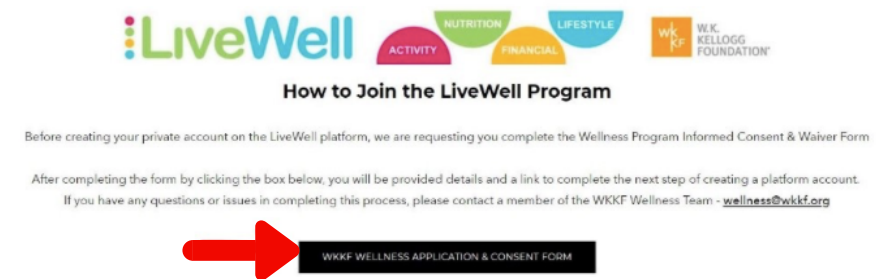


LiveWell Wellness Program: Getting Started

Step 1: Go to livewell.wkkf.org & click sign-up in the top right corner.



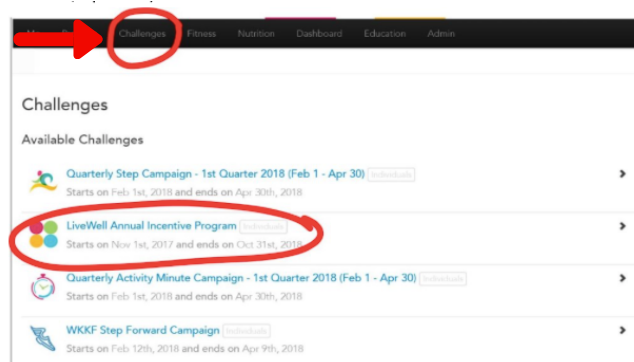
Step 2: Sign and submit application and consent form.



Follow steps and click “Done”. Then, click “Create a LiveWell Platform Account”.




Step 3: Join the LiveWell Annual Incentive Campaign
(and quarterly campaigns if interested, optional)





Optional: Quarterly Campaigns. Click each campaign for more details


Current Challenges

**LiveWell Annual Incentive Program** [Individuals](#)
Starts on Nov 1st, 2017 and ends on Oct 31st, 2018

Available Challenges

**Quarterly Activity Minute Campaign - 1st Quarter 2018 (Feb 1 - Apr 30)** [Individuals](#)
Starts on Feb 1st, 2018 and ends on Apr 30th, 2018

**WKKF Step Forward Campaign** [Individuals](#)
Starts on Feb 12th, 2018 and ends on Apr 9th, 2018

**Quarterly Step Campaign - 1st Quarter 2018 (Feb 1 - Apr 30)** [Individuals](#)
Starts on Feb 1st, 2018 and ends on Apr 30th, 2018

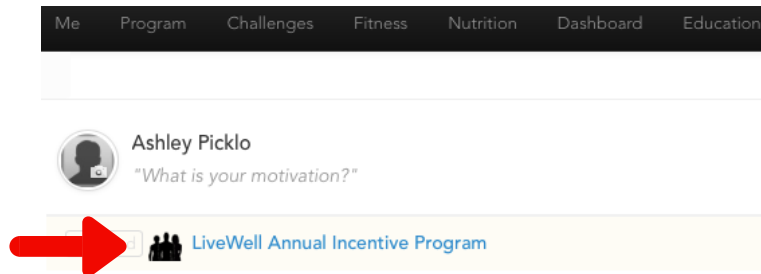
Step 4: Schedule Wellness Consultation. Email wellness@wkkf.org with preferred day, time, and/or specialist. A Wellness Specialist will then send you a meeting request with additional information on how to prepare and what to expect.

How to:

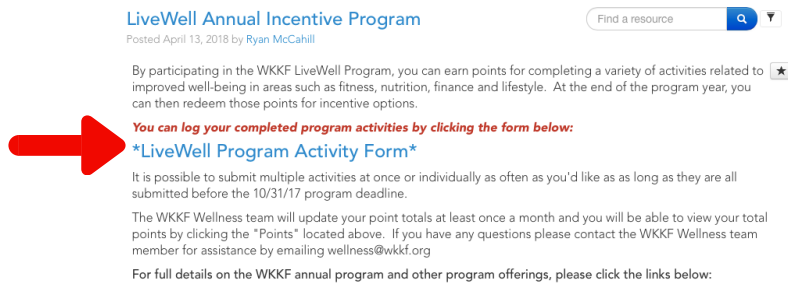
Submit LiveWell Annual Incentive points:

Once logged into your private platform (above steps) take the following steps

1. Click "LiveWell Annual Incentive Program"

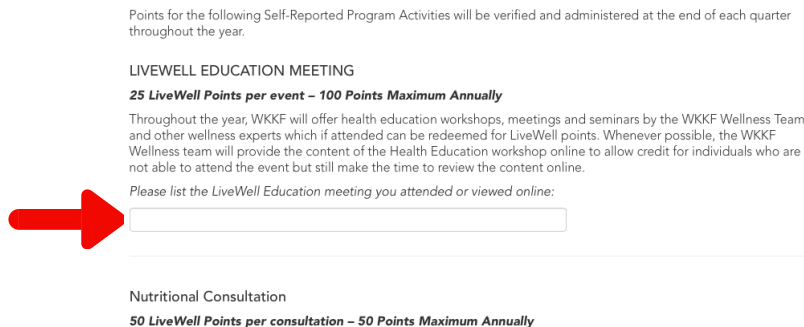


2. Click *LiveWell Program Activity Form*



3. Enter a bit of detail of activity in categories

example: Self-Reported Program Activities



Note: Your points will be added once verified and entered by wellness staff at least twice a month (not immediately).

How to:

Confirm what you've entered into the LiveWell Annual Incentive Form after submitting:

Click Dashboard > Forms > Results

The screenshot shows the LiveWell dashboard for user Ashley Picklo. The top navigation bar includes links for Me, Program, Challenges, Fitness, Nutrition, Dashboard, Education, and Admin. The 'Dashboard' menu is open, showing options for Journal, Goals, Body, Calendar, Forms, and Trainees. A red arrow points to the 'Forms' option. Below the dashboard, the 'Forms' tab is selected, displaying a table of submissions. A red arrow points to the 'Results' link in the table.

Title	Type	Last Taken	Results
Welcome to LiveWell!	Repeat	2018-03-08 07:12:57	Results
LiveWell Program Activities	Repeat	2018-03-27 06:21:57	Results

View each submission/entry by clicking arrows next to date. Will be broken down by category below.

The screenshot shows the 'Results' page for the 'LiveWell Program Activities' submission. The date 'Tuesday, March 27th 2018' is circled in red, with left and right navigation arrows. Below the date, the section 'Self-Reported Program Activities' is visible. At the bottom, the text 'LIVEWELL EDUCATION MEETING' is listed, and the date 'open house 3.8.18' is shown on the right.

Results

< Tuesday, March 27th 2018 >

Self-Reported Program Activities

Points for the following Self-Reported Program Activities will be verified and administered at the end of each qu

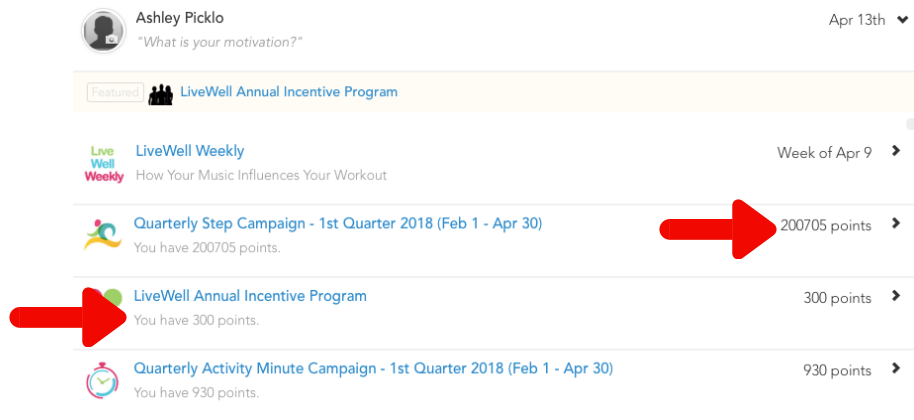
LIVEWELL EDUCATION MEETING

open house 3.8.18

How to:

View overall points in Annual Program & Quarterly Challenges

When you log into your platform account, you can view your point totals for the LiveWell annual program and quarterly challenges on the home page.



The screenshot shows a user profile for Ashley Picklo with a bio "What is your motivation?" and a date "Apr 13th". Below the profile is a "Featured" section titled "LiveWell Annual Incentive Program". The main content area lists four challenges with their respective point totals and a "points tab" icon (a right-pointing arrow) for each. Red arrows highlight the "points tab" icons for the "Quarterly Step Campaign" and "LiveWell Annual Incentive Program".

Challenge Name	Points	Points Tab
LiveWell Weekly How Your Music Influences Your Workout	Week of Apr 9	
Quarterly Step Campaign - 1st Quarter 2018 (Feb 1 - Apr 30) You have 200705 points.	200705 points	▶
LiveWell Annual Incentive Program You have 300 points.	300 points	▶
Quarterly Activity Minute Campaign - 1st Quarter 2018 (Feb 1 - Apr 30) You have 930 points.	930 points	▶

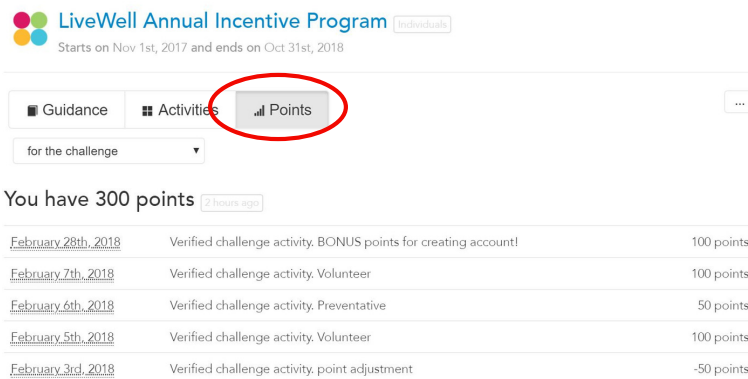
For more details, click on the specific challenge then the “points tab”

How to:

View breakdown of points in LiveWell Annual Incentive Program:

Note: Your points will be added once verified and entered by wellness staff at least twice a month.

Click LiveWell Annual Incentive Program on the home page of your platform.
Click the points tab (as shown below).



The screenshot shows the 'LiveWell Annual Incentive Program' interface. At the top, there's a header with the program name and a date range: 'Starts on Nov 1st, 2017 and ends on Oct 31st, 2018'. Below this is a navigation bar with three tabs: 'Guidance', 'Activities', and 'Points'. The 'Points' tab is highlighted with a red circle. Under the 'Points' tab, there's a dropdown menu labeled 'for the challenge'. Below the navigation bar, it says 'You have 300 points' with a '2 hours ago' timestamp. A table below shows a list of activities and their corresponding point values.

Date	Activity	Points
February 28th, 2018	Verified challenge activity. BONUS points for creating account!	100 points
February 7th, 2018	Verified challenge activity. Volunteer	100 points
February 6th, 2018	Verified challenge activity. Preventative	50 points
February 5th, 2018	Verified challenge activity. Volunteer	100 points
February 3rd, 2018	Verified challenge activity. point adjustment	-50 points

How to:



Join Quarterly Campaigns

Click the Challenges tab, then whichever campaign you would like to join.
Once on the page with a description, click 'Join this challenge'.



Me Program **Challenges** Fitness Nutrition Dashboard Education Admin

Challenges

Current Challenges

-  **LiveWell Annual Incentive Program** Individuals >
Starts on Nov 1st, 2017 and ends on Oct 31st, 2018
-  **WKKF Step Forward Campaign** Individuals >
Starts on Feb 12th, 2018 and ends on Apr 9th, 2018

Available Challenges

-  **Quarterly Step Campaign - 1st Quarter 2018 (Feb 1 - Apr 30)** Individuals >
Starts on Feb 1st, 2018 and ends on Apr 30th, 2018
-  **Quarterly Activity Minute Campaign - 1st Quarter 2018 (Feb 1 - Apr 30)** Individuals >
Starts on Feb 1st, 2018 and ends on Apr 30th, 2018

Quarterly Activity Minute Campaign - 1st Quarter 2018 (Feb 1 - Apr 30)

Individuals
Starts on Feb 1st, 2018 and ends on Apr 30th, 2018

This is a private campaign where all you need to do is log your minutes of weekly exercise and wellness activities with a goal of reaching minimum of 120 minutes per week to successful complete the campaign.

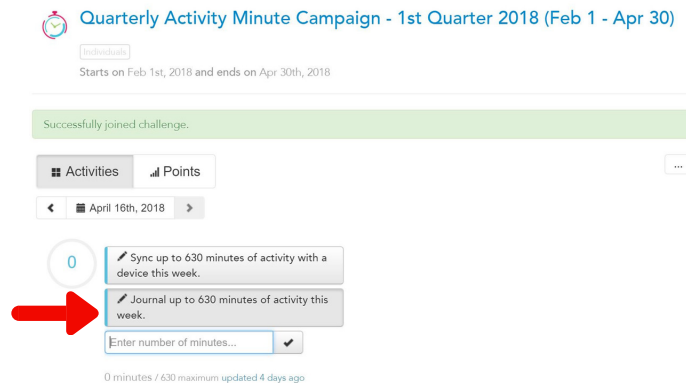
In the challenge, each minute of activity will be equal to 1 point. Over the course of the challenge, you must log at least 1,440 minutes of activity (which equates to 1,440 points / 120 weekly minutes X 12 weeks) Your participation and completion of this challenge will be reported on your behalf without any additional effort.

✓ **Join this challenge** by Apr 30th, 2018

Manually enter points in a campaign

After following above steps, click Challenges tab, then desired campaign.
Click "Journal up to _____ this week", enter the desired number and click the check box to the right.

Note: DO NOT enter in commas, periods, or letters as this will not allow you to submit.



Quarterly Activity Minute Campaign - 1st Quarter 2018 (Feb 1 - Apr 30)

Starts on Feb 1st, 2018 and ends on Apr 30th, 2018

Successfully joined challenge.

Activities Points

< April 16th, 2018 >

0

✓ Sync up to 630 minutes of activity with a device this week.

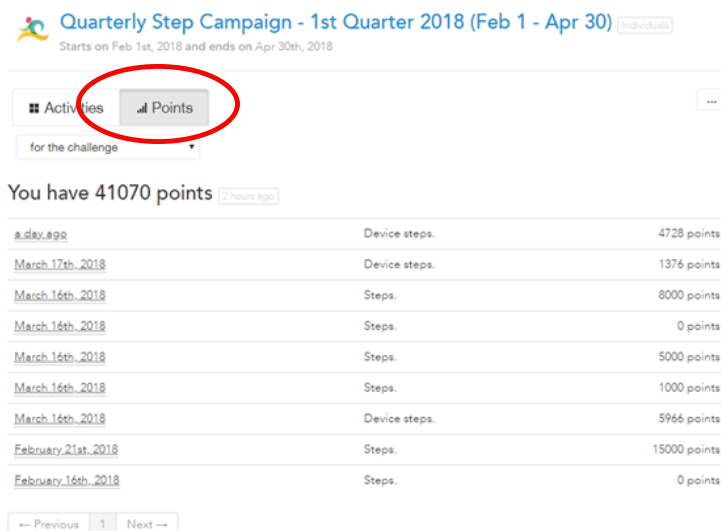
✓ Journal up to 630 minutes of activity this week.

Enter number of minutes... ✓

0 minutes / 630 maximum updated 4 days ago

View breakdown of points in Quarterly Campaigns:

Click Quarterly Campaign enrolled in on the home page of your platform.
Click the points tab (as shown below).



Quarterly Step Campaign - 1st Quarter 2018 (Feb 1 - Apr 30)

Starts on Feb 1st, 2018 and ends on Apr 30th, 2018

Activities Points

for the challenge

You have 41070 points 2 hours ago

a day ago	Device steps.	4728 points
March 17th, 2018	Device steps.	1376 points
March 16th, 2018	Steps.	8000 points
March 16th, 2018	Steps.	0 points
March 16th, 2018	Steps.	5000 points
March 16th, 2018	Steps.	1000 points
March 16th, 2018	Device steps.	5966 points
February 21st, 2018	Steps.	15000 points
February 16th, 2018	Steps.	0 points

← Previous 1 Next →