# The ParticipACTION Community Challenge

Guide for Organizations to Register and Track Activity









# Challenge Fundamentals

# What is the challenge?

The ParticipACTION Community Challenge is a national physical activity and sport initiative that encourages everyone in Canada to get active throughout June.

The Community Challenge is open to all **individuals** *and* **organizations**. All minutes tracked on the free ParticipACTION app and website from June 1 – 30 count toward a community's total score. After June 30, **finalist communities** will be invited to submit an application explaining why they deserve to be Canada's Most Active Community.





# How it Works

- Individuals track activity on the ParticipACTION App
- Organizations track group activity on the ParticipACTION website
- All minutes are connected to municipalities based on their postal code
- 50 finalists are eligible to be Canada's Most Active Community





# Step-by-Step Tracking Instructions





Get Active v

The Science >



#### **Community Challenge**

#### Together we move

June 1-30, 2023

Join the challenge and help your community get crowned Canada's Most Active. Track your minutes as an:

Individual

Organization @

Proudly supported by:



Step 1: Go to the **Community Challenge** Webpage to access the registration portal

#### The link is:

https://www.participaction.com /programs/communitychallenge/

Once on the site, you will find 2 buttons in the top section of the page.

Please click on the **ORGANIZATION button** 

This will take you to the sign-up page



# Sign up today



SIGN UP WITH EMAIL FIRST NAME \* EMAIL\* PASSWORD \* 0 **CONFIRM PASSWORD \*** PASSWORD MUST CONSIST OF: One lowercase character One special character One uppercase character · 8 characters minimum Submit Already have an account? Login

Step 2: Create an Account

Fill out the first name, email, password and confirm password fields

\*\*Note\*\*
The password must include: a lowercase letter, uppercase letter, number, special character and be 8 characters minimum

You may be prompted that your email is already registered – if so, click 'Login' at the bottom of the screen



# You're almost done!



A verification email has been sent to kzolotar+1@participaction.com. Follow the instructions in the email to finish creating your account.

Continue

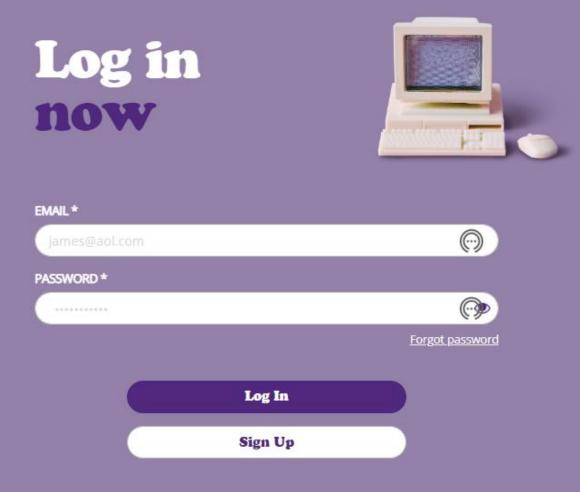
#### **Step 3: Verify your email**

Go to your email and verify your account

\*\*Note\*\*

The email will come from Noreply@participaction.co m





#### Step 4: Log in

Log-in using your email and password you created.

\*\*Note\*\*
If you use the
ParticipACTION App with
the same email, you will
need to use the same
password

You can also use the forgot password feature





#### **Track Organization Minutes**

Track for an organization, workplace, school, sport team or other community group.

**Get Started** 



#### **Track Personal Minutes**

Track for you and your family.

Get Started

Step 5: Select who you are tracking for

Click 'Get Started' under the 'Track Organization Minutes' title on the left



#### Welcome!

**Complete your organization** profile to start tracking your activity.

**Complete Profile** 



Step 6: **Complete** your **Profile** 

Click complete profile

Canada

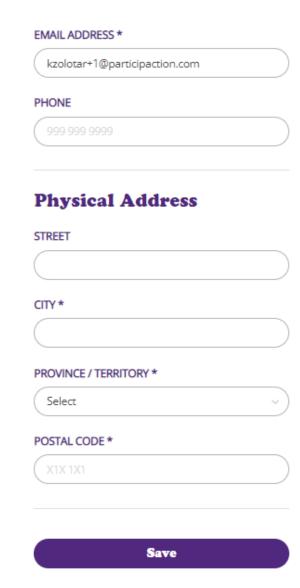
Saputo





#### **My Organization**

ORGANIZATION	SECTOR*	•
Select		×
DID YOU RECEN	VE A COMMUNITY CHALLENGE ?*	
Yes		
No		
Unsure		
Organiz	ation Contact	
FIRST NAME *		
Ken		



## **Step 7: Fill out My Organizations Details**

**Click Save** 











**Click Add New Activity** 

Step 8: Add

**New Activity** 

#### Thanks for completing your profile!

NOW, LET'S COLLECT A FEW DETAILS ON YOUR ACTIVITY. YOU WILL THEN BE ABLE TO TRACK MINUTES FOR THAT ACTIVITY THROUGHOUT THE MONTH OF JUNE.

**Add New Activity** 

Canada







#### **Activity Registration**



WHICH OF THE FOLLOWING POPULATIONS DOES YOUR ACTIVITY SPECIFICALLY TARGET? *		DOES YOUR ACTIVITY OR EVENT TARGET ANY OTHER POPULATIONS? *		
$\bigcirc$	Persons with disabilities		Persons with disabilities	
$\bigcirc$	Indigenous groups		Indigenous groups	
$\bigcirc$	Newcomers to Canada		Newcomers to Canada	
$\bigcirc$	Black populations		Black populations	
$\circ$	Racialized populations		Racialized populations	
$\circ$	2SLGBTQQIA+ community		2SLGBTQQIA+ community	
$\overline{\bigcirc}$	Low-income populations		Low-income populations	
$\circ$	Women and/or Girls		Women and/or Girls	
0	General population		None of the above	
			Cancel	
			Save	

## Step 9: Register an Activity

## You will be asked to provide:

- A title
- A description
- A start date
- An end date
- The anticipated age groups of participants
- Anticipated population groups

**Click Save** 



### **My Activities**

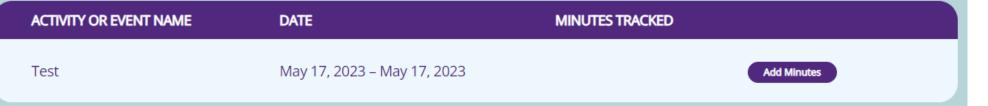
**Total Community Challenge Minutes** 

0

Step 10: See your dashboard

You will be able to:

- Add minutes to a current activity
- Add a new activity



**Add New Activity** 

Don't forget to come back when you have additional activities to track! Remember, all activity must be tracked by June 30 at 11:59 p.m. PST

Looking to see how your community is doing? Download the ParticipACTION App to see how your community stacks up against the rest of Canada!





Canadä





#### **Badminton**

\* All fields are required WHAT ACTIVITY DID YOU DO? \* Running WHEN DID YOU COMPLETE THIS ACTIVITY? \* HOW MANY INDIVIDUALS TOOK PART IN YOUR ACTIVITY? \* ON AVERAGE, HOW MANY MINUTES OF PHYSICAL ACTIVITY WERE COMPLETED PER PARTICIPANT? \* Cancel Save

## Step 11: Add Minutes to your activity

#### You will be asked to:

- Select the type of activity
- Select the date
- Add how many individuals participated
- Add the average number of activity was completed per person

**Click Save** 



#### My Activities

**Total** Community Challenge Minutes

3000

**ACTIVITY OR EVENT NAME** DATE MINUTES TRACKED May 17, 2023 - May 17, 2023 Test 3000 00 Add Minutes

**Add New Activity** 

[No Title]

Don't forget to come back when you have additional activities to track! Remember, all activity must be tracked by June 30 at 11:59 p.m. PST

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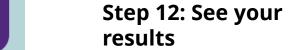












Thank you for getting your community active!









## Tracking Deadline

July 1
12:00 AM PST

