

MOVE
WITH THE
MAYOR™



SPARK AMERICA
presented by PeopleOne Health



FALL FIT CITY CHALLENGE TOOLKIT

September 1 - October 15

Sponsored by

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FIT CITY CHALLENGE TOOLKIT

WHAT'S IN THE TOOLKIT

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FIT CITY CHALLENGE TOOLKIT

WELCOME TO THE FIT CITY CHALLENGE

The SparkAmerica Fit City Challenges are designed to help individuals and companies become Fit & Healthy Leaders, while working together to build friendly competition and encourage positive change. The interactive challenges are built to help move employees toward better health. The challenges utilize a single technology platform to encourage participants to get and stay healthy by tracking daily fitness activity minutes in a fun and free Fitness Game.

Participants join their colleagues to help their employer reach the top of the company leaderboard while competing against other organizations and individuals. Individuals and employers can win prizes and prove you work for one of the healthiest and most active companies in America! Individual participant minutes also roll up into your city's totals, which helps everyone take pride in a healthier community.

The fall challenge will run for six weeks September 1 - October 15 and will rank companies into three size categories - small (2-99 employees), medium (100-499 employees), and large (500+ employees). Each participant's minutes will count toward their company total. *Note that there is a daily limit for each participant of 300 minutes (5 hours).* Leaderboards will display company rankings after the challenge goes live. Specific information is provided in this toolkit on how to register for the challenge, sync your wearable devices, or track your minutes.

You can also help build this campaign by sharing the attached flyer with your coworkers, friends, and family and encouraging them to join the SparkAmerica movement. Thanks for joining this effort to help SparkAmerica move communities toward better health!

FIT CITY CHALLENGE TOOLKIT

FIRST TIME PARTICIPANTS: HOW TO CREATE AN ACCOUNT AND JOIN

If you do not have a PeopleOne Health account, follow the instructions below.

Important note: If you have an account, you do not need to create one again.

1. Go to sparkamerica.com/register.
2. Enter your email address to get started. Click 'continue.'
3. Fill out the required information:
 - Create a password and username (username will be displayed in public areas such as leaderboards -- real names will not be displayed).
 - Select your city from the dropdown menu.
 - Check the boxes at the bottom to agree to Terms of Use and Privacy Policy.
 - Click 'create account.'
4. You will receive a confirmation email with a link. Click the link to verify your email address and return back to your selected city page.
5. Select a company from the dropdown list.
 - *Note:* If your company does not exist in the dropdown list yet, click 'company not listed?' and complete the fields with name and number of employees. A SparkAmerica administrator will verify your company. You will receive an email when your company is verified.
 - Not associated with a company? Join your city team: #Team[YourCity].
 - Check the box if you are the HR contact for your company.
 - Next, select 'finish setup.'
6. Click 'Go to dashboard' to return to to the homepage.

Thanks for joining! Explore your new account by discovering Tools & Trackers including SparkCoach, the Fitness Game, and the Healthy Living section which contains healthy recipes, SparkUNPLUG mindfulness practices, and monthly personal challenges. Additionally, you will be subscribed to our weekly newsletter containing weekly health and wellness advice!

Connect your fitness device by selecting 'Fitness Game'. See the 'Connecting Devices' section of the guide for the steps.

FIT CITY CHALLENGE TOOLKIT

RETURNING PARTICIPANTS: HOW TO JOIN FROM YOUR ACCOUNT

If you already have a PeopleOneHealth account, follow the instructions below.

Important note: If you have an account, you do not need to create one again.

If you log in using the website at Portal.PeopleOneHealth.com, click on 'SparkAmerica' in the menu on the left side of the page and your city challenge. Click 'join now.'

If you log in using the PeopleOne Health app. Tap on the 3 horizontal lines in the lower right corner and tap on 'SparkAmerica' and your city challenge. Tap 'join now.'

If you forgot your password, click the link below to reset:

<https://Portal.PeopleOneHealth.com/Account/ForgotPassword>.

Thanks for joining! Explore your account by discovering Tools & Trackers including SparkCoach, the Fitness Game, and the Healthy Living section which contains healthy recipes, SparkUNPLUG mindfulness practices, and monthly personal challenges. Additionally, you will be subscribed to our weekly newsletter containing weekly health and wellness advice!

Connect your fitness device by selecting 'Fitness Game'. See the 'Connecting Devices' section of the guide for the steps.

FIT CITY CHALLENGE TOOLKIT

CONNECTING DEVICES

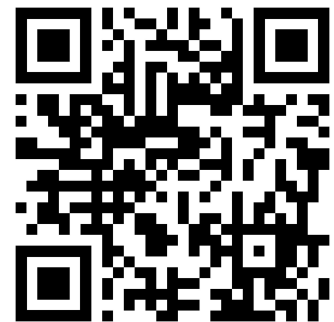
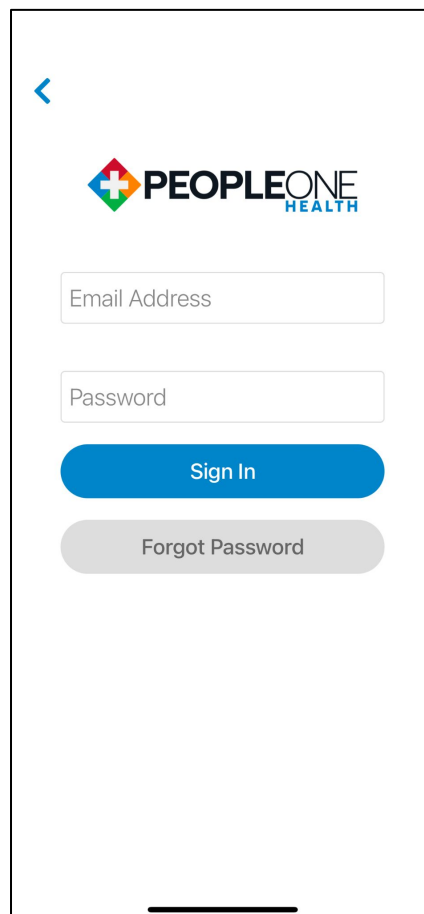
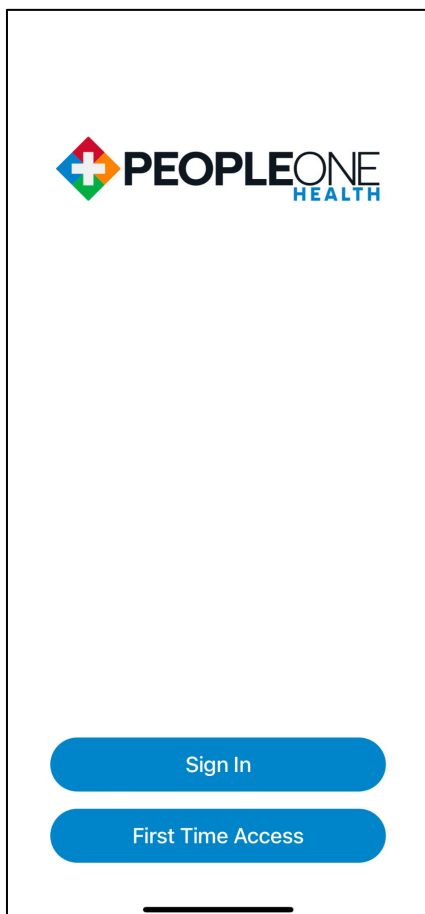
Compatible fitness devices can be connected using the website and app. To connect Apple Health or Google Fit, you must use the PeopleOne Health App. To connect a FitBit device you will need to access [our website](#) via a web browser. You can download the free app to your mobile device from the iOS App Store or the Google Play App Store.

You must be either a current member or be registered for the SparkAmerica Fit City Challenge, which you can do at sparkamerica.com/register.

CONNECT YOUR DEVICE VIA THE APP

1. Open the PeopleOne Health app and log in. The example below uses Apple Health, but will be the same process for Google Fit on an Android Device.

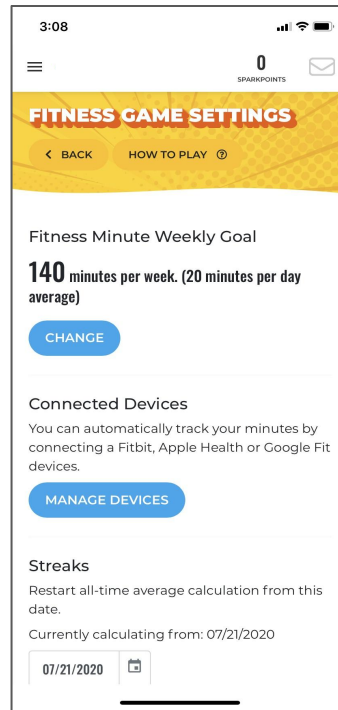
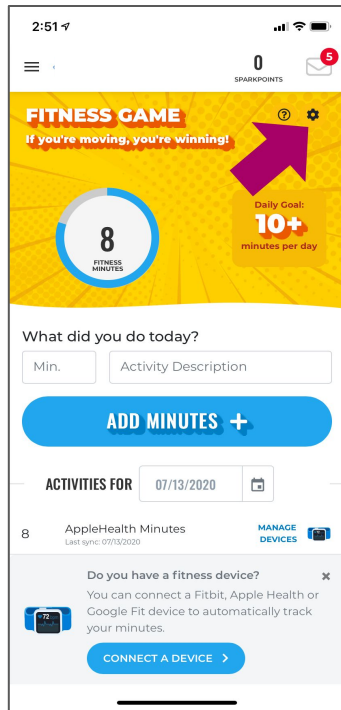
Note: Fitbit must be connected via web browser.



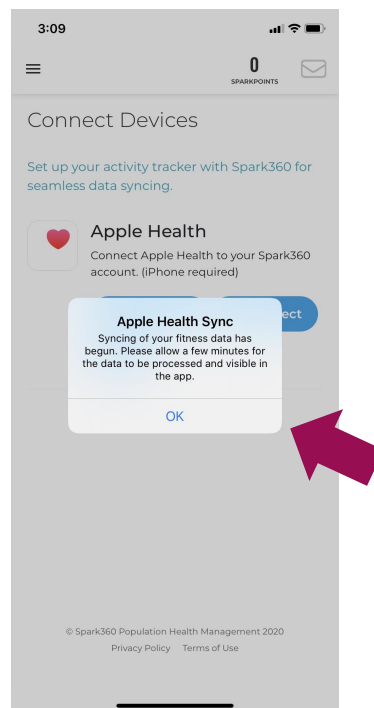
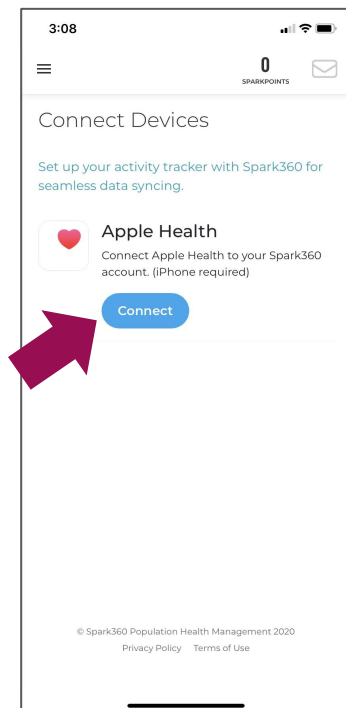
Use your smartphone to scan the QR code above and download the free PeopleOne Health app from the Apple or Google Play store.

2. Once you've logged in, click on the menu symbol (☰) in the lower right corner and choose Tools & Trackers, then select Fitness Game from the navigation menu.

3. Inside the Fitness Game, click the gear icon in the upper right corner to go to settings, then click Manage Devices.



4. Click Connect. When you open the PeopleOne Health app, your device automatically syncs.



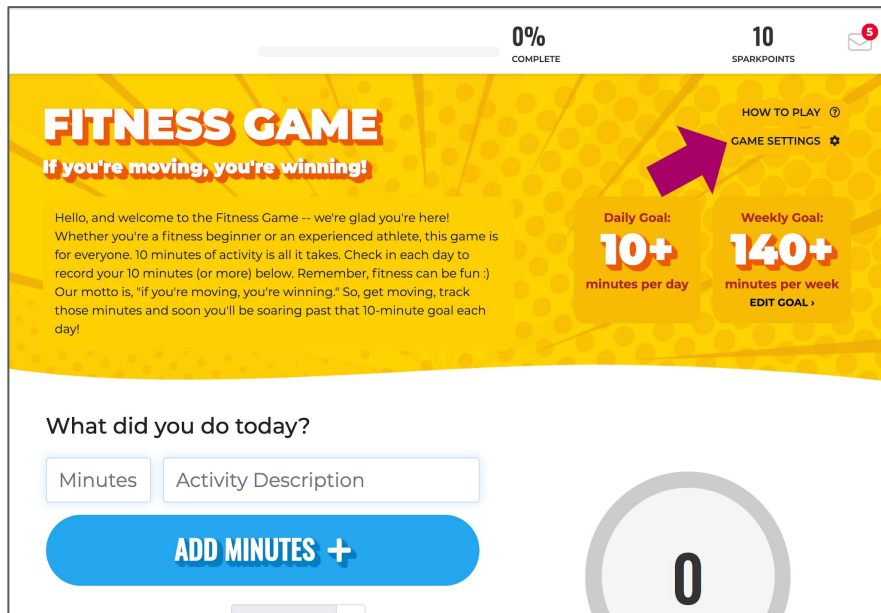
FIT CITY CHALLENGE TOOLKIT

CONNECT YOUR DEVICE VIA WEB BROWSER

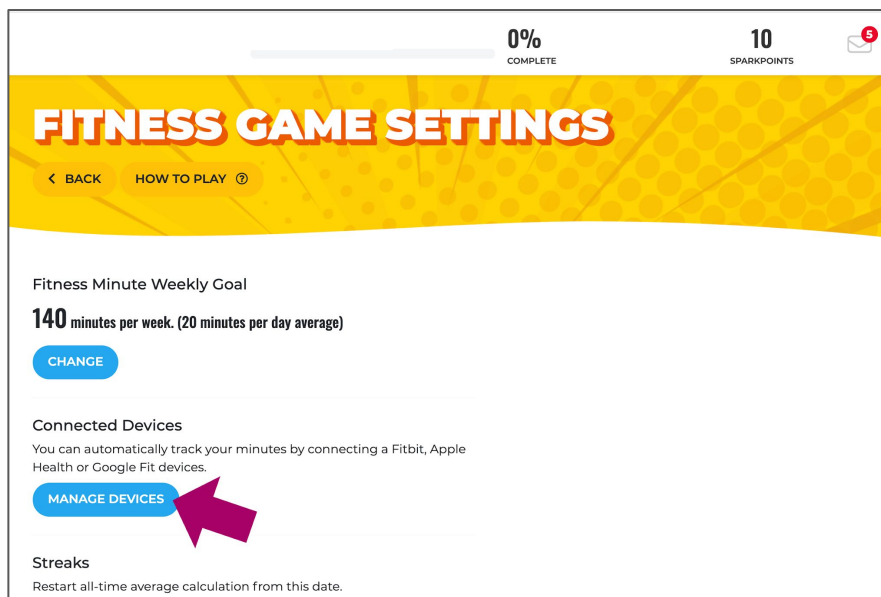
1. Log in to the [website](#) and choose Tools & Trackers, then Fitness Game from the menu.

Note: Apple Health and Google Fit must be connected via the app on a mobile device.

2. Click Game Settings.



3. Next, click Manage Devices.



4. Finally, click Connect below Fitbit Trackers. This will connect your Fitbit.
Note: *Apple Health and Google Fit must be connected via the app on a mobile device.*


0% COMPLETE

10 SPARKPOINTS

5

Connect Devices

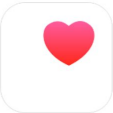
Set up your activity tracker with Spark360 for seamless data syncing.



Fitbit Trackers


Connect any Fitbit device to your Spark360 account.

Connect



Apple Health

To Connect Apple Health to your Spark360 account download the [Spark360 iPhone App](#).



Google Fit

To Connect Google Fit to your Spark360 account download the [Spark360 Android App](#).

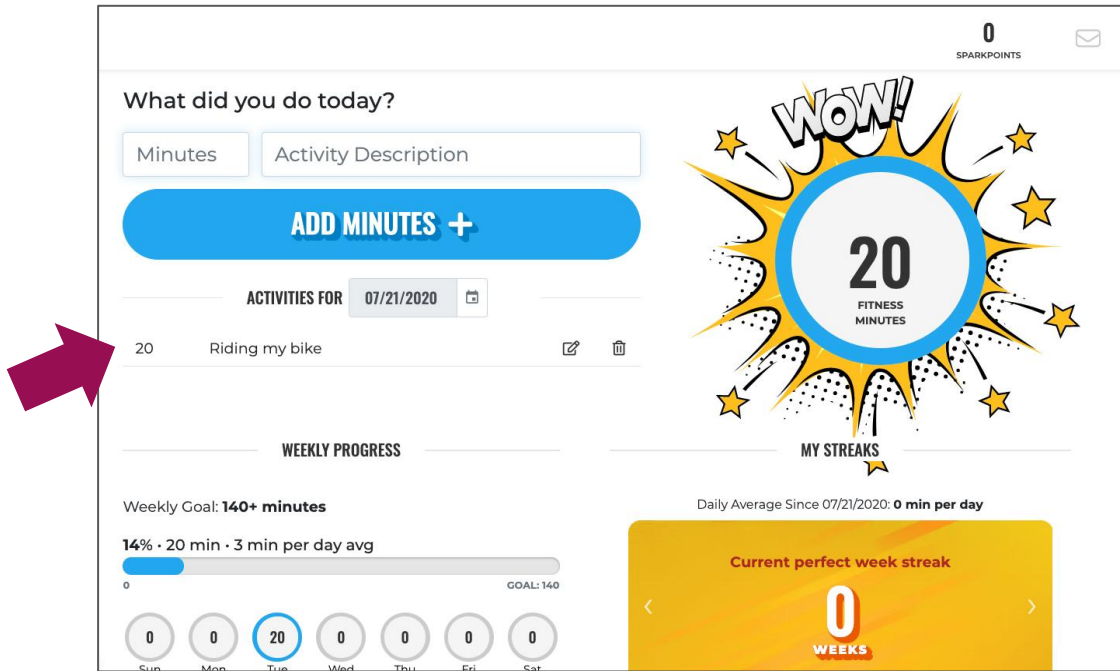
FIT CITY CHALLENGE TOOLKIT

ADDING YOUR MINUTES MANUALLY

1. Log in to the [website](#) or use the PeopleOne Health app on your mobile device, then choose Tools & Trackers, then Fitness Game from the menu.
2. Enter the number of minutes you were active and the type of activity. Select the date you would like to record these minutes for and click Add Minutes+.

The screenshot displays the 'FITNESS GAME' interface. At the top, it shows '0 SPARKPOINTS' and navigation links for 'HOW TO PLAY' and 'GAME SETTINGS'. The main header reads 'FITNESS GAME' with the tagline 'If you're moving, you're winning!'. Below this is a paragraph of motivational text. To the right, there are two goal indicators: 'Daily Goal: 10+ minutes per day' and 'Weekly Goal: 140+ minutes per week'. The central section is titled 'What did you do today?' and contains a form with a text input field containing '20' and a dropdown menu showing 'Riding my bike'. A large blue button labeled 'ADD MINUTES +' is positioned below the form. At the bottom left, there is a date selector for 'ACTIVITIES FOR 07/21/2020'. On the right side, a circular gauge shows '0 FITNESS MINUTES'. Two red arrows point to the '20' input field and the 'ADD MINUTES +' button.

3. Your minutes are recorded and your progress is updated.

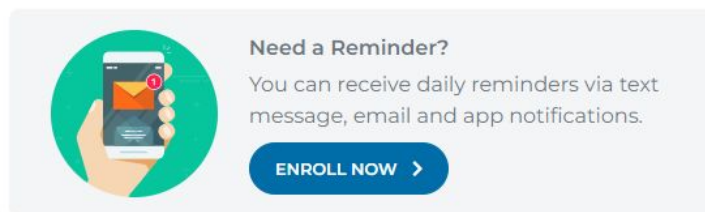


4. Be sure to log your minutes every day to track your daily and weekly progress along the way. You're going to do great!

NEED A REMINDER?

We can help with that! Click 'enroll now' and select how you'd like to receive reminders. Enter your mobile number and select your preferred delivery time.

If selecting SMS Text Message reminders, you can reply to the text message with the number of active minutes completed the day before and they will be tracked in your account immediately. **Note:** Respond with only the number of minutes (ex. 60). If you are signed up for text message notifications and you have tracked your progress via one of the other methods, you will not receive your reminder to track that day. If you do not respond to the text message reminder for 2 weeks, the text reminders will automatically turn off.



FIT CITY CHALLENGE TOOLKIT

DEVICE SYNCING FAQs

Q: I have participated in the Fit City Challenge before. Do I need to connect my device again?

A: If you have previously participated in the Fit City Challenge, you can easily manage devices you have connected in the past. It's always a good idea to double check that your device is still connected and ready to go before the challenge begins! Click Tools & Trackers, then Fitness Game tab from the navigation menu, click Game Settings and click Manage Devices.

Q: I am using Apple Health or Google Fit to track my minutes. How will my data sync?

A: If you use Apple Health and Google Fit, you must open the PeopleOne Health app to sync your data. Syncing takes place automatically once the app is opened and no additional action is required. We recommend opening the app several times per day to keep your minutes up-to-date in the Fitness Game. Once the app is opened and a data sync automatically starts in the background, the data **may take up to 2 minutes until it is visible** in the Fitness Game.

Q: I am using Fitbit to track my minutes. How will my data sync?

A: Fitbit devices must first sync to Fitbit's servers via a connection between the Fitbit device and your phone app or computer (completely outside of PeopleOne Health). Once that happens, there is a PeopleOne Health process that runs every 10 minutes to pull in data. **You may have to wait up to 10 minutes for your Fitbit data to show** after syncing with Fitbit servers.

Q: Can I sync data from multiple devices?

A: While you may have multiple devices connected, only the highest number of recorded minutes out of your devices will be used as the main challenge tracking number. Ex: If you recorded 30 minutes using your Fitbit device and 45 minutes using Apple Health, only 45 minutes will be recorded since it is the higher value.

Note: We recommend connecting only one device.

Q: My device didn't record my entire work out. Can I manually enter the missing minutes?

A: Yes! Any minutes that are entered manually will be recorded in addition to any minutes that have been synced by your device. Ex: If your device recorded and synced 10 minutes of activity but you actually completed 20 minutes total, you can manually enter the remaining 10 minutes so that your total recorded minutes equals 20.

DEVICE SYNCING FAQs (cont.)

Q: I forgot to connect my Fitbit before the challenge started. Will my minutes from previous days still sync?

A: If you connect a Fitbit after the challenge has started, Fitbit does not allow PeopleOne Health to sync your steps or minutes prior to the connection time. Ex: If the challenge started yesterday and you connected your Fitbit today at noon, PeopleOne Health will only show Fitbit minutes from noon today and in the future. You can always go back and manually enter your minutes for days in the challenge that have already passed by selecting the specific date you would like to track for on the Fitness Game page and typing in your minutes.

Q: I forgot to connect my Apple Health or Google Fit before the challenge started. Will my minutes from previous days still sync?

A: If you connected an Apple Health or Google Fit device after the challenge has started, PeopleOne Health will attempt to sync the previous 30-days' minutes. This means, if you start a challenge 30 days late, then connect an Apple Health or Google Fit device, you will see your minutes from the past 30 days eventually load into the challenge. If you notice that any days of the challenge are missing minutes, you can always go back and manually enter your minutes for days in the challenge that have already passed by selecting the specific date you would like to track for on the Fitness Game page and typing in your minutes.

Q: What do I do if my Fitbit stops syncing with PeopleOne Health?

A: If your Fitbit stops syncing minutes with PeopleOne Health, you can Re-Authorize the connection. In order to do this, go to the Fitness Game tab, click Game Settings and click Manage Devices. Once on the Connect Devices page, click Re-Authorize. You may be prompted to sign into your Fitbit account again.

Q: What do I do if my Apple Health or Google Fit stops syncing with PeopleOne Health?

A: If your Apple Health or Google Fit stops syncing automatically, you can perform a manual sync that will attempt to pull in the last 30 days of recorded minutes. In order to do this, open your PeopleOne Health app, tap the menu button, tap the Fitness Game tab, tap the gear icon (Game Settings) and tap Manage Devices. Once on the Connect Devices page, tap Sync.

Note: The PeopleOne Health app must be opened for at least 5 minutes before manually syncing.

Didn't find an answer for your question?

Email us at Support@PeopleOneHealth.com or call 888-330-6891.

FIT CITY CHALLENGE TOOLKIT

EMPLOYER FAQs

Q: What are the different size categories of companies that can participate?

A: Small = 2 - 99 employees Medium = 100 - 499 employees Large = 500+ employees

Q: I do not see my company on the list available. What do I do?

A: If your company does not exist in the dropdown list yet, select “my organization is not listed” and fill out a simple form with your company name and number of employees. A PeopleOne Health administrator will verify your company and you will receive an email when verified.

Q: We are headquartered in Akron (for example) but have locations all over the nation, can all of our locations participate?

A: Yes! All locations are encouraged to participate. We suggest designating a “SparkAkron Fit City Challenge” (for example) Champion at each location as a go-to person for questions or concerns. Satellite locations should join the city where the headquarters is located.

Q: Can we make this an internal challenge to increase participation?

A: Yes! We encourage employers to create a friendly internal competition to increase participation in the challenge. Each company will have their own team page that will show the participants with the most minutes accrued in their company.

Q: How can participants track their minutes?

A: If employees use a Fitbit, the Google Fit app, or the Apple Health app, these devices will automatically integrate their minutes. If they do not, they can track their minutes and manually log their minutes on the website and/or app.

Didn't find an answer for your question?

Email us at Support@PeopleOneHealth.com or call 888-330-6891.

FIT CITY CHALLENGE TOOLKIT

PARTICIPANT FAQs

Q: Can participants register individually?

A: No, you must be registered with an organization. If you do not have a company/employer to participate with, you can join #Team[YourCity].

Q: What do I need to do to register for the SparkAmerica Fit City Challenge?

A: Be on the lookout in your Happy Healthy Weekly newsletter to learn how to join the Fit City Challenge.

Q: I don't see my company in the drop-down list when registering. What should I do?

A: If you do not see your employer listed, check with your HR representative to register your company. If you don't have an HR representative, select "my organization is not listed" and fill out a simple form with your company name and number of employees. An administrator will verify your company and you will receive an email when verified. It may take 48 hours for your company to appear in the dropdown list. If your company is not participating, you can always participate individually as a part of #Team[YourCity].

Q: What wearable devices can be integrated to the website to log my minutes automatically for the SparkAmerica Fit City Challenge?

A: Fitbit, Google Fit, or the Apple Health app.

Q: If I do not own a wearable device, can I track my minutes manually?

A: Yes, you can use the PeopleOne Health app on your mobile device or log you minutes in the [portal](#) through a web browser.

Q: I have a fitness device and/or app that I would like to connect to my account. How can I do that?

A: See our resources on connecting devices and tracking your minutes.

Q: If I forget to log my minutes manually, can I go back and log previous days minute totals?

A: Yes. Click the Fitness Game tab from the navigation menu and use the calendar drop down menu under the Add Minutes+ button to choose the date you would like to log for.

Didn't find an answer for your question?

Email us at Support@PeopleOneHealth.com or call 888-330-6891.

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SPARK AMERICA
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SAVE THE DATE FOR THE FALL FIT CITY CHALLENGE

GET READY TO GET ACTIVE!
SEPTEMBER 1 - OCTOBER 15

The **SparkAmerica Fall Fit City Challenge** is coming! All you need to do is pick your favorite physical activity - like walking, biking, swimming, gardening, basketball, soccer, roller skating - and track the minutes you spend doing it every day. It's really that easy!

New members can register at sparkamerica.com/register. Start tracking your minutes on September 1st to help your organization and your city be the healthiest in America. You'll also have the chance to win prizes for you and your organization.

Need a little extra motivation? By simply actively participating in the challenge, you can win a pair of supportive and stylish Vionic Shoes! There will be hundreds of opportunities to win both through participating (winners will be randomly selected and emailed) and on our social media. Give us a follow on Facebook for weekly giveaways during the challenge: [@SparkAmericaMovement](https://www.facebook.com/SparkAmericaMovement)

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