



## The Summer Activity Challenge Is Coming Soon!

Do you have what it takes to inspire others to take steps toward better health? Or maybe you'd rather just join up quietly? Whatever your role, you can help your team win big by exceeding your daily step goal in the Summer Steps Challenge!

Walk your way toward a chance to win a prize and to better health while having fun with your coworkers!

Enrollment Period	Launch	Midpoint Report	Challenge End	Challenge Report
June 15 <sup>th</sup> – June 28 <sup>th</sup>	June 22 <sup>nd</sup>	July 13 <sup>th</sup>	August 3 <sup>rd</sup>	August 4 <sup>th</sup>

### Individual success

To successfully complete this challenge and be eligible for raffle prizes you will need to log 294,000 steps within six weeks—an average of 7,000 steps a day, using your own step counter which can be purchased for about \$5 at local department stores or you can use free applications on most smart phones.

### Team success (Over \$300 in Prizes)

Although wellness points are earned individually, team rankings are based on the team's step average. The team with the highest average number of steps at the end of six weeks will be the winner!

The Board of Selectmen have donated \$50 each (\$150 total) toward a **team prize** that will be awarded to any Team of Three who records the most steps during the step challenge.

In addition, the Board of Selectmen have donated another \$50 each (\$150 total) toward a team prize to be awarded via raffle drawing, to any team who logs an average of 7,000 steps per day, per team member during the challenge.

Misc. prizes from Blue Cross Blue Sheild (i.e. (Gym Bags, Water bottles, etc) will be raffled off to anyone who participates at all in the challenge.

### What's next?

Start talking to your coworkers about the challenge and come up with a good team name! Team Captains, get your rosters ready—aim for a team of 3 to 6 (prizes will be split among team members equally).

If you do not already own a step counter you can purchase one at a local department stores for under \$10 or you can use the free step counter applications included with most smart phones.

If you own a "Fitbit" device, to automatically get credit for your steps be sure to link it to ahealthyme. Log in to the ahealthyme secure site ([www.ahealthyme.com/login](http://www.ahealthyme.com/login)) and click on the "Link Your Fitbit" button in the left hand column. Follow the instructions provided and you are good to go!

**Stay tuned for more details about the enrollment period.**

## Logging Steps During the Challenge:

Participants can log their steps into ahealthyme by following the steps outlined below:



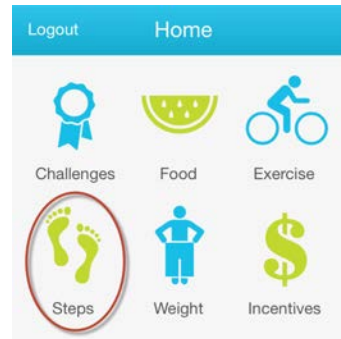
A flier on how [ahealthyme](#) for employees in this guide.

to use the [Steps Log](#) is included

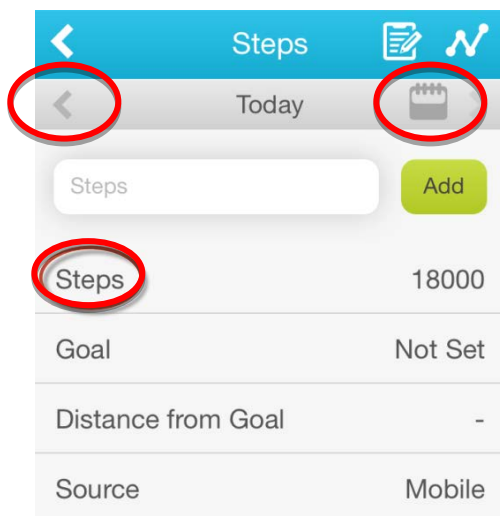
## How to Track Using the HealthyNow App

Participants can log steps using the HealthyNow app using the following steps:

**Step 1)** Click on the Steps icon



Select the date you'd like to add steps for. *Today* is preset. Use the back arrow button to enter in the prior day's steps or click on the calendar icon to select your date. Enter in the number of steps you walked and click *add*. You will get a "steps logged" confirmation pop-up.



**Please Note:** If a participant has a Fitbit linked to ahealthyme, they will be able to see their steps in the HealthyNow app.

### Using a Fitbit to Track Steps

If an individual has a Fitbit<sup>®</sup> device, they can link it to the ahealthyme secure site to track their steps. To do this, they must go to the ahealthyme secure site and click on the Fitbit widget on the homepage and follow the linking instructions.

### How to Convert Activities to Steps Using the Cardio Log:

For those individuals who participate in aerobic activities that can't easily be

tracked by a pedometer (ex., biking or swimming) they can use the ahealthyme.com Cardio Log to convert minutes exercised to steps.

These activity steps will count toward the challenge goal and will appear in the challenge progress bar.

In this guide you will find a flier for employees that explains [how to use the Cardio Log](#).

## How Participants Get Started and Track Progress

To get started an individual must log in to the ahealthyme site and click on the sign-up button in the challenge widget. When prompted, the individual either creates a new team or joins an existing team.



**TEAM Get Moving - Walking Challenge**

Join us in this walking challenge, sign up now!

**Description:** This 6 week long walking challenge is designed to promote and encourage participants to increase their physical activity. During this challenge you will track your daily steps in the step log on a daily basis. You will learn about new ways to increase your physical activity from starting or joining walking group at work to exercising with your family. So sign up and let's start moving.

**Goal:** 49,000 steps per week. 294,000 steps total.

**Start/End:** 12/11/14 - 1/22/15

**Signup Period:** 12/6/14 - 12/17/14

**Concurrent:** No - cannot be taken with other challenges

**Team Based Challenge**

Select your team:

Create your own team:

Primary Challenge

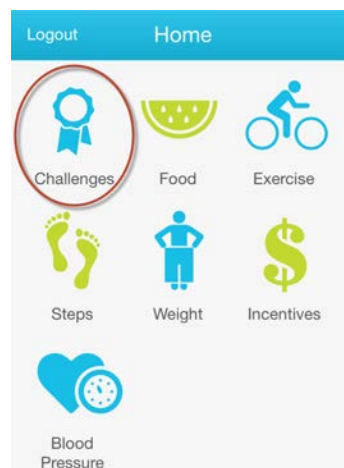
Make Primary Challenge

The challenge widget will be available on the ahealthyme site 7 days before the challenge begins and will update during the challenge with the participant's steps total. The challenge bar will display the total number of steps the participant needs to reach (294,000) and a progress bar with the individual's current steps total.

If a participant "falls behind" at any point in the challenge, the handy pace indicator on the challenge widget will display an off pace message as encouragement to get moving!

Upon completion of the challenge, a message will be displayed indicating to the participant that the challenge has ended and the name of the team with the highest average steps. The participant will also receive an email letting them know that the challenge has ended and the percent of the challenge goal they have met.

**Please note:** Participants can also view their challenge progress bar on the ahealthyme "HealthyNow" app by clicking on Challenges.

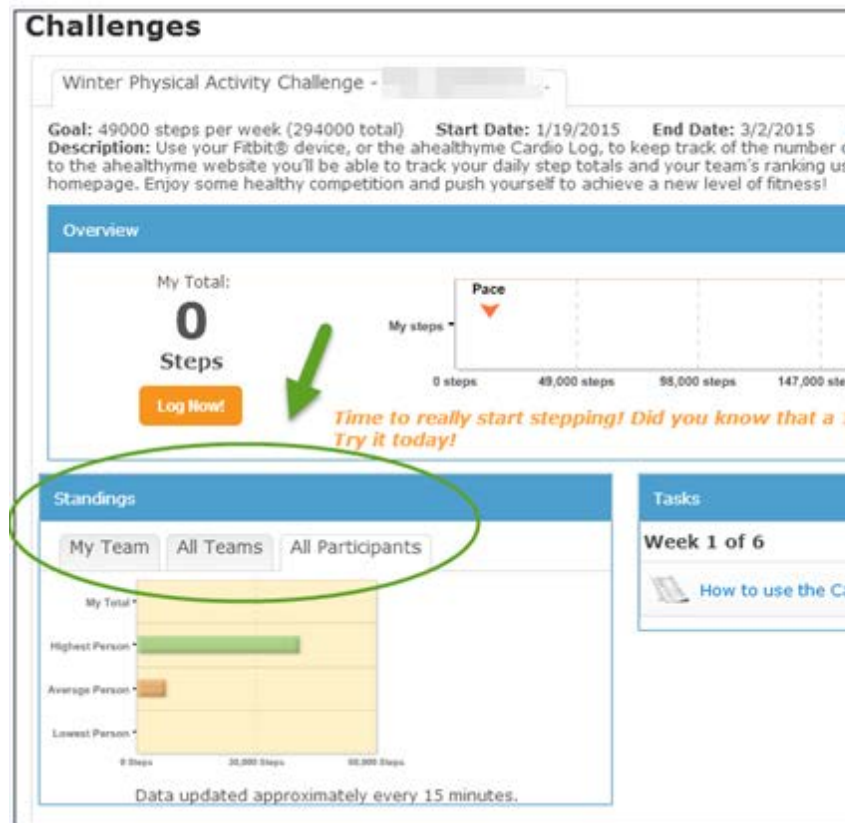


## Tracking Team Progress

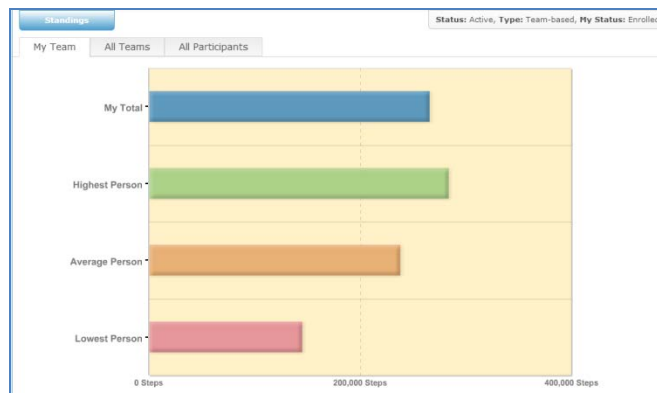
1. You can view the current challenge standings in the challenge widget. Click on the “View Challenge” button:



1. Here, you can click on three buttons: “My Team”, “All Teams”, and “All Participants”. Each button provides a detailed look at your progress and your team’s progress.

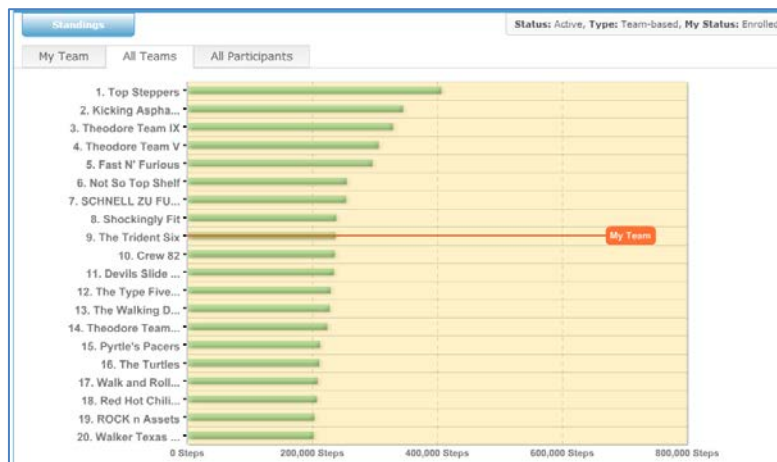


- The “My Team” button shows you where you stand amongst the people on your team, relative to your teammates with the highest and lowest step total. Your team’s average is also displayed.



- The “All Teams” button shows you where your team stands amongst other teams in the organization. If you are in the top 20 teams, you’ll see the 20 top-performing teams displayed, including your team’s name and ranking.

Here's an example of a team that is amongst the top 20 highest performing teams:

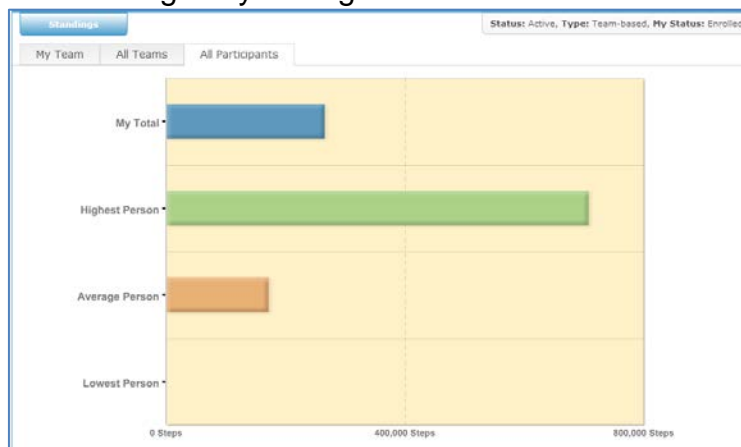


Click on the end of each progress bar to see the AVERAGE number of steps that team has (100,000 steps amongst 10 people = average shown is 10,000)

*If your team is not in the top 20:* You'll still see the top 20 teams. Your team's name and current ranking will appear at the bottom.

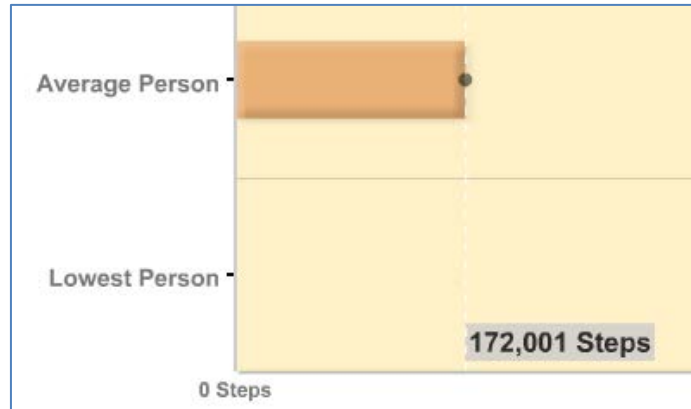
*If more than 20 teams are participating in the challenge:* You will not see all team names displayed here (e.g., if 82 teams in your organization are participating in the challenge, you will only see the top 20 highest performing teams).

- The "All Participants" button shows you where you stand amongst everyone signed up for the challenge in your organization.



Scroll to the end of each bar to view the total number of steps.



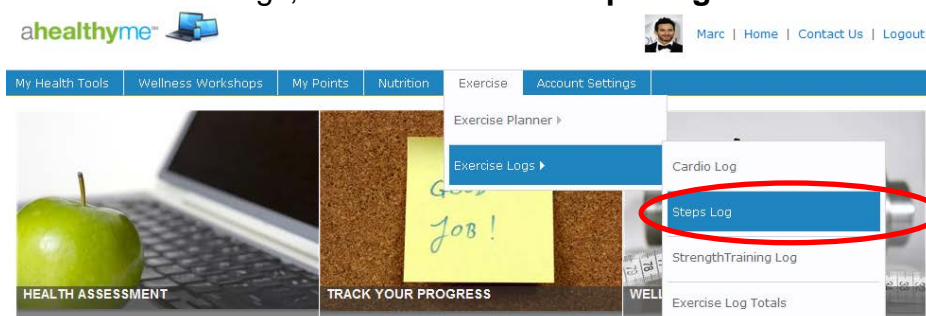


## Tracking Your Daily Steps Using the ahealthyme<sup>SM</sup> Steps Log

This tracking tool displays a full picture of your current activity level. Increase your daily physical activity, track your progress, and stay motivated to reach your health goals.

### How it works:

**Step 1)** Click on **Exercise** located on the top navigation bar, followed by **Exercise Logs**, and then click on **Steps Log**.



**Step 2)** You are now directed to the **Exercise Log** page. To log your steps, simply enter the number you have taken in the steps box.

## Steps

This tool will show you the overall picture of how active you are. This can be a great motivating tool, helping you to increase your activity, track your progress and reach your goals. A pedometer can show you that even small steps can move you toward better health. Calories listed in *italics* are for display only, and are not included in totals.

How to use this tool? Learn about pedometers

**Step 3) Click on Add Steps to save your activity.**

## Steps

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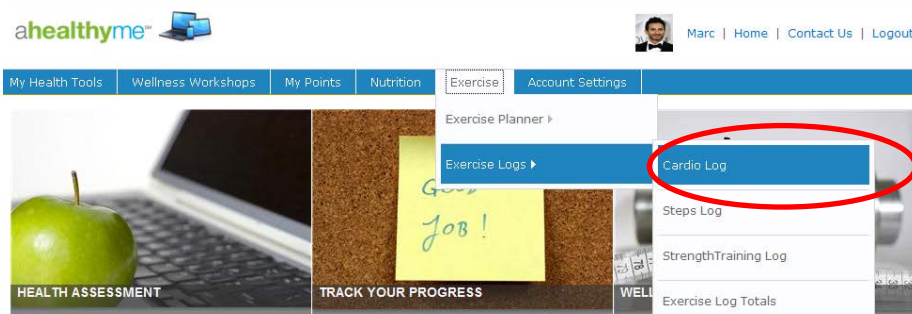
How to use this tool? Learn about pedometers

## Track your Daily Exercise Using the ahealthyme<sup>SM</sup> Cardio Log

View calories burned for each activity, plus progress towards your total daily calorie burn goal. The tool contains more than 200 exercises, including walking, strength training, and yoga. Or, create custom exercises and save them for easy future tracking.

### Tracking your exercise is easy:

**Step 1) Click on Exercise located on the top navigation bar. Next, click Exercise Logs, and then click on Cardio Log.**



**Step 2) You are now directed to the Cardio Log page. Use the Search Bar to find and select an exercise.**

## Cardio

Track the activities and exercises you do, and see the calories burned from each activity and then use the reports to see how far you've come. The cardio log can help you reach your fitness goals.

How to use this tool  
Track progress  
Track heart rate

+ Show Current Exercise Plan

Exercises for Friday - 12/5/2014

Option 1 - Select from our list of exercises

Exercise	Aerobics, general
Minutes	Aerobics, general
Heart Rate	Aerobics, high impact
	Aerobics, low impact
	Aerobics, step, 10-12 inch step
	Aerobics, step, 15-20 cm step
	Aerobics, step, 25-30 cm step
	Aerobics, step, 6-8 inch step
	Aerobics, water
	Archery (nonhunting)
	Backpacking, general
	Badminton, competitive
	Badminton, social, general
	Baseball or softball, general
	Baseball, playing catch
	Basketball, game
	Basketball, nongame, general
	Basketball, shooting baskets
	Bicycling, < 16.1 km/h, leisure
	Bicycling, < 10mph, leisure
	Bicycling, > 16.1 km/h, racin

Exercise Name

Amount

Calories

(default to "minutes")

**Step 3) Click Add Exercise to save the selected activity to the Cardio Log.**

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