

Healthy Columbus & American Cancer Society Active For LifeSM Participant Training

healthy  **COLUMBUS**
CITY EMPLOYEE WELLNESS PROGRAM

THE OFFICIAL SPONSOR OF BIRTHDAYS.®





What is Active For Life?

- Flexible, 10-week team-based physical activity program
- Team-based approach, with ability to set individual goals
- Receive a point for each minute of physical activity – points count toward individual and team goals
- You will receive newsletters and other support that will help you to succeed

Participant Invitation

- You will receive the email invitation to join

Hello, [redacted]

I'd like to invite you to be a participant on my team (ACS Demo Team 1) in the ACS Demo Active for Life campaign.

Active for Life is a 10-week program designed by the American Cancer Society to encourage people to be more physically active on a regular basis.

As a participant, you will be a part of a team that competes with other teams to reach or exceed physical activity goals. Information and tools are available in the Active For Life site once you have accepted the invitation.

Click here to accept the participant invitation.

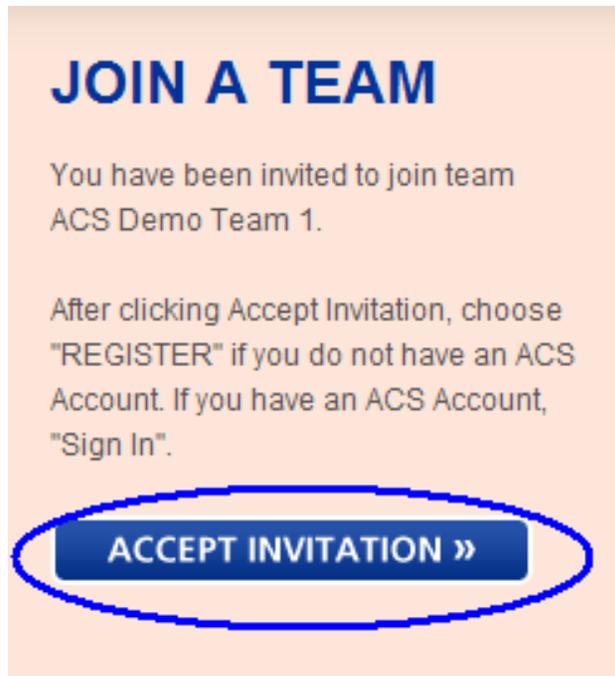
<https://www.activeforlife.org/Default.aspx?invite=2dabd584-faf5-4f06-b4f8-e9462adb5662>

Thank you

- Click on the Link or copy the link in its entirety and paste it in your browser, press return/enter

Complete the Invitation Process

- Click “Accept Invitation”



- If you DO NOT have an ACS Account, choose “REGISTER”

SIGN IN TO ACTIVE FOR LIFE Close X

Sign in using your account with:

- ACS Account
- Google
- Yahoo
- Facebook
- Windows Live ID
- AOL
- OpenID

SIGN IN WITH YOUR ACS ACCOUNT

Registering and signing in allows you to interact with your American Cancer Society the way you want to. Automatically receive the cancer information you're interested in, connect with events and resources in your area, and customize your site to save relevant articles. You can even use an ID you may already have - including Facebook, Google, Yahoo, and more.

Email Address:

Password:

[Forgot your password?](#)

SIGN IN

Don't have an ACS Account? [Create an account now!](#)

Register

THE OFFICIAL SPONSOR OF BIRTHDAYS!



Accept terms of creating an ACS Account

Complete Pre-Challenge Survey

PRE-CHALLENGE SURVEY

- 1 There are three levels of physical activity for which you may choose:

Bronze (10-29 minutes per day, 5 days per week)

Silver (30-59 minutes per day, 5 days per week)

Gold (60+ minutes per day, 5 days per week)

Bronze, Silver and Gold levels are listed as an FYI. There is no place in the survey to choose specifically which level you want to work towards



The ACS recommended level of physical activity for adults is at least 30 minutes of moderate activity on five or more days of the week. In the space provided, please indicate the number of minutes of physical activity per day (assuming five days per week) that you plan to attain.

- 2 On a scale of 1 to 10, where "10" is "highly motivated" and "1" is "not at all motivated", how motivated are you now to reach your goal?

- 3 Please rank the top three reasons you decided to participate in this challenge (rank the most important reason as #1).

Ranking #1

Comments:

Ranking #2

Comments:

Your Dashboard

ACS Demo Team 1

Team Captain: ACS Demo4
Number of Participants: 0
Top Performer: (0min)

Activity Tracker

« Week # 1: 12/17/2010 – 12/23/2010 (Go to Today)

Week #1: 0 / 300 min

0%

Enter Minutes of Physical Activity Each Day

FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
17	18	19	20	21	22	23
<input type="text" value="0"/>						

BONUS POINTS

<input type="text" value="0"/>						
--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

SAVE »

BONUS POINTS

<input type="text" value="0"/>						
--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

You can earn bonus points for participating in community events. To get a community event approved for bonus points, email jemorel@columbus.gov

Optional Food and Weight Trackers

- Information you enter in the food, BMI and weight trackers are optional and **confidential**. This information does not show up in reports at the team, campaign or company level. You are the only one who can see this information.

Daily Food Tracker

12/20/2010

Enter a New Meal: Time of Day:

Select Meal Select Time

Food Summary for 12/20/2010

Meals Recorded	Fruits or Vegetables	Whole Grains
Total:	0	0

My Meal Contained:

0 Servings of fruit or vegetables

0 Servings of whole grains

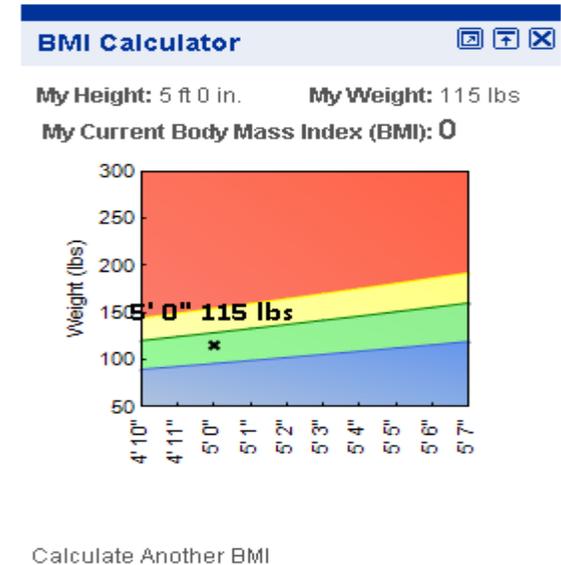
Additional Meal Details

Describe your Meal: Location:

Who was I with?

What Emotion(s) was I feeling? Was I hungry? Other Activities While Eating:

Yes

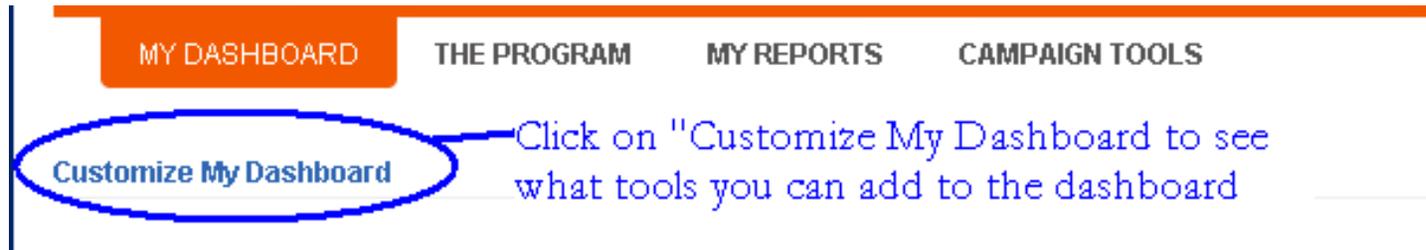


Weight Tracker

Last Weight Entered:

Date: Weight: lbs

Customize Your Dashboard



- Customize your dashboard by clicking “Customize My Dashboard” at the top left hand corner of your screen
 - Choose available tools to add to your dashboard
 - Once the tools are added to your dashboard, click “Close Customization”
 - You can rearrange the tools on your dashboard by clicking on the tool in the upper blue bars, holding down the left mouse button and dragging to another location on your dashboard

Campaign Tools

Participant Abilities

MY DASHBOARD

THE PROGRAM

MY REPORTS

CAMPAIGN TIPS

CAMPAIGN TOOLS

- Click "Campaign Tools" then click on "Manage Profile" Participant Management

Update information for Participant

Company: Heather Test 2

Email: test@cancer.org

First Name: ACS

Last Name: Test Participant

Display Name: ACS Test Participant

Employee ID:

Phone Number:

Gender: Male

User Type: Online

Email Notifications: Yes

Last Login: 12/30/2010 10:52:20 AM

SAVE »

Edit Goals

SAVE »

Campaign: Testing 2

Program Director: AFL Test4

Campaign Start Date: 12/3/2010

Campaign End Date: 2/10/2011

Allow Bonus Points: No

Team Name: B and B

Team Captain: Shea Test

Has Completed Survey: Yes

If you want to stop or start getting automatic motivational emails from AFL, indicate no or yes in the Email Notifications field

Your Team Captain's Name

Campaign Tools

Participant Abilities

- To edit your available goals, click “Edit Goals”
- The activity goal can not be changed, you can change your confidential weight and nutrition goals if applicable

Update information for Participant

Company: Heather Test 2
Email: test@cancer.org
First Name:
Last Name:
Display Name:
Employee ID:
Phone Number:
Gender:
User Type:
Email Notifications:
Last Login: 12/30/2010 10:52:20 AM

SAVE »

Edit Goals

My Activity Goal

Company: B and B
Team Name: B and B
Start Date: 12/3/2010 End Date: 2/10/2011
Target Activity: Minutes Per Day

My Weight Goal

Height: ' "
Initial Weight: on Campaign start date (12/3/2010)
Target Weight Loss: Pounds by Campaign end date(2/10/2011)

My Nutrition Goal

Target Servings of Fruits and Vegetables Per Week:
Target Servings of Whole Grains Per Week:

SAVE »

My Reports

- Clicking “My Reports” will display your Activity Trend report, click the report title to see your report

MY DASHBOARD THE PROGRAM **MY REPORTS** CAMPAIGN TOOLS

Activity Trend

Campaign Week Number: All Weeks

1 of 1 Select a format Export

Activity Trend

Campaign Week: All Weeks

Company: Heather Test 2

Executive Director: AFL Test4

Program Director: AFL Test4

Campaign: Testing 2 **Campaign Dates:** 12/3/2010 - 2/10/2011

Team: B and B **Active Team:** Y

Participant: ACS Test Participant **Active Participant:** Y

Week Number	Weekly Goal	Points Earned	% of Weekly Goal
1	150	0	0.0
2	150	40	26.7
3	150	60	40.0
4	150	100	66.7

Help Features

- The Help Button is role specific and has step by step instructions on how to do common participant tasks.



Participant Help

Here you'll find information related to your participation in the Active For Life program

[How do I join the current campaign?](#)

[How do I customize my dashboard?](#)

[What are bonus points?](#)

[Who is my Team Captain?](#)

[Who is my Program Director?](#)

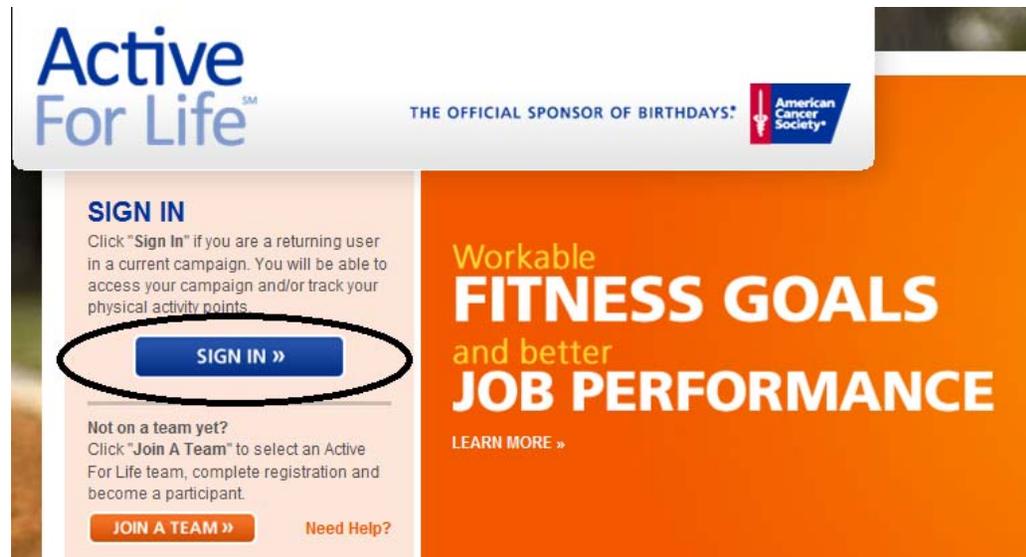
[Can I change my goal?](#)

[Can I keep tracking my activity after the 10 weeks is over?](#)

[Where is the manual?](#)

Future Sign Ins

- Each time you are ready to sign in to Active For Life, go to www.activeforlife.org
- Click **“Sign In”** to access Active For Life
- **Do not** attempt to sign in with your old invitation link or through the Join a Team button



The screenshot shows the Active For Life website interface. At the top left is the "Active For Life" logo. To its right is the text "THE OFFICIAL SPONSOR OF BIRTHDAYS" and the American Cancer Society logo. The main content area is split into two columns. The left column has a light background and contains the following text: "SIGN IN" in bold, followed by "Click 'Sign In' if you are a returning user in a current campaign. You will be able to access your campaign and/or track your physical activity points." Below this text is a blue button with the text "SIGN IN »" circled in black. Underneath the button is the text "Not on a team yet? Click 'Join A Team' to select an Active For Life team, complete registration and become a participant." At the bottom of this section is an orange button with the text "JOIN A TEAM »" and a link "Need Help?". The right column has an orange background and contains the text "Workable FITNESS GOALS and better JOB PERFORMANCE" in large white and yellow font, with a "LEARN MORE »" link below it.

Need More Help?
Contact your Team Captain,
jemorel@columbus.gov or
or activeforlife@cancer.org

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