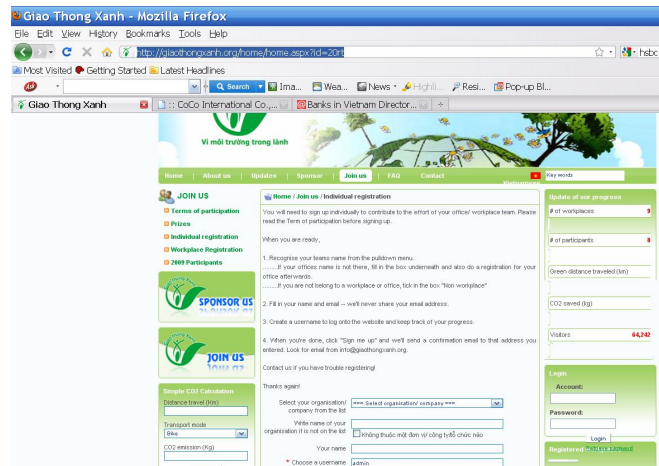


REGISTRATION STEPS

FOR INDIVIDUALS

You need to register with us if you want to join the Campaign. If you belong to an office, your registration will contribute to the effort of your team. In case your workplace does not join the Campaign officially or you do not belong to a workplace, you still can join the Campaign and contribute to improve the quality of air in Hanoi.

1. Register online: <http://giaothongxanh.org/home/home.aspx?id=20rt> . Fill in the details and an email will be sent to you. Once you activate your registration link, you can login using the account name and your chosen password. Personal data is kept confidential and will only be used during this Campaign and future updates from Green Transport Campaign. Correct personal data will enable us to contact the participant in case they win a prize



The screenshot shows the 'Individual registration' page on the GiaothongXanh website. The page is titled 'JOIN US' and includes a navigation menu with 'Home', 'About us', 'Workshops', 'Sponsor us', 'Join us', 'FAQ', and 'Contact'. The main content area is divided into several sections:

- JOIN US**: A section with a green header and a list of options: 'Home of participation', 'Prize', 'Individual registration', 'Workplace Registration', and '2009 Participants'.
- SPONSOR US**: A section with a green header and a list of options: 'Sponsor us', 'Join us', and 'Workplace Registration'.
- JOIN US**: A section with a green header and a list of options: 'Home of participation', 'Prize', 'Individual registration', 'Workplace Registration', and '2009 Participants'.
- Individual registration**: A section with a green header and a list of options: 'Home of participation', 'Prize', 'Individual registration', 'Workplace Registration', and '2009 Participants'.

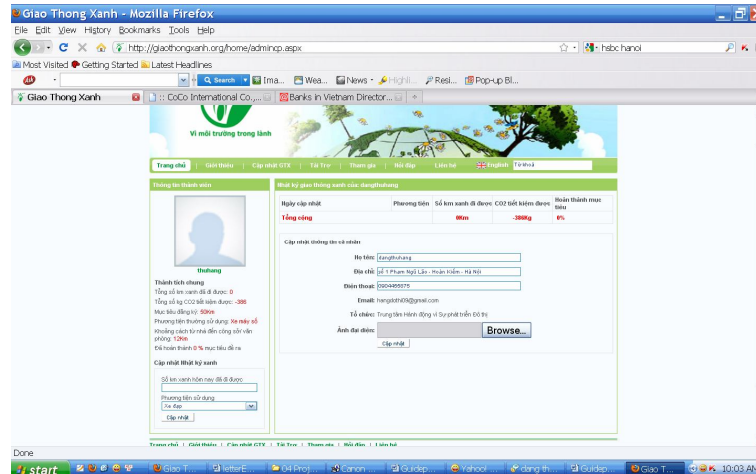
The registration form includes the following fields and instructions:

- 1. Recognize your leaves name from the pull-down menu:** If your office name is not there, fill in the box underneath and also do a registration for your office afterwards.
- 2. Fill in your name and email – we'll never share your email address:** If you are not belong to a workplace or office, tick in the box "I'm workplace".
- 3. Create a username to log into the website and keep track of your progress:** Contact us if you have trouble registering.
- 4. When you're done, click "Sign me up" and we'll send a confirmation email to that address you entered. Look for email from info@giaothongxanh.org**

The form also includes a 'Thanks again!' section with a dropdown menu for 'Select your organization/company from the list' and a checkbox for 'Tôi thuộc môi trường làm việc thân thiện với môi trường'. There are also fields for 'Your name' and 'Choose a username'.

On the right side of the page, there is a 'History of our programs' section with a dropdown menu for '# of workspaces', a field for '# of participants', a field for 'Green distance traveled (km)', a field for 'CO2 saved (kg)', and a field for 'Visitors' with a value of 6420. There is also a 'Join us' section with fields for 'Account', 'Password', and 'Login'.

2. Use Green Transport during the week 28 Sept-2 October. It is great if you can go green for the whole week. Otherwise, any single green trip is still eligible for this Campaign and beneficial for our environment
3. Update your diary
Log in using the account name and your chosen password
Your personal page will appear and you can update your green transport diary on a daily basis.



4. Check the website regularly to reads news and updates from us. Every individual participant also have chance to win exciting prizes
5. Enjoy green commuting!

FOR OFFICE/ WORKPLACE

1. Inform your colleagues about the Campaign and estimate how many people will join. You don't need to have an exact number and names at this stage
2. Fill in the Registration form online
<http://giaothongxanh.org/home/home.aspx?id=24rw> or send via email to giaothongxanh@gmail.com Following information are required:

Name of office/workplace: (in English and Vietnamese)
 Address:
 Phone:
 Email:
 Website:
 Number of staff at workplace:
 Estimated number of staff might take green transport during the week:
 Contact person:
 Phone:
 Email:

3. Read the guidepack <http://giaothongxanh.org/home/home.aspx?id=30sb> for ideas to involve your colleague in the Green Transport Week.
4. Inform your colleague to go online and register
<http://giaothongxanh.org/home/home.aspx?id=20rt> . Employees of each office will need to sign up individually to contribute to the effort of their office/ workplace team.
5. Check the website regularly to reads news and exciting updates from us. Your team members and your office as a whole have chances to win exciting prizes from Green Transport Campaign
6. Enjoy being a Travel Wise Office/workplace!