

Keep Calm and Stretch On Challenge FAQ

1. [What is the goal of the “Keep Calm and Stretch On” Challenge?](#)
2. [When is the “Keep Calm and Stretch On” Challenge?](#)
3. [How do I register for the challenge?](#)
4. [How do I unregister from the challenge?](#)
5. [How do I complete my weekly tasks?](#)
6. [How do I complete the challenge to earn wellness incentive points?](#)
7. [How do I log my steps?](#)
8. [How do I use other physical activity towards my daily step goal?](#)
9. [How do I sync my device?](#)
10. [How can I find out challenge standings?](#)
11. [How can I communicate with other participants?](#)
12. [Who should I contact with questions?](#)

Keep Calm and Stretch On

1. What is the goal of the “Keep Calm and Stretch On” Challenge?

- a. The goal of the “Keep Calm and Stretch On” Challenge is to encourage participants to work on physical activity and develop an understanding for the importance of stretching through a variety of exercises and educational information over 3-weeks. For successful completion participants must:
 - i. Log the required number of steps of your choice by September 9th (any activity can be converted to steps). There will be two groups for this challenge:
 - Completes 8,000 steps per day for at least 15 days
 - Completes 12,000 steps per day for at least 15 days

You select the best group for you! **Please note: If you and coworkers want to participate on the same team you must be in the same group (8,000 or 12,000 steps per day for 15 days). Once you select your group you cannot change once the registration period ends.**

- ii. Complete all weekly tasks by Monday, September 10th. Tasks are the same for both groups.

2. When is the “Keep Calm and Stretch On” Challenge?

The challenge begins Monday, August 20, 2018 and runs for 3-weeks finishing on Sunday, September 9, 2018.

3. How do I register for the challenge?

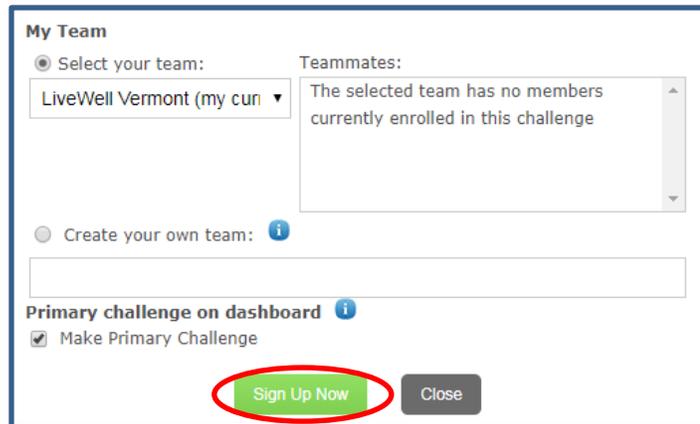
- a. Registration opens Monday, August 6, 2018 and closes on Sunday, August 26, 2018.
- b. Log-in to the [Wellness Portal](#)
- c. Click the “Sign Up” button in the Challenge Bar

The screenshot shows a 'Challenges' section with a blue header. Below the header, there is a message: 'There are active challenges available. Sign up now and get involved!' with a question mark icon. Two challenge cards are listed. The first card is for '(DEMO) Keep Calm and Stretch On (Group 1: 8,000 steps/day)' with a goal of 120,000 Steps and a 'Sign Up' button circled in red. The second card is for '(DEMO) Keep Calm and Stretch On (Group 2: 12,000 steps/day)' with a goal of 180,000 Steps and a 'Sign Up' button circled in red. Both cards include a description of the challenge and the dates: 7/24/18 - 8/14/18 11:59:59 PM.

***Remember once registration closes, you cannot change your group or team.**

- iii. Choose “Create your own team” or “Select your team.” **If you are participating solo, consider joining the LiveWell Vermont Team! If you and coworkers want to participate on the same team you must be in the same group (8,000 or 12,000 steps per day for at least 15 days).** Once you have created a team name, the system will give you the option of inviting others to join your team. Simply click on the link to invite others, which will create an Outlook email to do so. If choosing to “select your team”, you will have the ability to see your team members who have already signed up. You can also still participate as a solo team.

Keep Calm and Stretch On



My Team

Select your team: Teammates:
LiveWell Vermont (my cur... The selected team has no members currently enrolled in this challenge

Create your own team: *i*

Primary challenge on dashboard *i*
 Make Primary Challenge

Sign Up Now Close

e. Click “Sign Up Now”

4. How do I unregister from the challenge?

- Log-in to the [Wellness Portal](#)
- Click on “Details” in the Challenge Bar



Challenges

(DEMO) Keep Calm and Stretch On (Group 1: 8,000 steps/day) - [My Progress](#) **Details** [My Tasks](#) [View Challenge](#)

Week 1 of 3

Goal: 40,000 steps a week (120,000 total) Start: 7/24/18 End: 8/14/18, 11:59:59 PM Days Left: 15 Team: LiveWell Vermont *?*

My Total: **0** Steps *** 17 required tasks to complete by 7/30/2018** [Complete now](#)

[Log Steps](#)

No data has been logged. Be the first!

Giving up on a fitness goal is like slashing your other three tires because you got one flat. Stay strong, stay committed. Be sure to log a minimum of 8,000 steps per day for at least 15 days and complete all tasks by the end of the 3-week challenge!

- Scroll to the bottom of the page and click “unregister”
- Select “OK”

Keep Calm and Stretch On

(DEMO) Keep Calm and Stretch On (Group 1: 8,000 steps/day)

You have registered for the LiveWell Vermont "Keep Calm and Stretch On" Challenge (8/20/2018-9/9/2018). Completion requirements: 1) Log a minimum of 8,000 steps per day for at least 15 days of the challenge. Note: all physical activity can be converted to steps in the portal. 2) Complete ALL weekly tasks. Note there are 3 weeks of tasks, which will load each Monday of the challenge. If you get behind, there is a 24-hour re-set for the next week's tasks to appear.

Description
Are you ready to increase your flexibility? Take the time to stretch with LiveWell's Keep Calm and Stretch On Challenge. The Keep Calm and Stretch On Challenge will focus on strategies to help you increase your flexibility, including: Week 1) Find the Time to Stretch; Week 2) Increase Your Flexibility; Week 3) Benefits of Stretching. Over the three weeks of the challenge, choose to participate in either Group 1: 8,000 steps or Group 2: 12,000 steps per day. Log your steps for a minimum of 15 days to support your overall fitness goals. Participate as a team or as an individual. Please remember, if you are participating as a team, everyone must be in the same group; you will not be able to change groups once registration has closed. Drawings for wellness prizes will occur each week for comment board participation. Employees will earn 60 points towards the 2018 Incentive Program for successful completion of all challenge requirements.

Goal
40,000 steps per week. 120,000 steps total

Start/End
7/24/18 - 8/14/18

Sign Up Period
7/10/18 - 7/30/18 (sign up date: 7/30/2018)

Concurrent
No - cannot be taken with other challenges

My Team
LiveWell Vermont

My Teammates

SOV

Primary challenge on dashboard ⓘ
Yes

Unregister

Close

5. How do I complete my weekly tasks?
 - a. Log-in to the [Wellness Portal](#)
 - b. Click on "My Tasks" on the Challenge Bar

Keep Calm and Stretch On

The screenshot shows the 'Challenges' page for a group challenge. At the top, there are navigation links: 'My Progress', 'Details', '* My Tasks' (circled in red), and 'View Challenge'. Below this, the challenge details are listed: '(DEMO) Keep Calm and Stretch On (Group 1: 8,000 steps/day) - Week 1 of 3'. The goal is '40,000 steps a week (120,000 total)', starting on 7/24/18 and ending on 8/14/18 at 11:59:59 PM. There are 15 days left and the team is 'LiveWell Vermont'. The 'My Total' section shows '0 Steps' and a 'Log Steps' button. A red notification states '* 17 required tasks to complete by 7/30/2018' with a 'Complete now' link. Below this, a message says 'No data has been logged. Be the first!'. At the bottom, an orange motivational quote reads: 'Giving up on a fitness goal is like slashing your other three tires because you got one flat. Stay strong, stay committed. Be sure to log a minimum of 8,000 steps per day for at least 15 days and complete all tasks by the end of the 3-week challenge!'.

- c. Or scroll down your page to “My To Do List”

The screenshot shows the 'My Tasks' page for the challenge. The title is 'Find Time to Stretch - Week 1 of 3'. Below the title, there is a list of six tasks, each with a 'Do this now' button and a 'Required: 07/30/2018' date. The tasks are: '* Read: Keep Calm and Stretch On Challenge...', '* Log 8,000 steps per day for at least 15 days', '* Watch: Keep Calm and Stretch On Challeng...', '* Stretching Made Simple', '* Flexibility Figured Out', and '* Read Blog Post: Desk Yoga'.

- d. New weekly tasks will load every Monday.
***Note:** All tasks for the current week must be completed before the next week’s tasks will load. If you are “overdue” on tasks, please note that there is a 24-hour delay for a new week’s tasks to load.
- e. If the task requires you to watch a video or read a blog article, click on the image and then click on play if it’s a video. Once you read the blog or watch the video, be sure to return to the Image page and click “Close” to have the task close out on your “To Do List”.

6. How do I complete the challenge to earn wellness incentive points?

- a. Successful completion of a wellness challenge rewards you 60 points toward *Serene*, the 3rd trimester of the 2018 *Wellness: Your Way* Incentive Program. Successful completion is:
- Logging the required number of steps for your group (8,000 or 12,000 steps per day for at least 15 days) by Sunday, September 9th (any activity can be converted to steps)
 - Completing all weekly tasks by Monday, September 10th.

Keep Calm and Stretch On

- b. 60 points will be awarded in your Incentive Summary by the end of Tuesday, September 11th. You can view your “Incentive Summary” page under the “Incentives” tab on the dashboard.

Take Action	Possible Points	Earned Points
Keep Calm & Stretch On (3 Week Challenge, Aug. 20 - Sept. 9)	60	0

***Remember you must complete the Health Assessment and Wellness Score Survey before you are eligible to earn any incentive payout or chance for drawings.**

7. How do I log my steps?

- a. Click on “Log Steps” in the challenge bar on your dashboard page.

The screenshot shows the 'Challenges' section of a dashboard. The main challenge is '(DEMO) Keep Calm and Stretch On (Group 1: 8,000 steps/day) - Week 1 of 3'. It includes details like 'Goal: 40,000 steps a week (120,000 total)', 'Start: 7/30/18', 'End: 8/20/18, 11:59:59 PM', 'Days Left: 19', and 'Team: LiveWell Vermont'. A large circular graphic displays 'My Total: 9,712 Steps' with a 'Log Steps' button below it. A progress bar shows 'My Total' at approximately 13% of the 120,000 goal. A notification states '* 16 required tasks to complete by 8/5/2018 Complete now'. A quote at the bottom reads: 'Life is movement. The more life there is, the more flexibility you need. The more fluid you are, the more you are alive.' - Arnaud Desjardins | Be sure to log a minimum of 8,000 steps per day for at least 15 days and complete all tasks by the end of the 3-week challenge!

The **Step Log** can also be accessed from your menu bar, click exercise, click step log.

The screenshot shows the 'Steps Log' page. The top navigation bar includes 'Health', 'Wellness', 'Nutrition', 'Exercise', 'Community', 'Incentives', and 'Reference'. Under 'Exercise', there are links for 'Cardio Log', 'Exercise Examples', 'Exercise Planner', 'Steps Log', and 'Strength Training Log'. The 'Steps Log' link is highlighted. Below the navigation, the page title is 'Steps' with a 'Help' link. The introductory text reads: '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. Calories are calculated based on walking 3.0 MPH.'

- b. On the **Step Log**, enter your steps.
c. Click **update** to save physical activity.
d. Click **close** when finished.
a. If you need to back log prior days, you can change the calendar at the top of the page to the date you need to track and follow prior steps.
b. You can view your logging history at the bottom of the page.

Keep Calm and Stretch On

Once you are finished, select [Close](#) to return.

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. Calories are calculated based on walking 3.0 MPH.

Entry

Date: 07/31/2018 Hour: 9:00 AM

Steps: Stride: 2.5 feet Calories: Override calories

History

Today Week Month All

Total steps: **5000**
Source: Self Entered

Distance (miles): 2.37

Calories burned: 164

Step goal: Not set

Source	Steps Applied	Steps Logged	Miles	Calories	
Self Entered	5000	5000	2.37	164	Edit

8. How do I use other physical activities towards my daily step goal?

You can use any physical activity to count towards your daily step goal! To do this, you will need to use the **Cardio Log**.

The first option:

- Click on the Cardio Log Widget (as shown below).
- Choose your **exercise** from the drop-down menu.
- Record the **amount of time** spent doing that physical activity.
- Click **Save**. Your activity will automatically convert to steps and update your total on your dashboard challenge bar
- Scroll down to History and you will see the exercise you just logged and the equivalent steps.
- If you need to back log prior days, you can change the calendar at the top of the page to the date you need to track and follow prior steps.

Keep Calm and Stretch On



The screenshot shows the web application interface for the Cardio Log. The top navigation bar includes tabs for Health, Wellness, Nutrition, Exercise, Community, Incentives, and Reference. The "Exercise" tab is selected, and the "Cardio Log" sub-tab is active. The main heading is "Cardio" with a description: "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." Below this is an "Entry" form with a date field set to "08/01/2018" (circled in red). The form includes a "System Provided" dropdown menu (circled in red) with "Aerobics, general" selected. There are fields for "Amount" (Minutes), "Heart Rate", and "Calories" (circled in red). A "Notes" section is present with a "View all notes" link. A green "Save" button is located at the bottom of the form (circled in red). Below the form is a "History" table (circled in red) with the following data:

Date	Start Time (CST)	Exercise	Duration	Calories	Heart Rate	
7/31/18	--	Aerobics, general 3612 steps	20 mins	118	--	Edit

You can also access the Cardio Log from your "My To Do" task list.

- g. Under your "My To Do" List, click on the task: "Log 8,000 or 12,000 steps per day for at least 15 days".

Keep Calm and Stretch On

My To Do List

Challenges

▼ (DEMO) Keep Calm and Stretch On ... - Week 1 of 3 [Details](#)

- * [Read: Keep Calm and Stretch On Challenge...](#) **Do this now**
Required: 08/05/2018
- * [Log 8,000 steps per day for at least 15 days](#) **Do this now**
Required: 08/05/2018
- * [Watch: Keep Calm and Stretch On Challeng...](#) **Do this now**
Required: 08/05/2018
- * [Stretching Made Simple](#) **Do this now**
Required: 08/05/2018
- * [Flexibility Figured Out](#) **Do this now**
Required: 08/05/2018
- * [Read Blog Post: Desk Yoga](#) **Do this now**
Required: 08/05/2018

The **Cardio Log** can also be accessed from your menu bar, click **exercise**, click **Cardio Log**.

Health Wellness Nutrition **Exercise** Community Incentives Reference

Cardio Log Exercise Examples Exercise Planner Steps Log Strength Training Log

Cardio [Track Progress](#) | [Track Heart Rate](#) | [Help](#)

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.

Please note: Documenting physical activity through your exercise log will automatically be converted to steps, but steps cannot be converted to activity minutes. This challenge is tracking steps.

9. How do I sync my device?

[Click here to learn how to sync your device!](#)

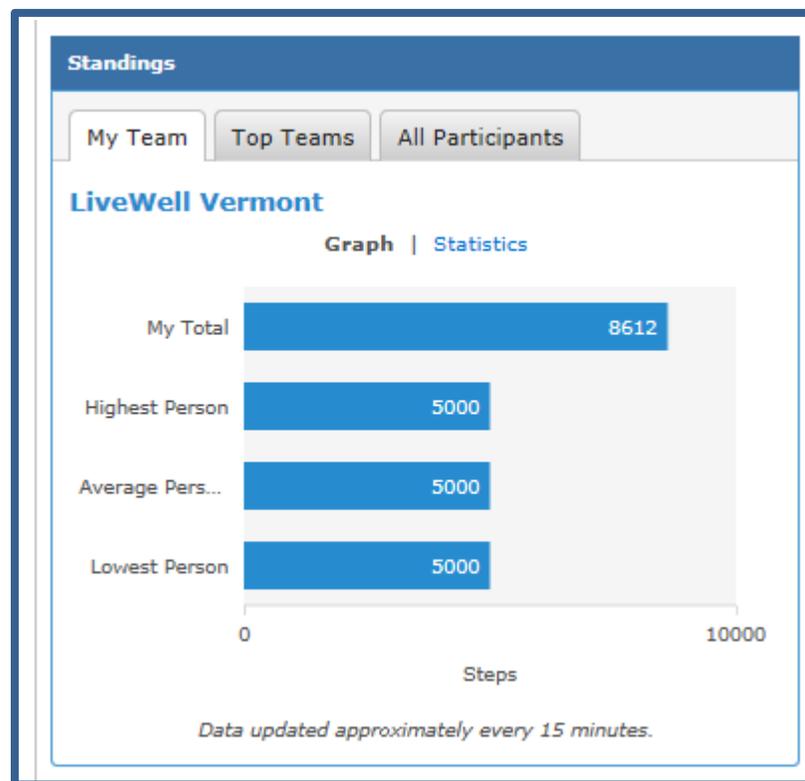
10. How can I find out challenge standings?

- Log-in to the [Wellness Portal](#)
- Click **“View Challenge”** in the Challenge Bar.

Keep Calm and Stretch On

The screenshot shows the 'Challenges' section of a wellness portal. The challenge is titled '(DEMO) Keep Calm and Stretch On (Group 1: 8,000 steps/day) - Week 1 of 3'. It includes navigation links for 'My Progress', 'Details', 'My Tasks', and 'View Challenge' (which is circled in red). The goal is 40,000 steps a week (120,000 total), starting on 7/24/18 and ending on 8/14/18 at 11:59:59 PM. There are 15 days left and the team is 'LiveWell Vermont'. The user's current total is 0 steps, with a 'Log Steps' button. A message indicates that 17 required tasks must be completed by 7/30/2018. A motivational quote is displayed at the bottom: 'Giving up on a fitness goal is like slashing your other three tires because you got one flat. Stay strong, stay committed. Be sure to log a minimum of 8,000 steps per day for at least 15 days and complete all tasks by the end of the 3-week challenge!'

- c. Scroll down to “Standings” box on the bottom-left of the page.
- d. You can view standings for all participants, all teams or just your team.



11. How can I communicate with other participants?

- a. Log-in to the [Wellness Portal](#)
- b. Click “View Challenge” in the Challenge Bar

Keep Calm and Stretch On

The screenshot shows a challenge page with the following details:

- Challenges** (header)
- (DEMO) Keep Calm and Stretch On (Group 1: 8,000 steps/day) - Week 1 of 3** (title)
- My Progress** | **Details** | *** My Tasks** | **View Challenge** (circled in red)
- Goal:** 40,000 steps a week (120,000 total) | **Start:** 7/24/18 | **End:** 8/14/18, 11:59:59 PM | **Days Left:** 15 | **Team:** LiveWell Vermont
- My Total:** **0** Steps | **Log Steps** (button)
- * 17 required tasks to complete by 7/30/2018** | **Complete now** (link)
- No data has been logged. Be the first!**
- Giving up on a fitness goal is like slashing your other three tires because you got one flat. Stay strong, stay committed. Be sure to log a minimum of 8,000 steps per day for at least 15 days and complete all tasks by the end of the 3-week challenge!** (orange text)

- c. Scroll down page to the bottom-right of the page to view: **“Comment Boards”**.

The screenshot shows a comment board interface with the following elements:

- Comment Boards** (header)
- All Participants** | **My Team** (tabs)
- Post to all challenge members here** (text input) | **Post** (button)
- Sov (Wellness Team)** | **3/4/2015 12:11 PM** | **Delete** (link)
- Great job team!** (comment text)
- Reply** (link)

12. Who should I contact with questions?

- Email: DHR.LiveWellVermont@vermont.gov
- Phone: (802) 828-7308