

User Instructions

Key Things to Keep in Mind:

- All Monthly Activity Challenges and Monthly Exercise Challenges must be logged within 15-days of year end.
- Participants must join and log completion for EACH monthly activity challenge they would like to participate in.
- Participants will only join the Monthly Exercise Challenge once per year, but will log their completion for each month they met the exercise goal.

How to Join the Monthly Activity Challenges

1. Click **Join a Challenge** next to the Monthly Activity Challenge activity



Monthly Activity Challenge 50 pts each

START DATE: JAN 01, 2025
DUE DATE: DEC 31, 2025

Join the monthly activity challenge and record your completion. Each month will have a different challenge assigned to it (ex. January Jumping Jacks). Increase the repetitions of the designated exercise by 1 each day of the month (January 1st – 1 jumping jack, January 2nd – 2 jumping jacks, etc.) until you get to the end

2. Click **Click to Join** to join the Monthly Activity Challenge



Featured Challenge
JUMPING JACKS

It's important to stay active each day. Try our jumping jacks challenge to add some activity each day of the month!

Jan 31, 2025 to Jan 31, 2025

CLICK TO JOIN

3. Click **Enter Challenge**



JUMPING JACKS

It's important to stay active each day. Try our jumping jacks challenge to add some activity each day of the month!

CHALLENGE START DATE

MONTH: Jan. DATE: 31

COMPANY GOAL

1 jumping jacks / month

ENTER CHALLENGE

4. Review the challenge instructions and click **Close**



WHAT TO DO

You must complete jumping jacks each day. Starting with one jumping jack on the first day of the month, increase by one jumping jack per day ending with 28-31 (depending on the month it's offered in) jumping jacks by the end of the month.

CLOSE

5. Click **Track Your Progress**



Jumping Jacks

Jan. 31 to Jan. 31

DAYS LEFT 10 PARTICIPANTS 1

WHAT TO DO

It's important to stay active each day. Try our jumping jacks challenge to add some activity each day of the month!

COMPANY GOAL

1 jumping jacks / month

TRACK YOUR PROGRESS

COACHING

- Stand in a straight position with your feet together, arms fully extended, hands by your sides, and toes pointed forward. This athletic position is the starting step.
- Next, slightly bend your knee in a rapid movement, jump your feet out to your body's sides, swing your arms out to either side and raise them above your head. Make sure to do all of these things simultaneously.
- After landing on the ground, reverse the

MY ACTIVITY ENTRIES

View your goal progress and your entries. You can also delete any manual entries you have made.

COMPANY GOAL

6. Track your completion by entering the date you completed the challenge and confirm you completed the activity each day. Click **Update** to submit.

MANUALLY ENTER DATA

Select a date, input your data, and submit to track your progress.

Date:

January 31 2025

Did you complete jumping jacks each day?:

yes

UPDATE

7. You will receive a notification that your entry was a success.

DATE ENTRY SUCCESS



Congrats! You have successfully entered your date. You can now compare your progress against other coworkers, friends, and teams that are participating in this challenge.

8. Continue to complete the monthly activity challenges each month by clicking **Join a Challenge** next to the Monthly Activity Challenge activity.

Monthly Activity Challenge 50 pts each

START DATE: JAN 01, 2025
DUE DATE: DEC 31, 2025

Join the monthly activity challenge and record your completion. Each month will have a different challenge assigned to it (ex. January Jumping Jacks). Increase the repetitions of the designated exercise by 1 each day of the month (January 1st – 1 jumping jack, January 2nd – 2 jumping jacks, etc.) until you get to the end

9. Click **Click to Join** on one of the monthly activity challenges available under Join Challenges. *Please note: Participants may record their participation in a challenge any time after the end of the challenge, however the challenge should still be completed in the corresponding month.*

JOIN CHALLENGES

FLUTTER KICKS

COMING SOON
Click to Join

It's important to stay active each day. Try our flutter kicks challenge to add some activity each day of the month!

10. Click **Track Progress** and follow the steps to enter your completion date and confirm you completed the monthly activity challenge.

MY CHALLENGES

FLUTTER KICKS

COMING SOON
Track progress

It's important to stay active each day. Try our flutter kicks challenge to add some activity each day of the month!

How to Join the Monthly Exercise Challenge

1. Click **Join a Challenge** next to the Monthly Exercise activity

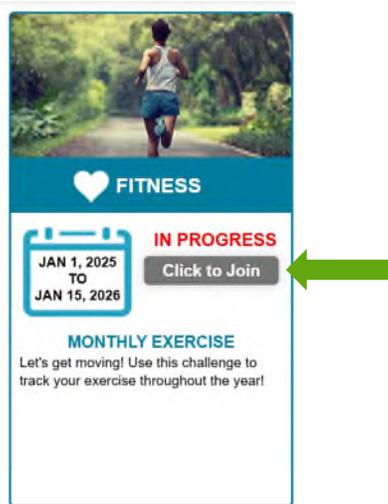


Monthly Exercise 100 pts each

START DATE: JAN 01, 2025
DUE DATE: DEC 31, 2025

Join the monthly challenge and record your completion. Exercise at least 15x a month, for a minimum of 30 minutes each time.
Max 1200 points.

2. Click **Click to Join** to join the Monthly Exercise Challenge



FITNESS

IN PROGRESS

JAN 1, 2025
TO
JAN 15, 2026

Click to Join

MONTHLY EXERCISE
Let's get moving! Use this challenge to track your exercise throughout the year!

3. Click **Enter Challenge** to enter the challenge. *Please note, you will only need to enter this challenge once per year, but you will need to track your progress for each month you complete.*



MONTHLY EXERCISE

Let's get moving! Use this challenge to track your exercise throughout the year!

CHALLENGE START DATE

MONTH	DATE
Jan.	01

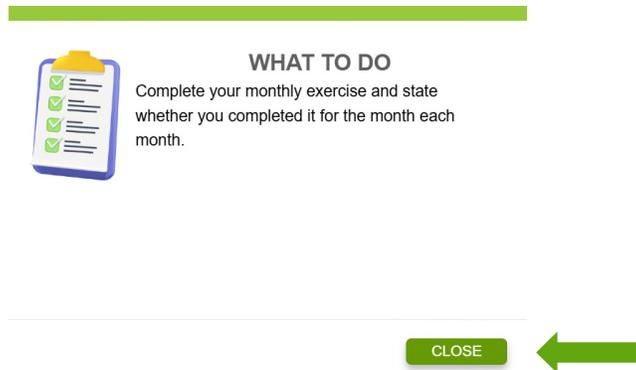
COMPANY GOAL

1 Completion each month

ENTER CHALLENGE

CLOSE

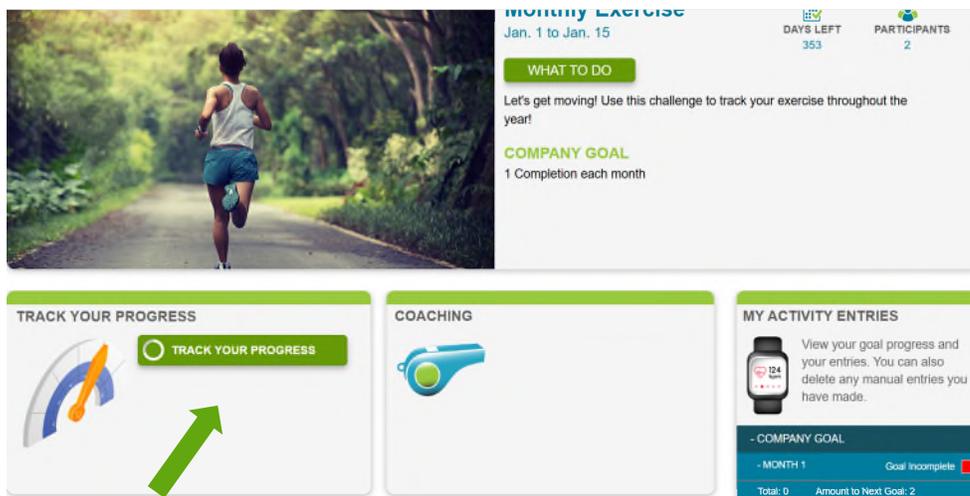
4. Review the challenge instructions and click **Close**



WHAT TO DO
Complete your monthly exercise and state whether you completed it for the month each month.

CLOSE

5. Click **Track Your Progress**



Monthly Exercise
Jan. 1 to Jan. 15
DAYS LEFT: 353 PARTICIPANTS: 2

WHAT TO DO
Let's get moving! Use this challenge to track your exercise throughout the year!

COMPANY GOAL
1 Completion each month

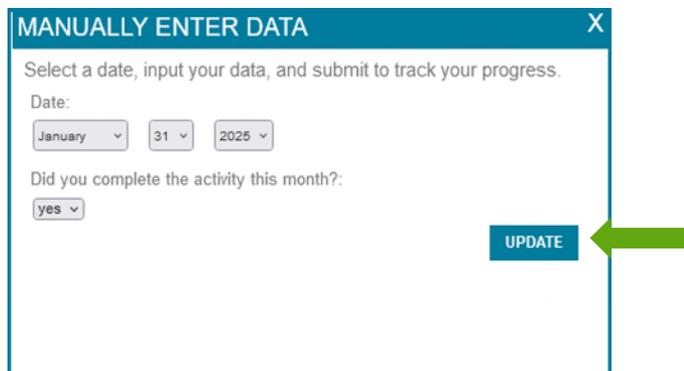
TRACK YOUR PROGRESS
TRACK YOUR PROGRESS

COACHING

MY ACTIVITY ENTRIES
View your goal progress and your entries. You can also delete any manual entries you have made.

- COMPANY GOAL
- MONTH 1 Goal Incomplete
Total: 0 Amount to Next Goal: 2

6. Track your completion by entering the date you completed the challenge for the month and confirm you completed the activity. Click **Update** to submit.



MANUALLY ENTER DATA X

Select a date, input your data, and submit to track your progress.

Date:
January 31 2025

Did you complete the activity this month?:
yes

UPDATE

7. You will receive a notification that your entry was a success

DATE ENTRY SUCCESS X

Congrats! You have successfully entered your date. You can now compare your progress against other coworkers, friends, and teams that are participating in this challenge.

8. Continue to track your completion each month by clicking **Join a Challenge** next to the Monthly Exercise activity. Next, Click **Track Your Progress** under My Challenges. Click **Track Your Progress** again and enter the date you completed the challenge and confirm you completed the activity.

Monthly Exercise 100 pts each

START DATE: JAN 01, 2025
DUE DATE: DEC 31, 2025

Join the monthly challenge and record your completion. Exercise at least 15x a month, for a minimum of 30 minutes each time.
Max 1200 points.

MY CHALLENGES

JUMPING JACKS
It's important to stay active each day. Try our jumping jacks challenge to add some activity each day of the month!

MONTHLY EXERCISE
Let's get moving! Use this challenge to track your exercise throughout the year!

TRACK YOUR PROGRESS

TRACK YOUR PROGRESS

Select a date, input your data, and submit to track your progress.

Date:
January 31 2025

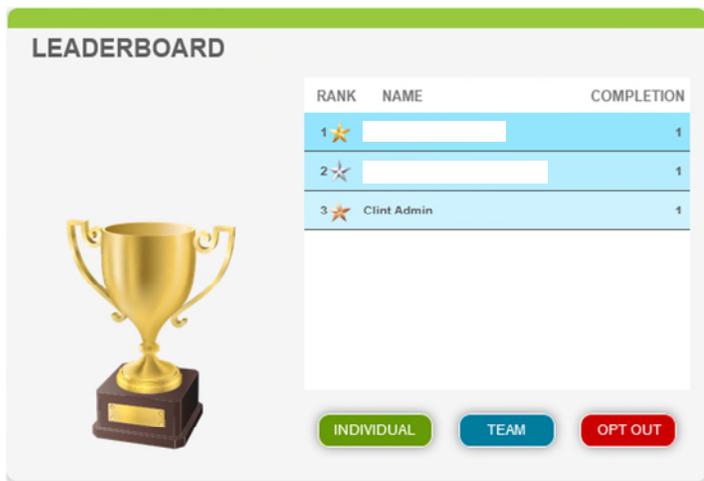
Did you complete the activity this month?:
yes

UPDATE

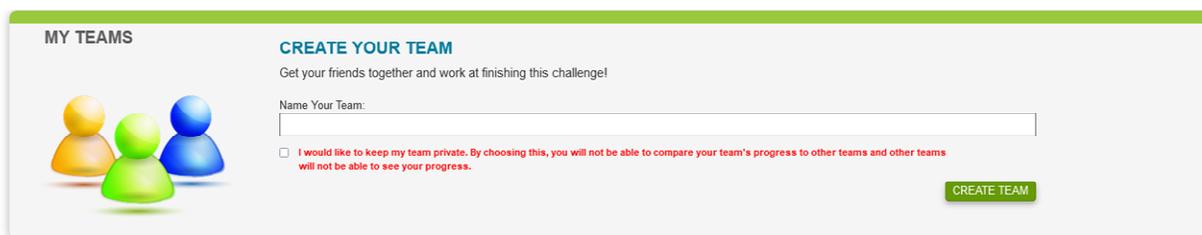
The image shows a user interface for a fitness challenge. At the top, there is a 'DATE ENTRY SUCCESS' notification. Below it, a 'Monthly Exercise' challenge is highlighted with a '100 pts each' label. A 'JOIN A CHALLENGE' button is shown next to a photo of a person stretching. Below this, the 'MY CHALLENGES' section displays two challenge cards: 'JUMPING JACKS' and 'MONTHLY EXERCISE'. The 'MONTHLY EXERCISE' card is selected, and a 'TRACK YOUR PROGRESS' button is highlighted. A modal window titled 'TRACK YOUR PROGRESS' is open, showing a 'TRACK YOUR PROGRESS' button and a 'MANUALLY ENTER DATA' form. The form includes a date selector (January 31, 2025) and a 'Did you complete the activity this month?' dropdown menu set to 'yes'. An 'UPDATE' button is at the bottom right of the modal.

Upon completion of a challenge, you will be added to the City of De Pere Leaderboard so you can compare your rank with other participants. The leader board will display the number of challenges you completed.

- Click **Individual** to view the list of individual participants.
- Click **Team** to view the list of teams.
- Click **Opt Out** to be removed from the Leaderboard.



You may also create a team to challenge each other! Create your team name and follow the prompts.



Reminders:

- You do not have to track each day that you complete an activity, you only track the date that you have completed the minimum requirements.
- When completing the challenges on IH21wellness.com, you will select the date when you met the activity's minimum requirement (i.e. the last day of the month for the monthly activity challenge, or any date after the 15th of the month for the exercise challenge).
- You will have until 1/15/26 to track your completion; it does not need to be done each month.
- If you would like to track on paper for your own personal use, there is a monthly activity challenge calendar available on the wellness page at www.deperewi.gov/wellness.