



Start a workplace activity challenge

Ready to get moving? The activity options are endless! Below is a guide to setting up a basic workplace activity challenge to get you started.

The first thing you need to decide is how you want to move! Below are a few activity ideas to get you started:

- Walk
- Run
- Hike
- Ride
- Nordic Ski
- Snowshoe
- Golf
- Stationary Bike
- Virtual Run (treadmill)
- Virtual Bike (Stationary Bike)

You can add as few or as many activity options as you like to each challenge.

In this guide, we are going to set up a walking activity challenge where participants work together towards a common kilometer distance goal.

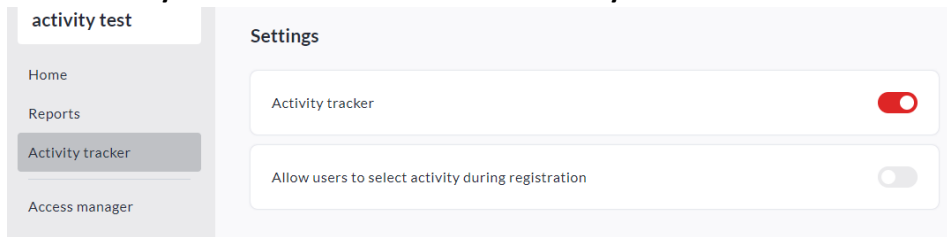
Setting up your event

Step one is to enable activity challenges on your fundraiser.

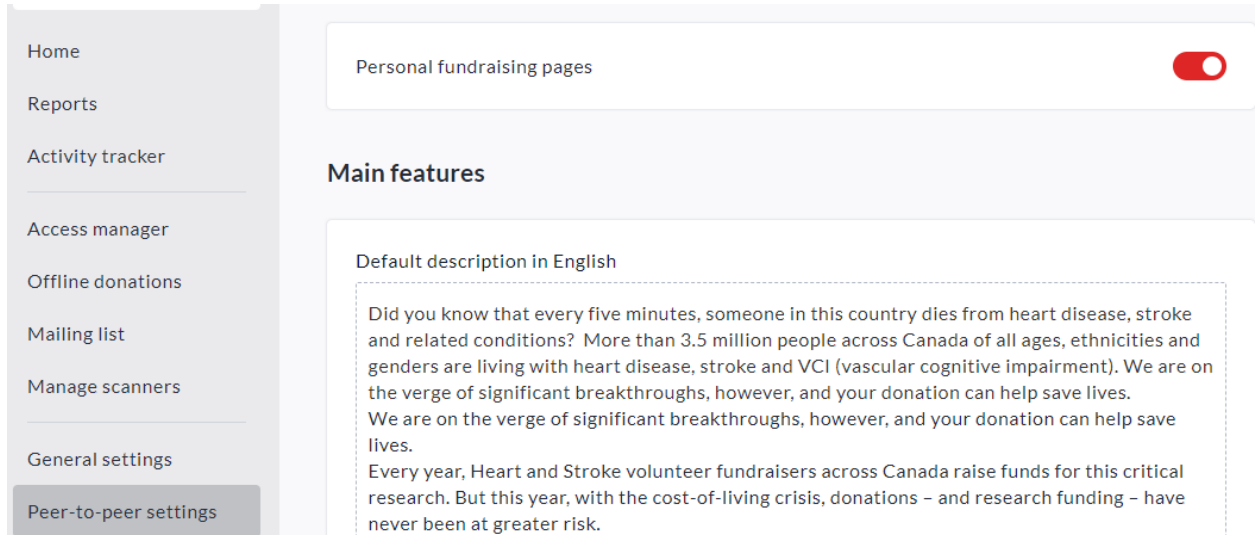
1. Go to your fundraising event page and login
2. Once logged in, click “**Manage Fundraiser**”



3. Click **“Activity Tracker”** and then switch on **“activity tracker”** and click **“save”**.



4. Got to **“Peer to Peer settings”** then switch on **“Personal Fundraising pages”** and click **“save”**.



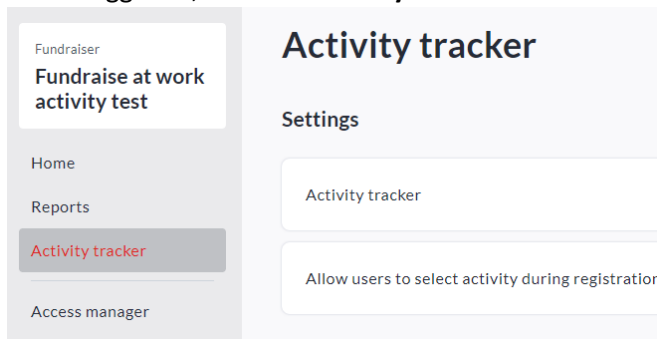
You can also set default text to appear on your participant pages inputting your own text, or text from our [walking challenge template](#) and clicking **“Save”** at the bottom of the menu.

Now you are ready to set up your challenge!

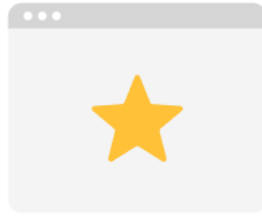
Starting an activity challenge:

Follow the steps below to set up your activity challenge:

1. While logged in, click on **“Activity Tracker”**.



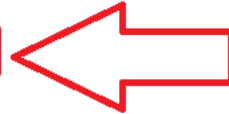
- This takes you to the Activity Tracker page. From here click **“Create activity”**.



There are no open activities yet

Create activities that will help users stay motivated and earn badges.

Create activity



- You can create activities based on daily activity, the amount of time spent on an activity, or distance travelled during an activity. To set up a walking challenge select **“Distance”** and click **“Next”**.

Select the activity basis ×

☐ Daily Track consecutive or total number of days of an activity. Best used for tracking activities that should be performed at least once a day, and don't need to track specific hours. Unit: Days	☐ Time Allows participants to track hours performing a certain activity. Best used for activities like volunteering, or exercising, where the goal is to reach a certain number of hours. Unit: Hours	☒ Distance Allows participants to track their distance in km. For example, walking or biking. Unit: Kilometers
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- Using our [walking challenge template](#) or your own text, populate each field.

If you are not planning a bilingual event, copy English input into the French fields. French fields need to be filled for the challenge to function.

Editing Daily activity

Activity name

EN Acme Strides for Life: 500 KM Challenge for Heart and Stroke

FR Acme Strides for Life: 500 KM Challenge for Heart and Stroke

Description in English

Paragraph Walk your way to your activity goals! Login daily to record your progress and showcase your accomplishments on your personal fundraising page.

Description in French

Translate from English

Paragraph Walk your way to your activity goals! Login daily to record your progress and showcase your accomplishments on your personal fundraising page.

Start date October 22, 2023

End date June 30, 2024

Timezone: America/Toronto

Timezone: America/Toronto

Publish activity

- Under activity types, you can add as many or as few activities as you like. To add an activity, click **“+ add type”** and enter the name of the activity in English and French (if no French is available copy English text into the French fields). For our [walking challenge template](#) enter “Walk” for EN and “Marche” for FR

Types

Specify what you plan to track.

You can skip this block if your activity has no types.

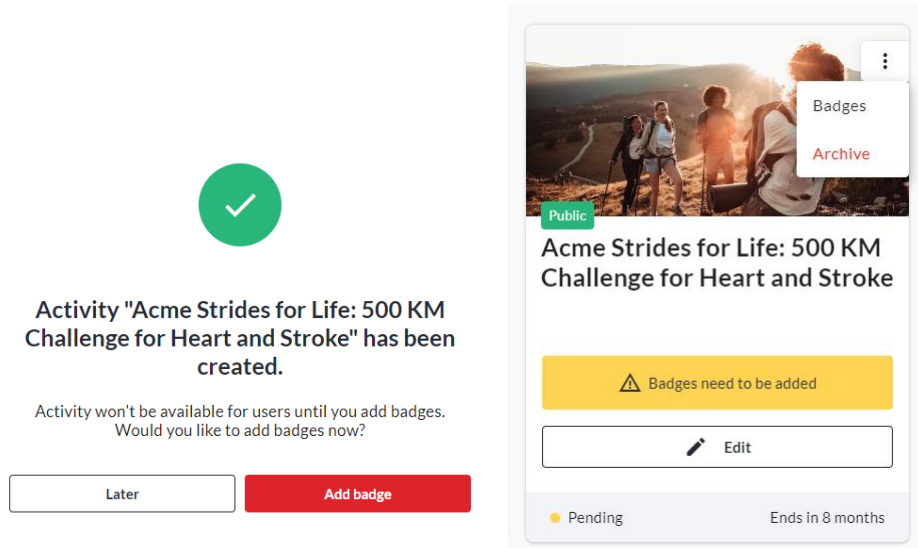
+ Add type

- For your activity challenge image, you can [download one of our available images here](#), or add your own image (recommended image size ratio is 2:1).

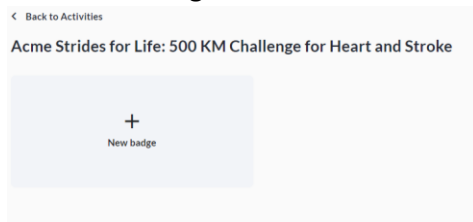
The last thing you need to do is add a badge to your activity challenge. Badges send congratulatory messages to your participants when they take certain actions.

Adding a minimum of one badge is necessary for the activity challenge to function.

1. To add a badge, click **“Add badge”** after saving your activity challenge or click the three dots at the top right of your activity challenge tile on the activity tracker page and click **“Badges”**.



2. Click **“New badge”**



3. You can set as many badges as you like, but if you are going to make just one, we recommend setting a badge for your participants first recorded activity (the first time they use their activity challenge).

Using your own text or text from our [walking challenge template](#) populate the fields for the title and badge description

The form has two main sections: "Title" and "Badge description".

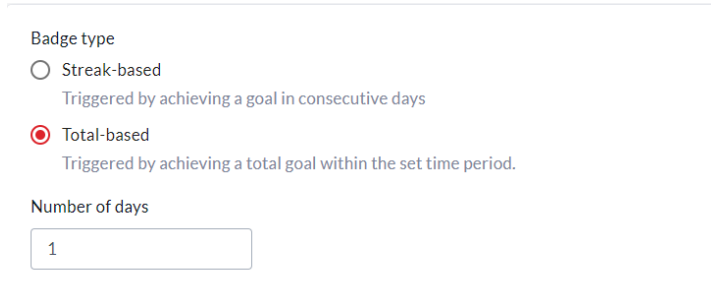
Title: There are two input fields. The first has a language selector "EN" and the text "Off to the races". The second has a language selector "FR" and the text "Que la course commence!". There is a small icon to the right of the second field.

Badge description in English: A text area with the placeholder text "Awarded for taking the first step (or pedal) towards your activity goal."

Badge description in French: There is a language selector "FR" and a button "Translate from English". Below is a text area with the placeholder text "Pour les participants qui ont fait le premier pas vers leur objectif d'activité physique."

4. For your badge image, [download one of our templated badge images here](#) or use your own square format image. Upload an image for both English and French. You can use the same image for both languages if no French version is available or needed.

5. For your Badge type select **“Total-based”** and input a value of **“1”**



Badge type

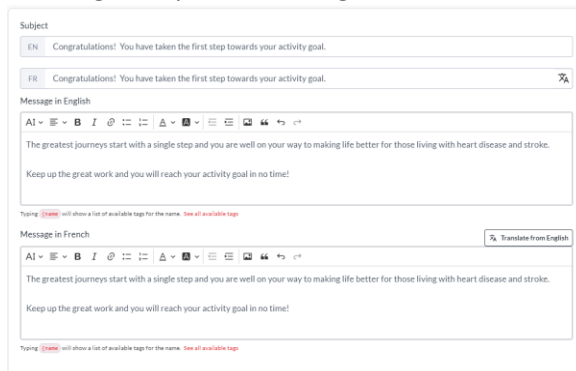
☐ Streak-based
Triggered by achieving a goal in consecutive days

☒ Total-based
Triggered by achieving a total goal within the set time period.

Number of days

1

6. Under message content, add text from our [walking challenge template](#) or add your own text. This message will be emailed to participants upon earning the badge. In the case of the Walking challenge template this badge is earned for traveling one km.



Subject

EN Congratulations! You have taken the first step towards your activity goal.

FR Congratulations! You have taken the first step towards your activity goal.

Message in English

AI 

The greatest journeys start with a single step and you are well on your way to making life better for those living with heart disease and stroke.

Keep up the great work and you will reach your activity goal in no time!

Message in French

AI 

The greatest journeys start with a single step and you are well on your way to making life better for those living with heart disease and stroke.

Keep up the great work and you will reach your activity goal in no time!

You have now set up your activity challenge! All that's left is to have your participants join the event and start inputting their progress.