HOW TO SEARCH FOR A TEAM
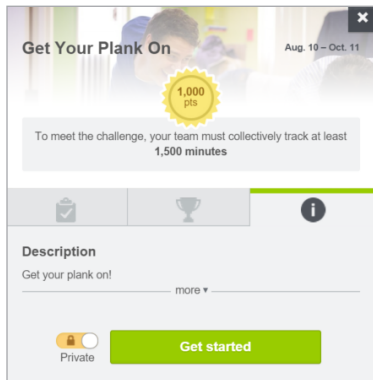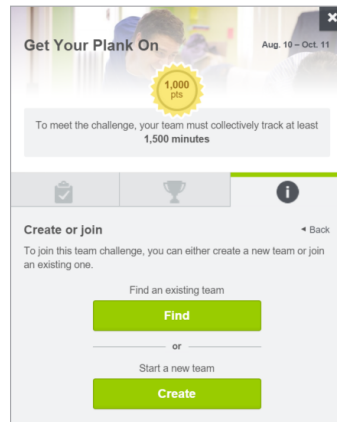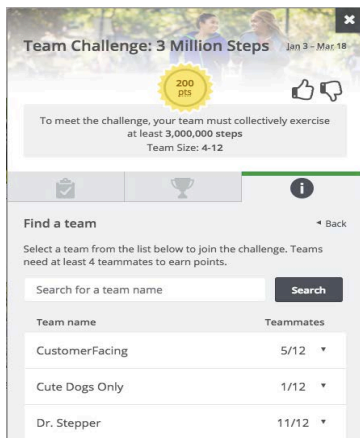
1 Open the challenge and click "Get started."
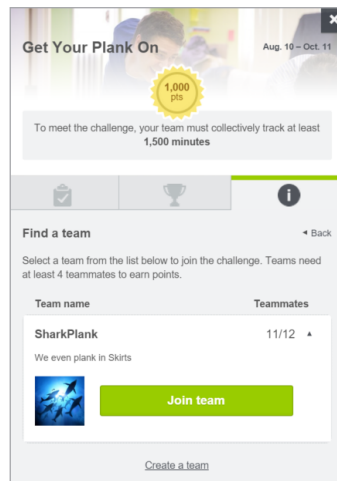

2 Click "Find" to search for an existing team

3 Read the team descriptions to learn more OR type in a team name in the dialogue box
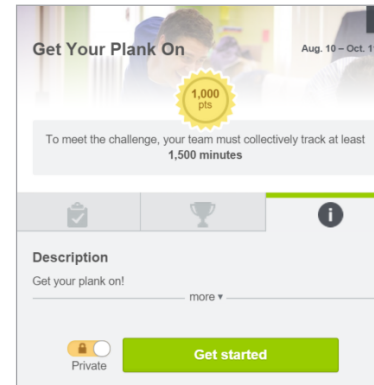

4 Once you find a team you want to join, click "Join team."

HOW TO CREATE A NEW TEAM

1 Open the challenge and click "Get started."

2 Click "Create" to start a new team.
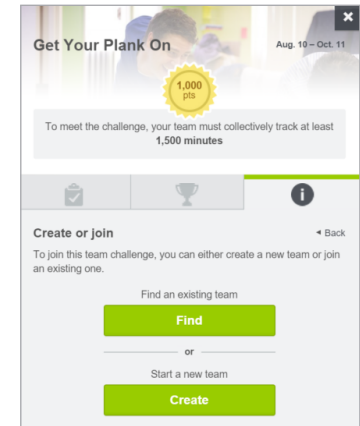
3 Enter the following requested information:
- · Your team name
- · Team details
- · Team image
- · Whether your team is open for anyone or is invitation-only
- · Email addresses or user names of co-workers you would like to invite
  - o Not sure which email address they use within SmartHealth? Try sending them a personal email to ask for their SmartHealth user name or email address

NEED ADDITIONAL HELP?
PLEASE EMAIL **SUPPORT@LIMEADE.COM.**
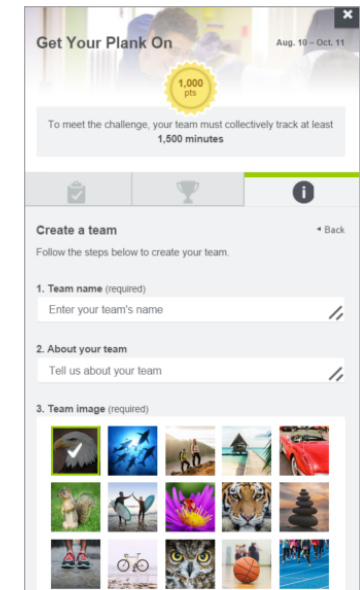
HOW TO JOIN A TEAM FROM AN INVITATION

HOW TO LEAVE A TEAM OR QUIT A CHALLENGE

1 Open your email invitation. (The invitation expires on the last day of the challenge or once a team is full.)
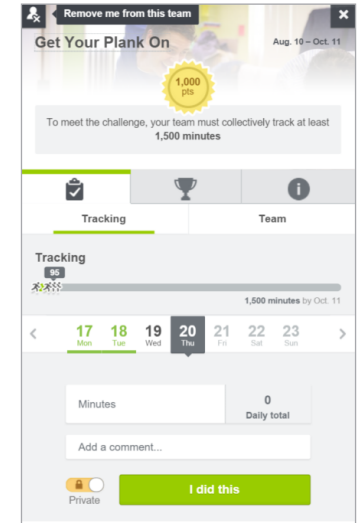
2 Accept the invitation. (If you're already on a different team, please read the instructions on how to leave a team.)
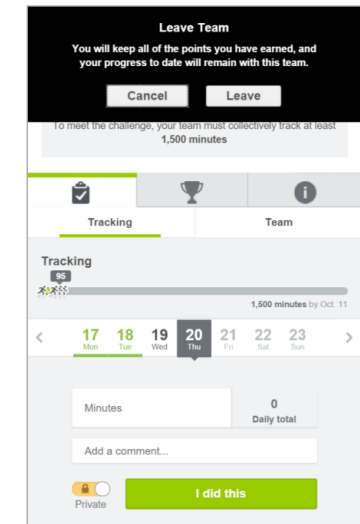

Hi Courtney,

courtneyjenkins invited you to join a team challenge

1000 pts Get Your Plank On

Team: **SharkPlank**

Check it out!
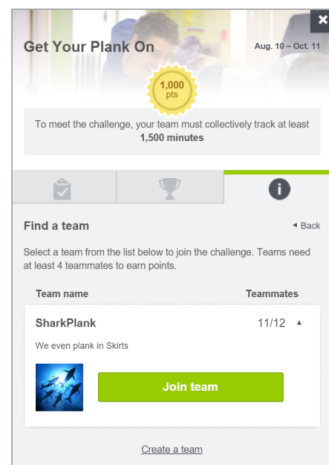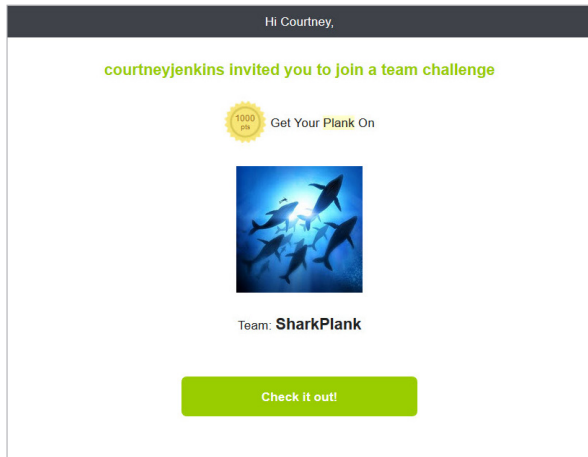
3 Join the challenge by clicking "Join team."

Get Your Plank On   Aug. 10 – Oct. 11

1,000 pts

To meet the challenge, your team must collectively track at least **1,500 minutes**

Tracking

Find a team   ◄ Back

Select a team from the list below to join the challenge. Teams need at least 4 teammates to earn points.

Team name	Teammates
SharkPlank	11/12 ▲

We even plank in Skirts

Join team

Create a team

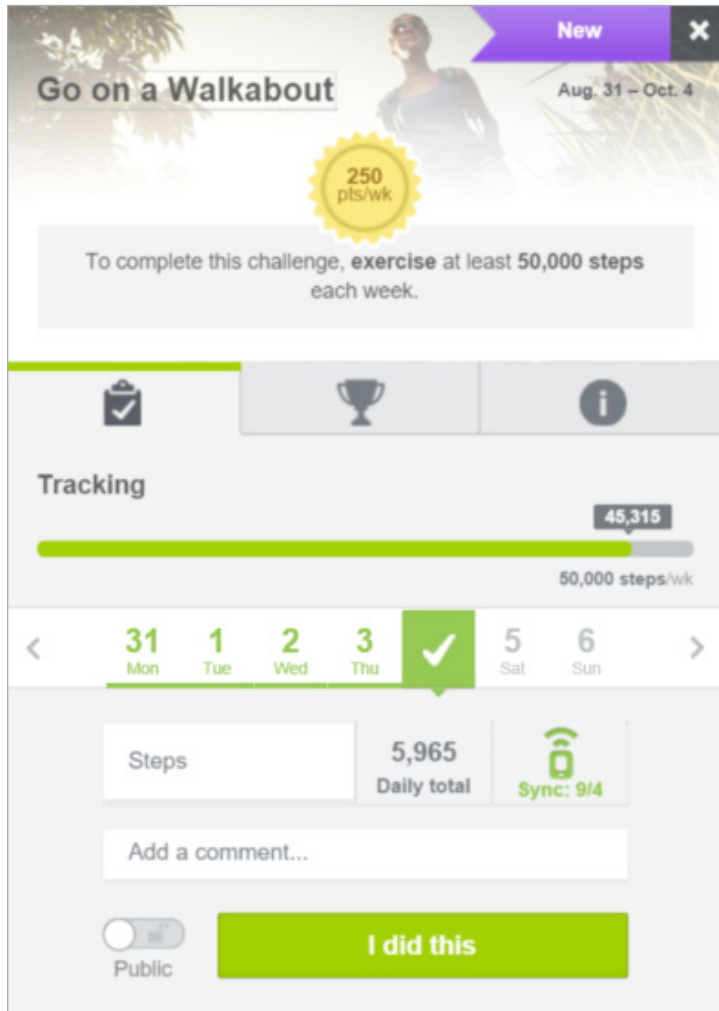**1** Open the challenge you want to leave, and hover over the top-left corner. An icon will appear saying "Remove me from team."

Remove me from this team

Get Your Plank On   Aug. 10 – Oct. 11

1,000 pts

To meet the challenge, your team must collectively track at least **1,500 minutes**

Tracking   Team

Tracking
95
1,500 minutes by Oct. 11

17 Mon   18 Tue   19 Wed   **20 Thu**   21 Fri   22 Sat   23 Sun

Minutes   0 Daily total

Add a comment...

Private   I did this

2 Click the icon and click "Leave" to remove yourself from the challenge.

Leave Team
You will keep all of the points you have earned, and your progress to date will remain with this team.

Cancel   Leave

To meet the challenge, your team must collectively track at least **1,500 minutes**

Tracking   Team

Tracking
95
1,500 minutes by Oct. 11

17 Mon   18 Tue   19 Wed   **20 Thu**   21 Fri   22 Sat   23 Sun

Minutes   0 Daily total

Add a comment...

Private   I did this

HOW TO TRACK STEPS WITHIN A CHALLENGE


MANUALLY

1. Open the challenge you want to track. Simply choose the day you wish to track, and enter the total number of steps you exercised that day. You can track the current week you're in, plus two weeks back.

DEVICE OR APP

1. Login to your account.

2. Click "Settings" in the top-right corner and choose "Apps & Devices"

3. Choose the app or device you'd like to connect.

4. Click "+Connect" to connect your app or device. To connect it, you must login to your device or app's account. (If you need to download or purchase an app or device, click "Get it!")
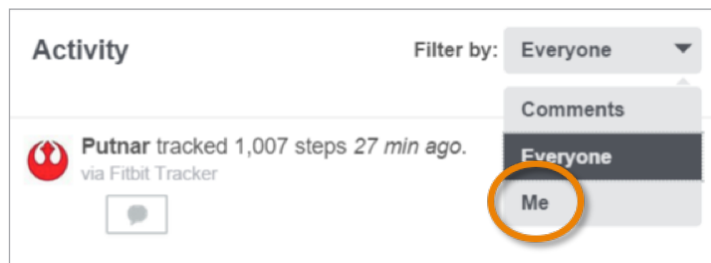
REMOVING/EDITING CHALLENGE ENTRIES

1 Navigate to the specific challenge tile and click to open.
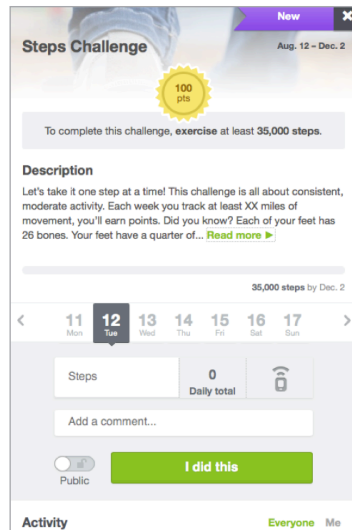
2 Locate the date of the incorrect entry by clicking the <arrows> to find the correct date. Select the date.
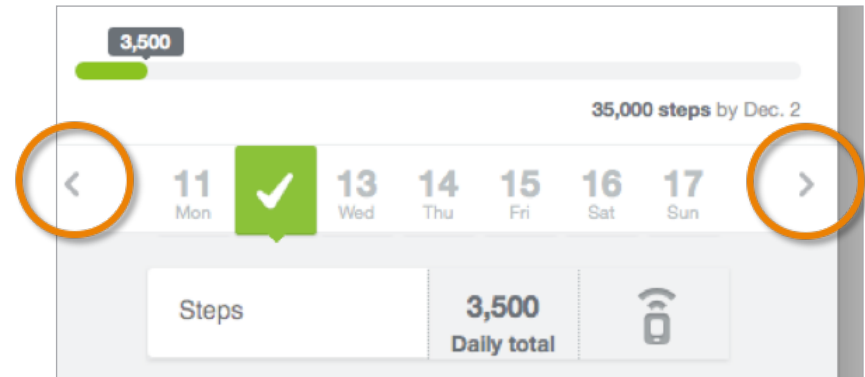
3 In the section below, select "Me" from the activity feed.

4 On the activity feed, locate the incorrect entry, select the three dots and then select "Delete Activity".
NOTE: Device-synced activity will not be replaced if deleted.