

— THE —
**WELLBEING
CHALLENGE**



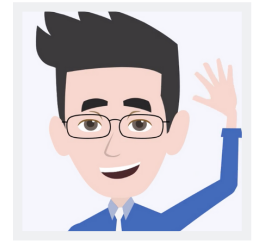
ONBOARDING

— THE —
**WELLBEING
CHALLENGE**



LET'S GET STARTED!

By now you'll have been sent a link to the Wellbeing Challenge, if you've missed this ... please check your Inbox or Spam folder! Here is what is included in this document. Please let us know if you have any question we haven't covered in the Q&A at the end of this document.



FIRST THINGS FIRST

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SIGN UP AND CREATE YOUR PASSWORD

- 1 Click on the link you've received and it will take you to the first screen. Enter your name and create a password (at least 6 digits long), it's easy!



1

...p.thewellbeingchallenge.co.nz

THE WELLBEING CHALLENGE

email@example.com

Password

Confirm Password

SIGN UP

...p.thewellbeingchallenge.co.nz

THE WELLBEING CHALLENGE

gladyscanby101@gmail.com

.....

.....

SIGN UP

...p.thewellbeingchallenge.co.nz

The Wellbeing Challenge

0 You 0 Team

5 Ways

1.0 0.8 0.6 0.4 0.2

BE MINDFUL GET MOVING CONNECT GROW YOUR MIND

Home Activities Team Profile

YOUR PROFILE

Add your first and last name to your profile.

...p.thewellbeingchallenge.co.nz

My Details

Who are you?

First Name

Last Name

gladyscanby101@gmail.com

SUBMIT

Home Activities Team Profile

...p.thewellbeingchallenge.co.nz

Who are you?

Gladys

Canbe

gladyscanby101@gmail.com

SUBMIT

QWERTYUIOP
ASDFGHJKL
ZXCVBNM

...p.thewellbeingchallenge.co.nz

My Details

Success
Profile Updated

Who are you?

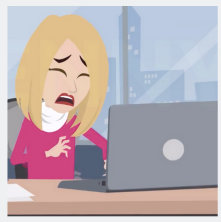
Gladys

Canbe

gladyscanby101@gmail.com

SUBMIT

Home Activities Team Profile



ARGH! DID YOU SPELL YOUR NAME WRONG IN YOUR PROFILE?!

No problems! Just go into your profile, re-type your name in and submit!

...p.thewellbeingchallenge.co.nz

My Details

Gladys Canbe

Gladys

Canbe

gladyscanby101@gmail.com

SUBMIT

Home Activities Team Profile

...p.thewellbeingchallenge.co.nz

My Details

Gladys Canbe

Gladys

Canby

gladyscanby101@gmail.com

SUBMIT

Home Activities Team Profile

...p.thewellbeingchallenge.co.nz

My Details

Success
Profile Updated

Gladys Canby

Gladys

Canby

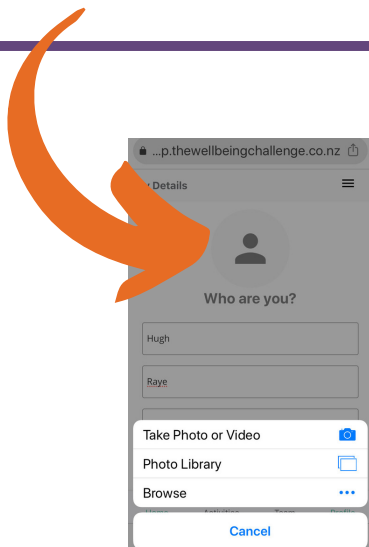
gladyscanby101@gmail.com

SUBMIT

Home Activities Team Profile

ADD YOUR PHOTO TO YOUR PROFILE

You can upload a photo to your profile too.



...p.thewellbeingchallenge.co.nz

My Details

Gladys Canby

Gladys

Canby

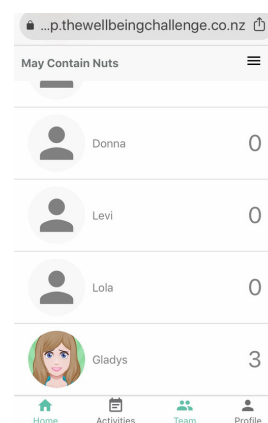
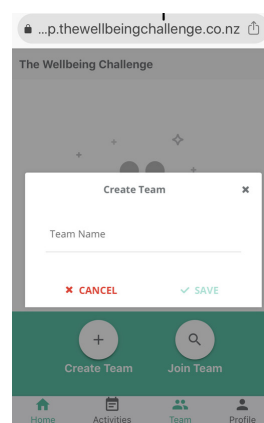
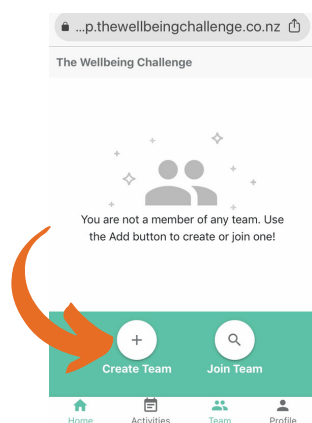
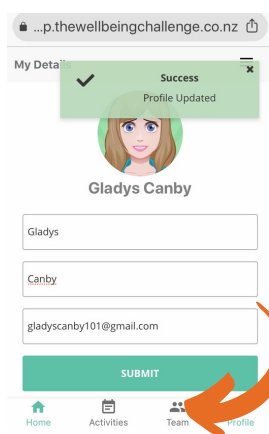
gladyscanby101@gmail.com

SUBMIT

Home Activities Team Profile

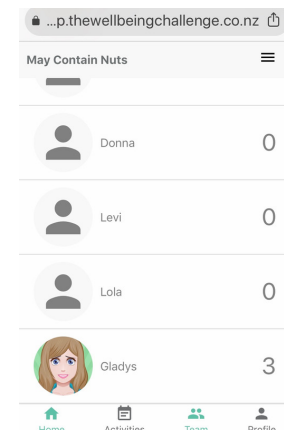
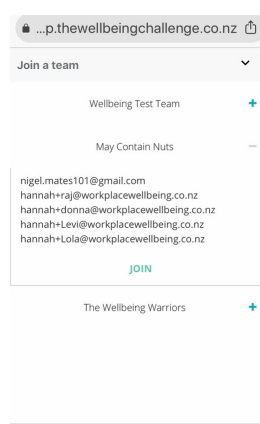
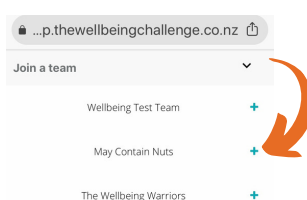
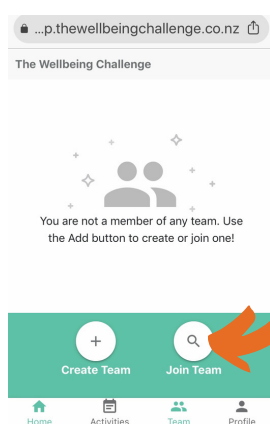
CREATE A TEAM

If you've decided to create a team, gather your team members and decide on a name
... nothing too lame!

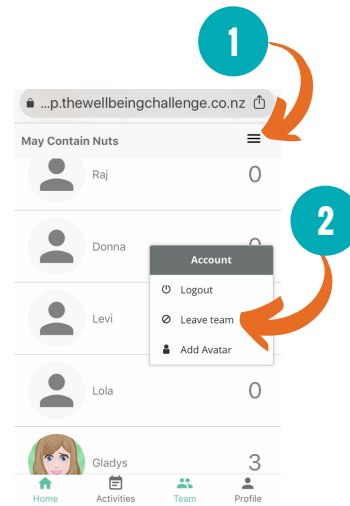


JOIN A TEAM

And if you are joining a team ...



AND IF YOU WANT TO LEAVE A TEAM!



ALONG THE WAY - ENTERING CHALLENGES AND ACTIVITIES

Now it's time to get serious and start earning some points! There are two ways you can do this:

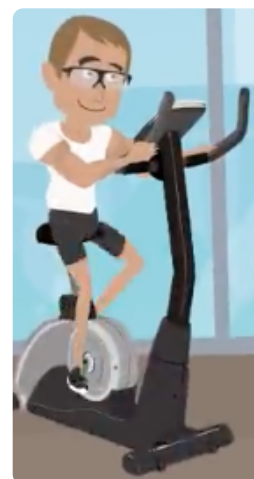


- 1 There's a weekly focus on each of the five categories, over the five weeks. A Challenge is released relating to that focus for the week. You can earn a point each day you do it and usually if you do it every day for the week, you'll earn an extra 10 points - imagine getting your team mates to do it too, that's potentially heaps of points for the team! Sometimes the point system is different, so don't forget to read your email about the new Challenge and you'll see some posters about too.

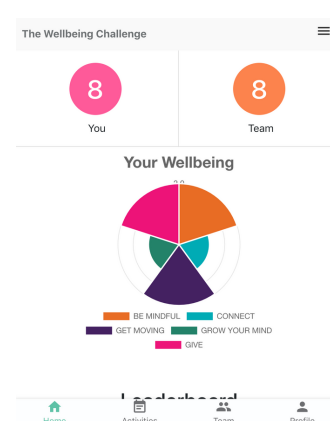
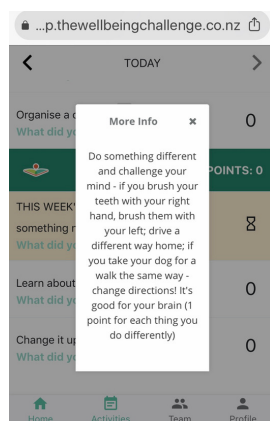
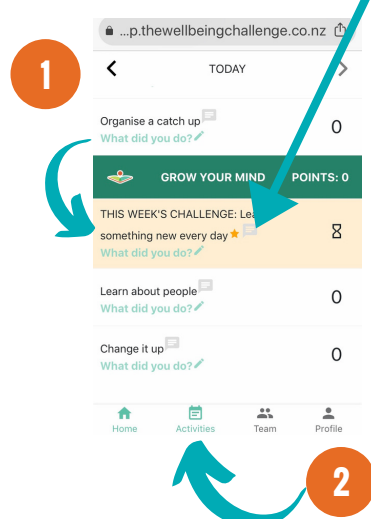
- 2 And then there are the activities which sit underneath the Challenge. Wellbeing isn't all about fitness, although this is obviously an important part of it. We've made sure there are activities that everyone can enjoy.

You can tick away at completing these activities which is a great way to earn extra points. Make sure you keep an eye on these as they will change occasionally, maybe not every week, and some might stay the same.

As you earn points watch and feel your wellbeing increase!

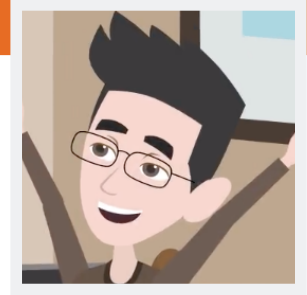


MAKE SURE YOU CLICK ON THIS  SYMBOL TO FIND OUT MORE ABOUT THAT CHALLENGE OR ACTIVITY!



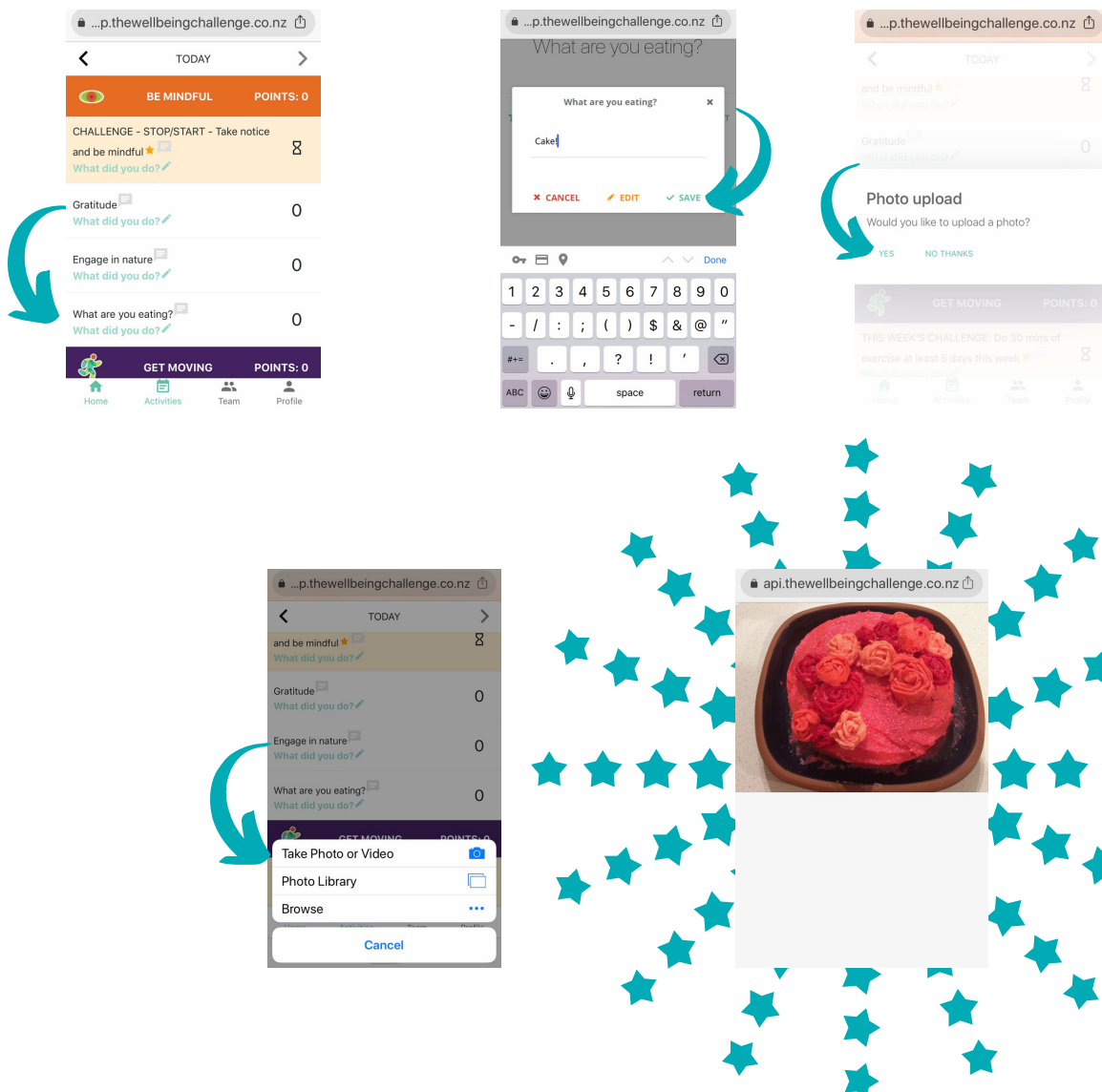
ENTERING ACTIVITIES

When you've entered your activity, save it and you'll be asked if you want to upload a photo. If you choose "Yes" you can either take a photo, upload one from your photo library or even upload something off the internet by choosing 'browse'.



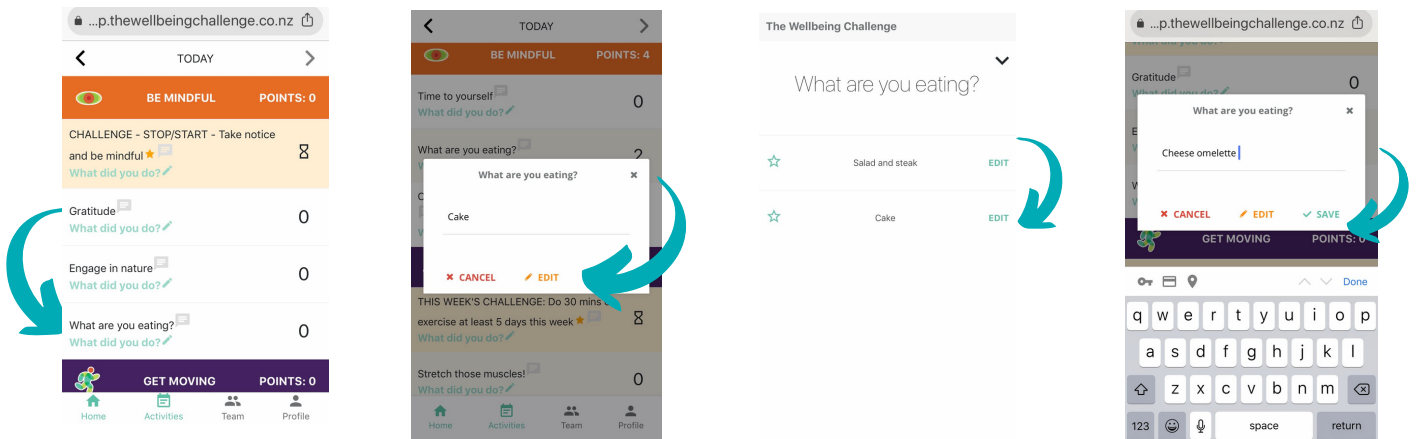
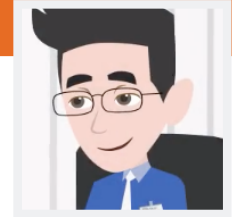
If you would prefer to just not have the 'Upload the photo' prompt pop up every time you enter an activity, just visit 'Preferences' in your settings and disable. See Helpful Hints on page 10 for the steps to do this.

You can see it stored in your app by hitting the points on the right hand side of your screen after the activity or by hitting that activity.



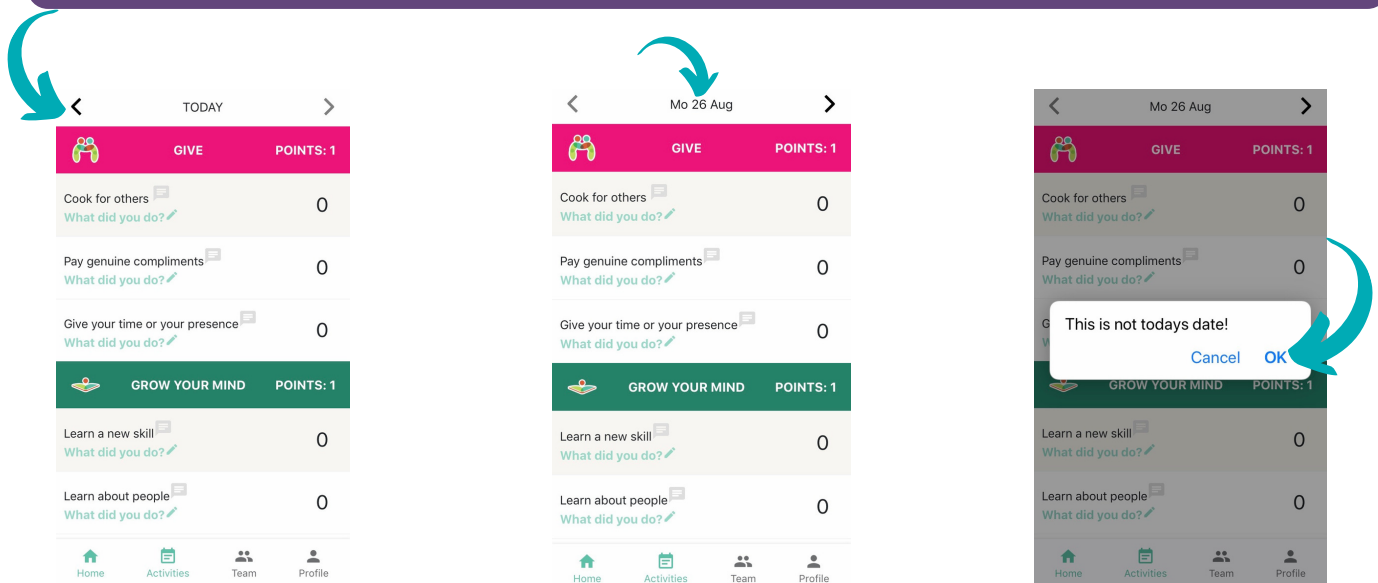
EDITING ACTIVITIES

If you've entered your activity, and you need to edit it, no problems! Just hit the activity and choose which activity you want to edit, update it, save and Bob's your Uncle!



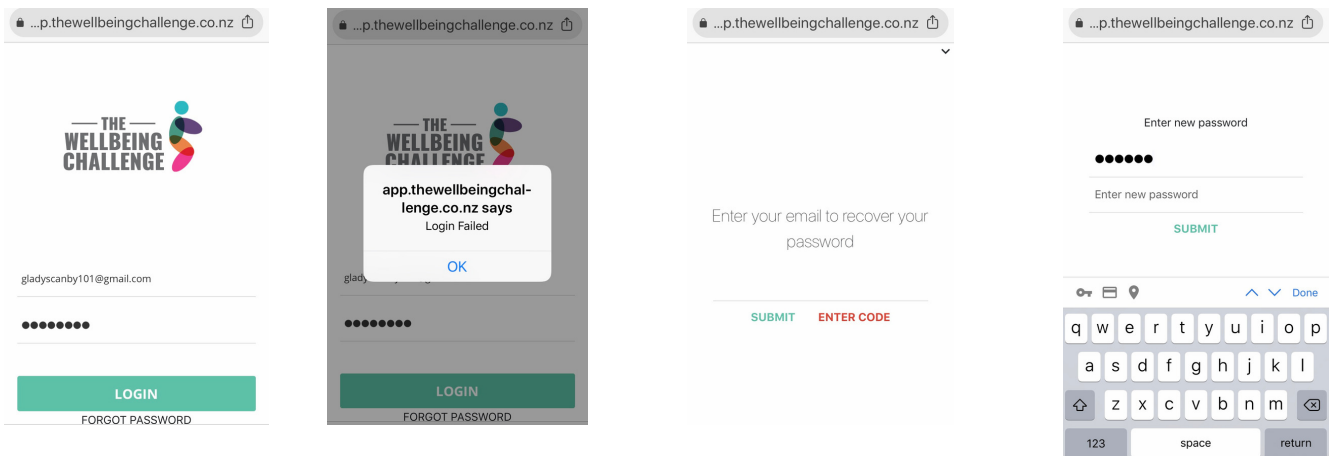
ENTERING ACTIVITIES RETROSPECTIVELY

Let's face it, we get busy and sometimes we'll need to go back a day or two to enter our points. To do this, just arrow back to the right date (you can't go into the week before if that Challenge has finished). Find the activity you want to update and when you go to edit it, it will say This is not today's date! Hit ok and carry on. Easy as!



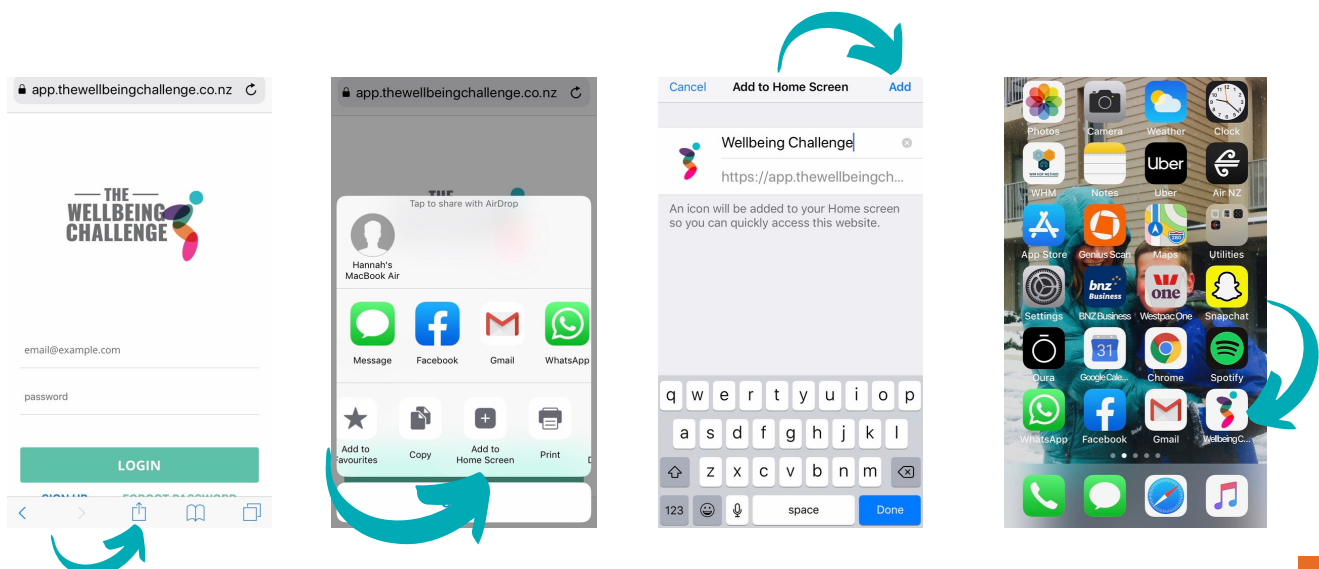
HELPFUL HINTS - FORGOT PASSWORD

We've all done it, forgotten our passwords, you can easily create a new one. Just retrieve the code from your email inbox and put it into the prompt on the app and enter your new password underneath (6 digits long ... at least, any combination).



HELPFUL HINTS - APP ICON FOR THE HOME SCREEN ON YOUR PHONE

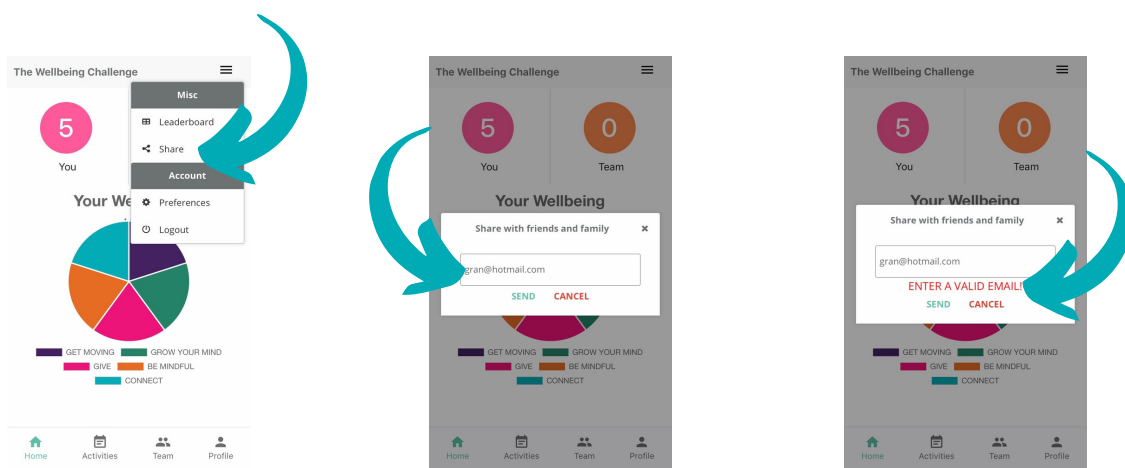
You can also save the Wellbeing Challenge app so it sits on the home screen of your phone. In fact you can use this nifty trick for any of your favourite url's! Use Safari as your browser, hit the upload icon, scroll across until you find "Add to home screen", hit "Add" and voila!



HELPFUL HINTS - SHARING WITH FRIENDS AND FAMILY

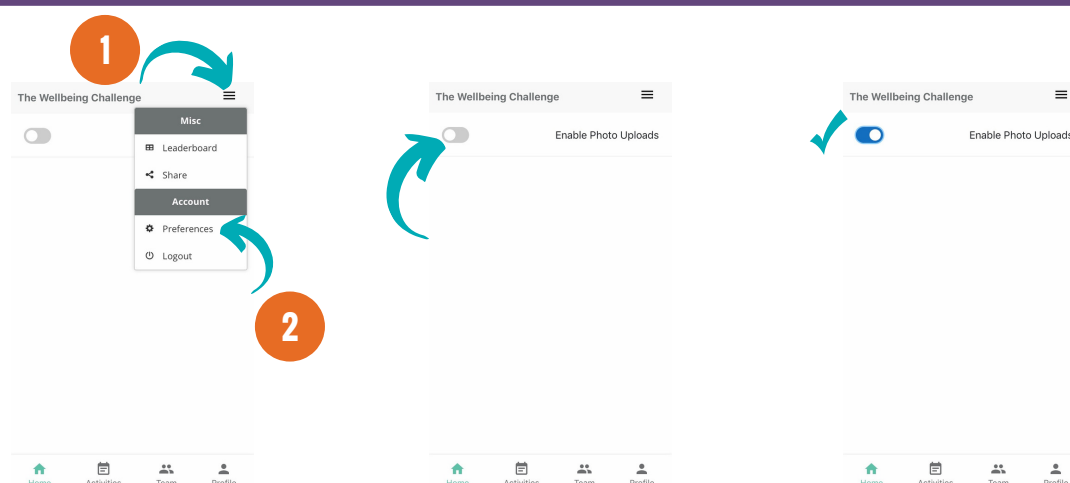


If you'd like to get share the fun with your friends and family, go into preferences and click 'Share'. Insert the email of the person you'd like to join - no problems if you get it wrong, just re-enter! Or, get them to email us and we'll sort it! info@thewellbeingchallenge.co.nz



TURNING OFF 'UPLOAD A PHOTO' IN YOUR PREFERENCES

If you would prefer to just not have the 'Upload the photo' prompt pop up every time you enter an activity, just visit 'Preferences' in your settings and disable.



Q & A

We've tried to make this Wellbeing Challenge as easy as possible for you. If you have a question, or you think we haven't explained something well enough, please let us know so we can help others. Thanks!



Q I can't log in, I got into the first screen and put in my email address and password, but I couldn't get any further along?

A Try re-setting your password. [Page 9](#)

Q I can't find where I can load up my profile picture?

A Go into your profile and click on the greyed out round circle just above where it says "Who are you" in your profile. [Page 3](#)

Q I haven't entered any points in for a couple of days, how can I go back and enter them in?

A Top left of screen, you'll see an arrow. Go back to the date you want to add the activities and you're good to go. [Page 8](#)

Q I've forgotten my password!

A It's fine! Re-set your password. [Page 3](#)

Q Another team has way more people than we have, that's not going to be fair - they'll score heaps more points than us!

A All points are averaged out in the Leaderboard, it's all fair in love and war!

Q Our branch in New Zealand are competing against teams in the UK and USA - what's to stop them from seeing our points on Sunday night and going hard out and entering points and over taking us?!

A That wouldn't be very nice would it?! All good, we have a cut off which is the same for everyone e.g. 10pm BST and 9am NZT.

Q & A



Q I think some people are cheating.

A Overall, most people don't deliberately cheat. If they do, they are only letting themselves down and we can't control that. However, we look at the back end every week and remove points where people have entered things that are not in the spirit of the Challenge or are entering the same thing every time. We can't possibly check everyone, but we are checking the top people in every region and other people randomly.

Q Can other people see what I write?

A No, you can only access your entries and Workplace Wellbeing can see the entries in the back end, but no one else can.

Q Can I stop the photo upload prompt coming up every time I enter an activity?

A Yes, go into Preferences in the menu on the top right of the App and turn the photo option off. [Page 10](#)

Q Can I see what my friends and family are doing?

A No, at this stage you can only do this by comparing phones - their leaderboards are separate. They do get the same Challenge and activities as you though.

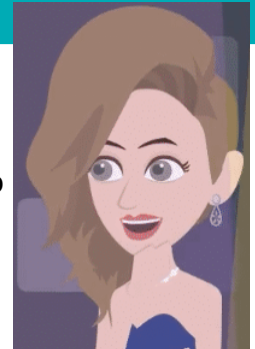
Q Why isn't the team leaderboard showing points right away?

A It has been set to update every day at 10pm GMT to make sure the Southern Hemisphere teams aren't disadvantaged.

Q & A

Q What do I do once I log in?

A Go into the test activities and navigate your way around the web App. Put some activities in to make sure you are comfortable with how it works. These points will be zeroed off once the official challenge starts and new activities will be displayed.



Q I haven't received an onboarding email

A Check your junk file. If it's not there, email us so we can check your email is entered correctly in the database. Please email info@thewellbeingchallenge.co.nz

Q Can I move to another team once I have registered?

A If both teams are in agreement, go to the team screen, leave the team you are in and join another team. [Pages 4-5](#)

Q I can't find my team?

A It may be that the team leader hasn't logged your team ready to join. You can set the team up yourself ready for the rest to join. [Page 4](#)