



# How to use the Charity Challenge / SparkPeople Webpage

May, 2017

How to register for the Charity Challenge / SparkPeople Webpage?

# Register for the Charity Challenge / SparkPeople Webpage

## What do I have to do?

You must still register even if you did last year.

1. Log on to:

<http://www.sparkpeople.com/NMG>

1. Register by entering all the required fields.

2. You're all set to start clocking your miles!



The image shows a registration page for the NMG Charity Challenge. At the top, there is a red banner with the NMG logo and the text "CHARITY CHALLENGE". Below the banner are four small photos of children. The main heading is "REGISTER FOR THE CHARITY CHALLENGE" in red. To the right of this heading is a box that says "Already Joined the Challenge? Log In [Here](#)." Below the heading is the date "1 June – 31 August". A paragraph of text describes the challenge: "NMG's Charity Challenge is an annual fundraising event for employees and alumni to participate in. For three months of the year, employees from across the business and the globe run, walk, swim, cycle and fundraise, all in the name of raising miles for our list of deserving charities." Below this is a red note: "All fields are required". The registration form consists of several fields: "Username (6 - 15 characters)" with the value "Emilie\_mktg"; "Password (6 - 10 characters)" with a masked value "\*\*\*\*\*"; "Email"; "Birthdate" with dropdowns for "Month", "Day", and "Year"; "First Name"; "Surname"; "Office" with a "Select One" dropdown; "Business Unit" with a "Select One" dropdown; "Benefits Business" with a "Select One" dropdown; "Team" with a "Select One" dropdown and a note: "Please select the team you registered with. If you did not register with a team, then select from this list the business and region that best reflects your role ie NMG Consulting - Various, NMG Benefits - Port Elizabeth, NMG Benefits, Cape Town etc"; and "Gender" with radio buttons for "Male" and "Female". At the bottom right is a red "REGISTER" button and a checkbox for "I have read, understand, and agree to [SparkPeople's Terms & Conditions, Privacy Policy](#)."

# Register for the Charity Challenge / SparkPeople Webpage

Once you click **Register**, you will have to complete this form in order to help SparkPeople provide you with guidance on your fitness goals.

If you did not register with a team then please select NMG-Consulting or NMG-Benefits.

This information is **private** and will not be seen by your team members or anyone at NMG.

The screenshot shows a navigation bar with five items: START, MY TRACKERS, ARTICLES & VIDEOS, COMMUNITY, and TODAY ON SPARKPEOPLE. Below the navigation bar is a teal header that reads "Please fill out the following boxes to create your personalized plan:". The form contains the following fields:

- Height:** Two input boxes, one labeled "meters" and one labeled "centimeters". A link "switch to standard" is located to the right of the centimeters box.
- What is your goal?:** A dropdown menu with "Maintain my weight" selected.
- Are you pregnant or breastfeeding?:** Radio buttons for "Yes" and "No", with "No" selected.
- Current Weight:** An input box labeled "kilograms".
- Goal Weight:** An input box labeled "kilograms (optional -- leave blank and we will help you set a goal)".

At the bottom of the form is a blue button with the text "See Your Recommended Goals >".

How to track your miles and community service?

# How do I track my miles and community service?

**Step 1:** Log in to your account:

<https://nmg.sparkpeople.com/myspark/loginpage.asp>

Join Now for Free! | Help | Log In

START FOOD TRACKER COMMUNITY LEARN CHALLENGES VIDEOS RECIPES

f p i Apps Q

The page you are trying to reach requires you to log in

**Already a Member? - Log in Here**

Username:

Password:

Remember Me

[Forget Your Password?](#) [Log in Now >](#)

f Log in with Facebook

**Click here to view the leaderboard and see the latest team results!**

**Not a Member Yet?**

Join now. It is quick, easy and FREE.  
Get access to our entire program, including:

- Food tracker and personalized meal plans
- Customized fitness plan
- SparkPoints motivation program
- Support from our experts on message boards
- Articles, recipes, tips, and much more!

[Sign up with Email](#) [Sign up with Facebook](#)

# How do I track my miles and community service?

**Option 1:** Shortcuts to all the information you will need for CC including team results and resources are available on this page.

Select between entering miles, minutes or community service.

Use MINUTES for: yoga, strength training / weights or community service / volunteering.

Use MILES for: walking, running, road cycling, mountain biking or swimming.

Your personal CC results can be viewed here.

Choose from one of the 3 options for logging fitness / community service activity

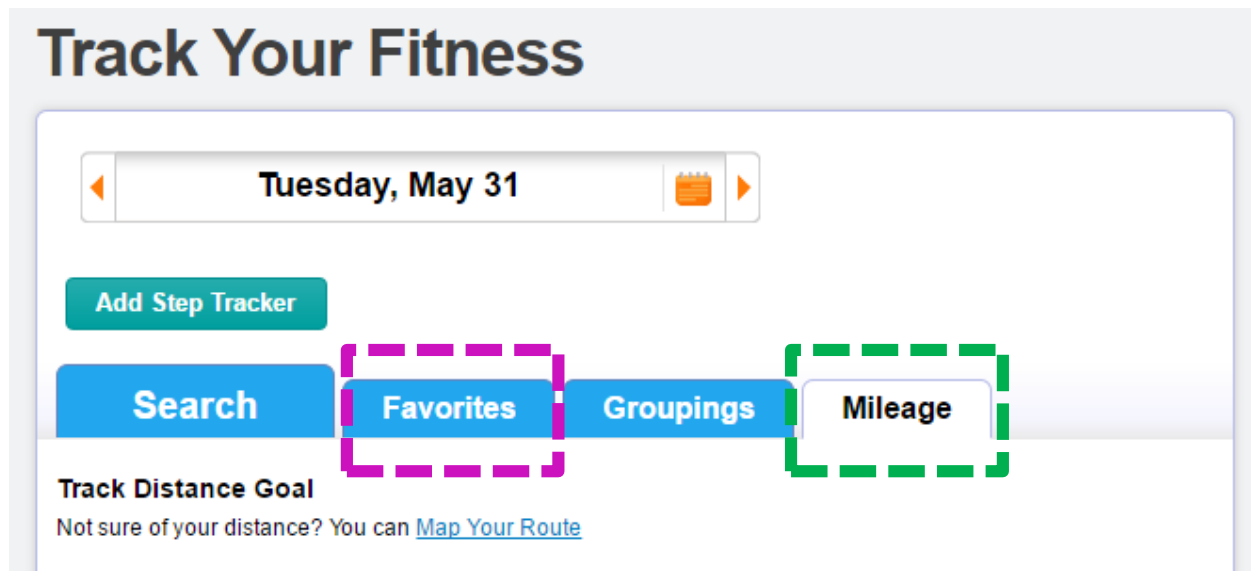
The screenshot shows the NMG Charity Challenge website dashboard for a user named TALINET. The page features a navigation menu with links for START, MY TRACKERS, COMMUNITY, LEARN, CHALLENGES, VIDEOS, and RECIPES. The main content area displays the user's name, their total miles (5.00) and total NMG miles (5.00), and a section for logging activity with three buttons: 'Enter Miles' (for running, walking, cycling, and swimming), 'Enter Minutes' (for tracking fitness minutes, not miles, such as yoga, strength training, or weights), and 'Enter Community Service'. Below this is a section for 'Other Resources For You' with links to User Guide, 2016 Team Results, Charities, Miles Conversions, Send CC Pics, and See CC Pics. A red callout box on the right side of the dashboard contains a trophy icon and the text 'Click here to view the leaderboard and see the latest team results!'.

These are SparkPeople points and do **NOT** count towards CC.

View the leaderboard

# How do I track my minutes and community service?

**Option 2:** To track your minutes from sporting activities or community service, use the **Favorites** or **Mileage** tab only.



Use the Favorites tab for:  
**yoga, strength training /  
weights or community  
service / volunteering.**

Use the Mileage tab for:  
**walking, running, road  
cycling, mountain biking  
or swimming,**



# How do I track my miles?

**Enter Miles** = Track miles for walking, running, road cycling, mountain biking or swimming.

**Enter Minutes** = : Track minutes for exercises such as yoga, pilates, spinning, strength training, rowing and fitness classes.

**Enter community service** = Track minutes community service / volunteering

Activities that are in minutes will automatically convert to miles

Chose if you want to track miles, exercise minutes of community service.

A screenshot of the TALINET user interface. At the top, it says "Hello, TALINET!". Below that, it displays "Your total miles: 0.00" and "Your total NMG miles: 0.00". The main section is titled "What do you want to do today?" and "Enter your fitness activity or community service:". There are three buttons: "Enter Miles" with a subtext "running, walking, cycling and swimming.", "Enter Minutes" with a subtext "tracking fitness minutes, not miles eg yoga, strength training / weights", and "Enter Community Service".


# How do I track my miles?

## Track Your Fitness

Wednesday, June 1


Add Step Tracker

Search Favorites Groupings Mileage

**Track Distance Goal**  
Like to keep track of your distances? [Click here to get started.](#)  **Click here to get started.**

If you choose to log miles, you will have to edit your Fitness Goals.

*You only have to do this once.*

Enter your goals (this won't count for CC) and save your changes 

## Edit Fitness Goals

SparkPeople helps you have a well-rounded fitness program by giving you access to cardiovascular, step tracking, and mileage trackers. You can change your settings for any of those below.

### Exercise Minutes Setup

Weekly Exercise Minute Goal:

Weekly Calories Burned Goal:

### Steps Tracker Setup

I want to track my steps

Steps Goal: Walk  Steps Per Day

### Mileage Tracker Setup

I want to track my Mileage

Enter the values below to create your mileage goal. (ex: 10 miles per week)

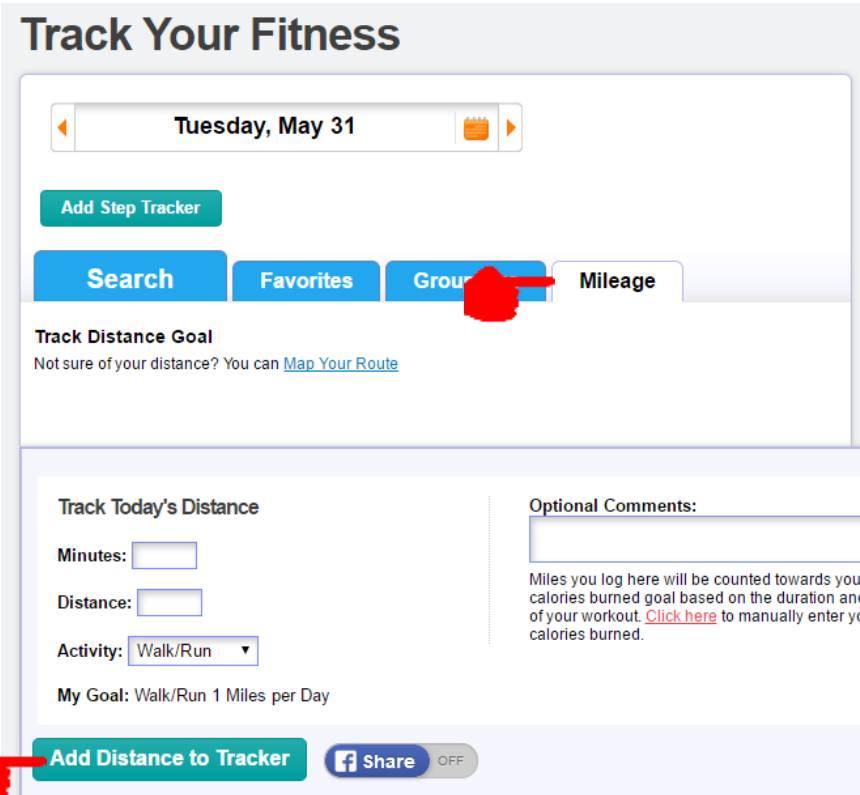
Miles Per Day

Save Your Changes >

# How do I track my miles?

**Track Miles:** Once you have setup your goals, the landing page will direct you to the mileage tab. Enter the minutes, distance (actual miles) and select the fitness activity you completed.

**Click Add Distance to Tracker.**



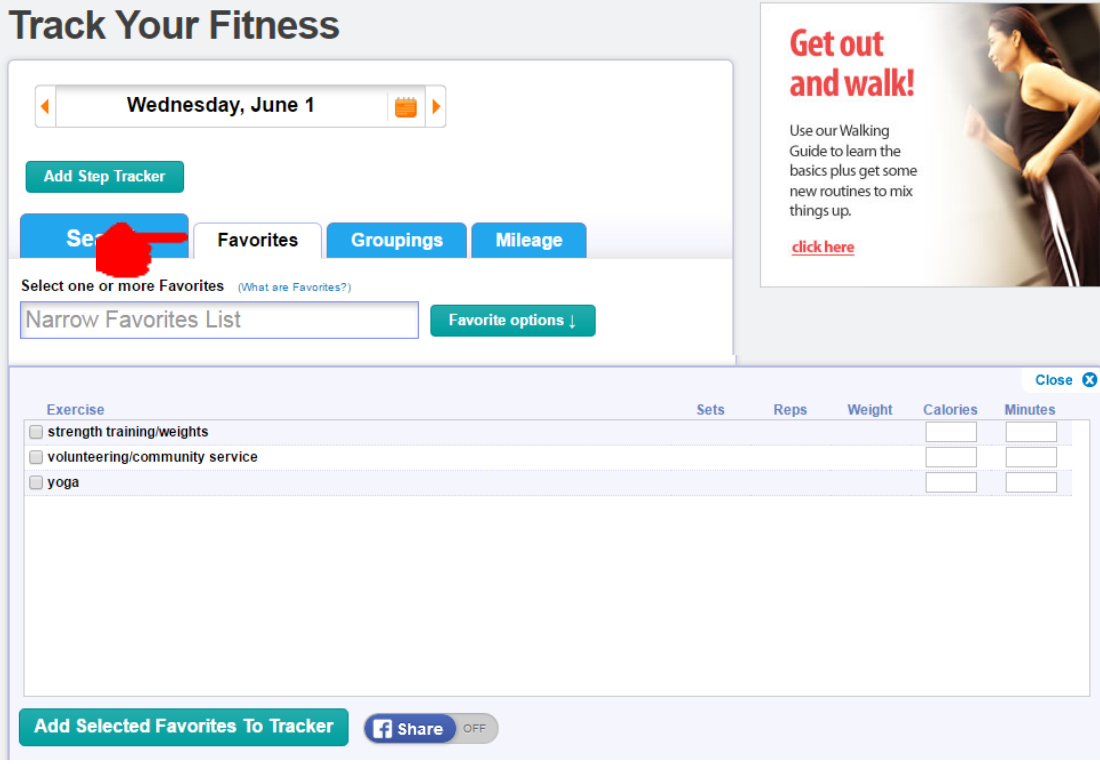
The screenshot shows a web interface titled "Track Your Fitness". At the top, there is a date selector for "Tuesday, May 31". Below this is a green button labeled "Add Step Tracker". A navigation bar contains four tabs: "Search", "Favorites", "Groups", and "Mileage". A red arrow points to the "Mileage" tab. Underneath the tabs is a section titled "Track Distance Goal" with a link "Map Your Route". The main form area is divided into two columns. The left column is titled "Track Today's Distance" and contains input fields for "Minutes:", "Distance:", and "Activity:" (set to "Walk/Run"). Below these is a goal statement: "My Goal: Walk/Run 1 Miles per Day". The right column is titled "Optional Comments:" and contains a text area and a note: "Miles you log here will be counted towards your calories burned goal based on the duration and of your workout. Click here to manually enter you calories burned." At the bottom of the form, there is a green button "Add Distance to Tracker" with a red arrow pointing to it, and a "Share" button with a Facebook icon and a toggle switch set to "OFF".

# How do I track minutes and community service?

**Track minutes and community service:** The landing page will direct you to the favourites tab. Select your activity and the number of minutes you have completed.

Click **Add Selected Favorites to Tracker**.

The NMG mile equivalent will be automatically added to the leaderboard.

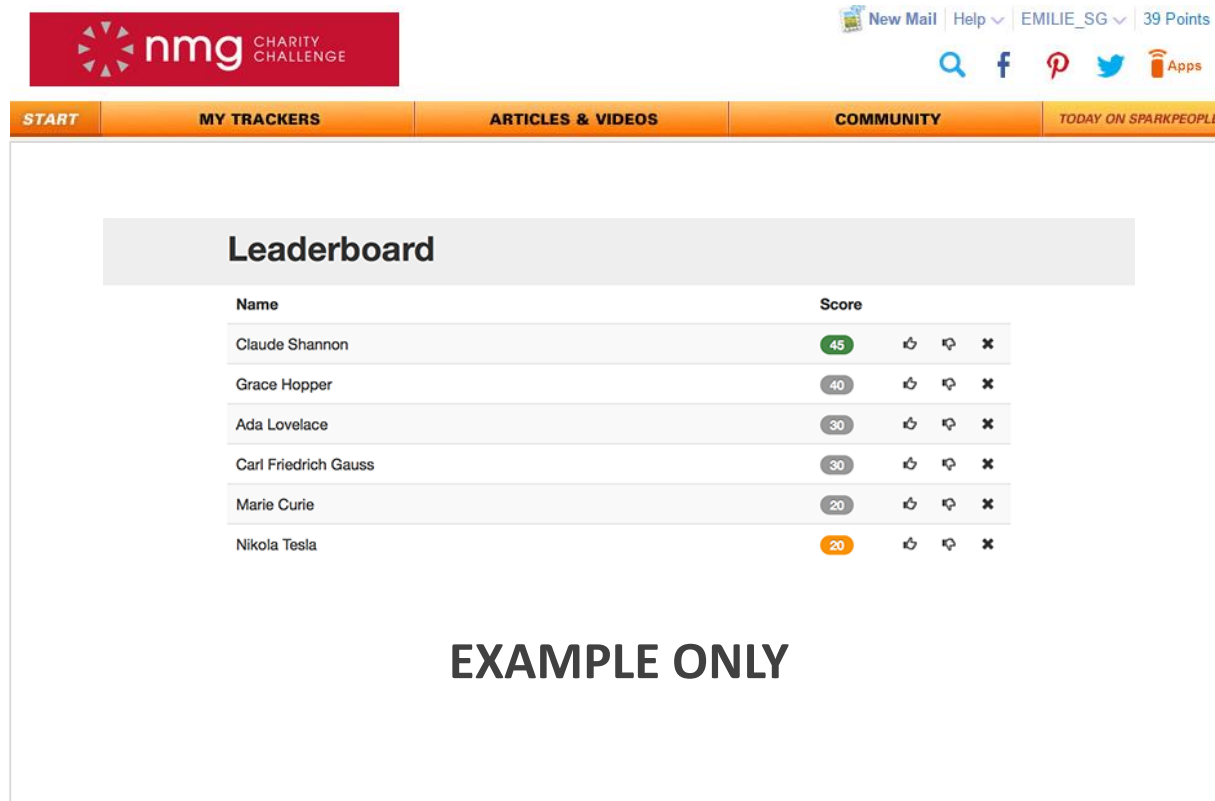


The screenshot shows the 'Track Your Fitness' interface. At the top, there is a date selector for 'Wednesday, June 1' and a calendar icon. Below this is a green 'Add Step Tracker' button. A navigation bar contains 'Selected Favorites' (highlighted with a red hand icon), 'Favorites', 'Groupings', and 'Mileage'. Underneath, it says 'Select one or more Favorites (What are Favorites?)' and features a search box labeled 'Narrow Favorites List' and a 'Favorite options' button. A table titled 'Exercise' is displayed with columns for 'Sets', 'Reps', 'Weight', 'Calories', and 'Minutes'. The table lists three activities: 'strength training/weights', 'volunteering/community service', and 'yoga'. A red hand icon points to the 'volunteering/community service' row. At the bottom, there is a green 'Add Selected Favorites To Tracker' button and a 'Share' button with a Facebook icon and 'OFF' status. A 'Close' button is in the top right corner of the table area. To the right of the main interface is a promotional banner for 'Get out and walk!' with a 'click here' link and an image of a woman walking.

Exercise	Sets	Reps	Weight	Calories	Minutes
<input type="checkbox"/> strength training/weights					
<input type="checkbox"/> volunteering/community service					
<input type="checkbox"/> yoga					

# What will the Leaderboard show me?

**Accessing the leaderboard:** The leaderboard will show you the top teams, their actual miles clocked, the equivalent NMG miles and money raised.



The screenshot shows the NMG Charity Challenge website interface. At the top, there is a red header with the NMG logo and 'CHARITY CHALLENGE' text. To the right, there are navigation links for 'New Mail', 'Help', 'EMILIE\_SG', and '39 Points'. Below the header is a navigation bar with tabs for 'START', 'MY TRACKERS', 'ARTICLES & VIDEOS', 'COMMUNITY', and 'TODAY ON SPARKPEOPLE'. The main content area features a 'Leaderboard' section with a table of top teams.

Name	Score			
Claude Shannon	45	👍	🔄	✖
Grace Hopper	40	👍	🔄	✖
Ada Lovelace	30	👍	🔄	✖
Carl Friedrich Gauss	30	👍	🔄	✖
Marie Curie	20	👍	🔄	✖
Nikola Tesla	20	👍	🔄	✖

**EXAMPLE ONLY**