** | **1** | **2** | **3** | **4**  | **5** | **6** |
| Still time to sign up – Walktober starts Tuesday | Week 1 – Day 1 of Walktober Announce & Competition |  | Half-way there – not too late for new members to join |  |  |  |
| **7 MaOctober** | **8** | **9** | **10** | **11** | **12** | **13** |
| Week 2 - ‘Don’t forget to log your steps’ | Week 1 Leaderboard is published. |  |  | Almost halfway there – let’s keep going! |  |  |
| **14** | **15** | **16** | **17** | **18** | **19** | **20** |
| Week 3 Don’t forget to log your steps by 2pm | Week 2 leaderboard is published |  |  | Let’s Smash it. |  |  |
| **21**Reminder to log steps – competition details | **22**Week 3 leaderboard is published | **23** | **24** | **25**Let’s smash it – keep going details of bank holiday and step reg for next week | **26** | **27** |
| **28**October Bank Holiday | **29**Welcome to the final week – Don’t forget to log your steps for Week 4 by 2pm  | **30** | **31**Walktober is over. Congratulations **Well done – Don’t forget X deadline today & log your steps by tomorrow** | **1 Nov** | **2** | **3** |
| **4****Log your steps.** | **5** | **6****FINAL LEADER****BOARD**  | **7** | **8** | **9** | **10** |
| **3** | **4** | **5** | **6** | **7** | 8 | 9 |

**Week 1**

 **Monday 30th September – Walktober Begins Tuesday!**

Walktober kicks off tomorrow. If you haven’t signed up to a team yet there is still plenty of time.

Don’t forget while you’re stepping there will be some great competitions just for [Organisation] [staff/students] taking place and you will be receiving regular updates so make sure to check your emails throughout the Challenge.

Have a great week.

Good luck everyone!

**Tuesday 1st October - Day 1 – Walktober Begins!**

Good morning steppers,

Today is day one of the Walktober Step Challenge and what a great day to kick off the challenge, so get your walking shoes on and start stepping.

If you haven’t signed up or joined a Team, it’s not too late but hurry you don’t want to miss out on those steps.

There will be some great Competitions just for [Organisation] [staff/students] taking place over the next few weeks and I’ll be sending you regular updates so make sure to check your emails throughout the Challenge.

You can also take part in the national Competitions organised by Smarter Travel.

This week kicks-off with a Quiz Competition > [hyperlink to the Quiz] so get snapping.

Good luck everyone!

**Thursday 3rd October – Halfway through week 1 already!**

We are half-way through week one already so let’s really make the most of the next few days to build up those steps. Don’t forget, you can build up your steps by walking where possible and leaving the car behind. That might be to the shop for lunch, walking the children to school, or even getting off the bus a few stops early. You might be surprised at how fast they add up.

If you haven’t already entered this week’s Smarter Travel Quiz competition, you have until next Monday at 2pm, to be in with a chance to win some great prizes.

If you have any issues with your Active Travel Logger account, please don’t hesitate to reach out to me.

Keep on stepping!

**Week 2**

**Monday of Week 2 – 7th October - Reminder to log your steps!**

Can you believe it’s Week 2 already? What a fast week - well done everyone.

Don’t forget to log your steps before 2pm today to place on this week’s Leaderboards. Likewise, if you haven’t completed the Walktober Quiz yet you have until 2pm.

[Well done to Team ABC] from [Dept. A] on winning last week’s internal competition for [competition name]. This week’s internal competition is [competition name and details].

The Leaderboard will be published tomorrow afternoon on the Active Travel Logger so keep an eye on your emails.

This week’s competition is a team virtual walking challenge which you can find out about here Walktober Competition Page

See you all soon!

**Tuesday of Week 2 - 8th October – The Leaderboard is now live!**

Well done everyone!

The first Leaderboard of the Walktober Step Challenge has been published. To see where you placed on the national Overall Leaderboard please visit the Active Travel Logger.

A great effort from [Team ABC] who placed inside the [Top 10/20/100] and are representing [organisation name] very well. Keep up the great work.

On the [Organisation name] Leaderboard, it’s all very tight at the top with [Team ABC] taking the lead with [Team DEF] not too far behind. Don’t forget to download our internal Leaderboard too.

Feel free to get in touch and share your tips for getting more steps into your day and climbing up that Leaderboard for next week.

Keep up the good work.

**Friday of Week 2 – 11th October – Almost two weeks completed – let’s keep going!**

Woo-hoo we’re almost at the end of week 2 already! There are still a couple of days to go to count towards that Leaderboard, so make the most of the weekend and build up those steps. Keep going everyone you are doing great!

Congratulations to those teams who are on track to complete one of this week’s virtual walking challenges, you will be entered into a draw along with other finishers to win some great prizes.

Have a super weekend.

**Week 3**

**Monday of Week 3 – 14th of October**

Week 3 rolled around quickly, hard to believe we are already in Week 3 and halfway there. It has been a brilliant effort from everyone at [Organisation] so far!

Don’t forget to log your steps for last week before 2pm today.

Week 2’s Leaderboard will be published tomorrow along with the winners of Week 2’s virtual walking challenges.

This week’s competition is a limerick competition details of which can be found here: Walktober Competition Page

On the [Organisation name] Leaderboard, it’s all very tight at the top with [Team ABC] taking the lead with [Team DEF] not too far behind. Don’t forget to download our internal Leaderboard too.

Internally this week we are running our own competition [competition details]

Good luck with the next half of the Challenge.

**Tuesday of Week 3 15th October – Halfway there already!**

Good Morning Steppers,

The Leaderboard for the first two weeks will be published today at lunchtime, along with last week’s competition winners so keep an eye on your emails.

Super effort everyone. We cannot wait to see where [Organisation] Teams are placing on the Overall Leaderboard.

Good luck everyone and let’s keep up the great effort everyone has made over the past few weeks.

Don’t forget to put your heads together and come up with a catchy limerick to enter this week’s competition.

**Friday of Week 3 – 18th October – Let’s Smash It!**

You are doing fantastic. Can’t believe we are almost at the end of Week 3. Keep up the good work and don’t forget to share any tips or funny stories for the portal.

Only one and a half weeks after this. If you are smashing your steps keep up the good work. If you are not getting in as many as you would like don’t worry your team has your back. Give yourself a pat on the back and keep going. Every step you take counts towards your Team’s weekly average.

I have heard some really entertaining limericks already for the Walktober Limerick competition.

Woohoo nearly there. Have a great weekend.

**Week 4**

**Monday of Week 4 – 21st October - Penultimate week of Walktober!**

The penultimate week of Walktober. How quickly did that go? The tension is palpable approaching the last week. You are on the home stretch so keep going!

Don’t forget to log your steps for last week before 2pm today and get all those Limerick competition entries in too.

This week’s competition is the long-awaited Walktober Halloween Team photo competition, get together in your team, get creative and dust off those costumes for some spooky fun!

Good luck everyone.

**Tuesday of Week 4 – 22th October - Week 3 Leaderboard is here!**

Week 3 Leaderboard is published today. Wherever you are on the leaderboard give yourself a well-earned congratulations. You did it. You made the effort to introduce more activity into your day and walking on the commute. This week is our penultimate chance to beat your own targets and climb the Leaderboards.

**Friday of Week 4 – 25th October - We are almost at the finish line!**

We are all but there with just a few days left to really push forward. Week 4 ends this Sunday at 12 midnight. Due to the October bank holiday, you have until 2pm on Tuesday the 29th to log week 4 steps.

We have one more half week of steptastic fun to come so keep up the good work.

Have a great long weekend everyone.

**Week 5 – Last Half Week – Bank Holiday Monday**

**Tuesday 29th October – Well done everyone – the final few days approach.**

The finish line is in sight!

Wow did the last four weeks fly by. Whatever you do don’t forget to log your week 4 steps by 2pm today, Tuesday 29th of October.

If you haven’t entered the Halloween Team Photo competition yet there is still time until Thursday at 2pm.

**Thursday the 31st of October Well done – Don’t forget X deadline**

What a fantastic effort this last month.

Walktober officially ends today at 12pm midnight.

Get your steps logged by 2pm Monday the 4th of November.

Give yourself a well-deserved pat on the back.

DETAIS OF INTERNAL COMPETITION

Again, well done everyone.

**Monday 4th of November – final day to log your steps!**

Don’t forget to log your steps today by 2pm for the last time **☹**

The Final Leaderboard for Walktober will be published on Wednesday the 6th and our own internal Leaderboard can be downloaded too.

Well done everyone – you really did yourself proud.

The winners of the Halloween Team photo competition are also available to view at [Walktober Competition Page](https://www.nationaltransport.ie/tfi-smarter-travel/walking/competitions/#Week4)

**Wednesday the 6th of November - Final Leaderboard is here + overall competition winners**

The Walktober final leaderboard has been published and you can checkout how you did on the Active Travel Logger.

The winners of the overall competition are also available to view at [Walktober Competition Page](https://www.nationaltransport.ie/tfi-smarter-travel/walking/competitions/#Overall)

Congratulations to everyone who participated in the challenge and just because the challenge has ended doesn’t mean all your hard work must come to an end too. Keep up all the good work by keeping up your daily steps. Remember every journey counts.