



**2010 Captain's Handbook**

*LiveHealthy* AMERICA

**100** **DAY**

**WELLNESS**

**CHALLENGE**

[www.livehealthyamerica.org](http://www.livehealthyamerica.org)



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**Program Dates: January 14 - April 23, 2010**

**Registration Opens: December 15, 2009**



Dear Live Healthy America 2010 Captain,

Welcome to the Live Healthy America (LHA) program! Thank you for stepping up and leading a Live Healthy America team during the 100 Day Challenge.

Becoming a healthier person may seem like a mountain to climb but Live Healthy America makes it as simple as changing your choices to incorporate health into your daily routine. By accepting the Captain's role, you've undertaken the important job of leading team members through the 100 Day Challenge to move more, eat better and weigh less. Your role and Live Healthy America's team structure are designed to provide participants with the support they need to get involved, stay motivated and make gradual, realistic and lasting changes to improve their health.

This handbook includes information to help you get started and answer any questions you may have about the Live Healthy 100 Day Challenge. It will guide you as team captain on how to lead a successful team throughout the 100 days and show you ideas and incentives that Live Healthy America offers. We hope this team-centric program will have a life-changing impact on you, your family, your company and your community.

We wish you the best of luck!

Trista Humpal  
Live Healthy Coordinator  
[trista@livehealthyamerica.org](mailto:trista@livehealthyamerica.org)

**Choose to be motivated and celebrated.**

**Choose to prioritize and energize.**

**Choose to be inspired and admired.**

**Choose to Live Healthy America.**

# YOUR ROLE AS A TEAM CAPTAIN

As a Team Captain, your primary responsibilities are to:

- **Form a team** Recruit co-workers, friends, and/or family members to join your team. Team sizes range from 2 – 10 participants. Remember to come up with a creative team name!
- **Register your team** Collect your team member's T-shirt sizes and email addresses (if available). Go to [www.livehealthyamerica.org](http://www.livehealthyamerica.org) to register! As captain, you will pay the entire registration fee of \$20 per participant for your team online, so collect payment from team members ahead of time.
- **Set goals** As a team, set goals on where you want to be when the challenge is over. During registration you will select a "Team Goal" that will display on all team member's dashboards. Participants can set their own goals as well. Help each other be accountable for these goals and be a leader by example!
- **Send regular updates** Make sure team members login to their personal dashboard to update their profile and record weekly data throughout the 100 days. Check in each week to keep your team members accountable!
- **Encourage your team members** Send daily/weekly inspirational messages for encouragement through the Live Healthy Message Center. Remember to share the weekly motivational email tips with team members that do not have internet access. Keeping your team motivated is key to success!
- **Have Fun!** Wear your teams Live Healthy T-shirts together! Meet during lunch to share healthy recipes or go for brief walks. Make friendly competition by hosting team challenges or join fitness classes together.
- **Need help?** Live Healthy America is here to help you and your team have a fun, successful and rewarding experience. Please call 888-282-0822 or email [info@livehealthyamerica.org](mailto:info@livehealthyamerica.org).

*Change your choices. Change your life!*

# How to Register My Team

Go to [www.livehealthyamerica.org](http://www.livehealthyamerica.org)

- Be sure to collect your team members' names, email addresses, and T-shirt sizes before you start!

**TEAMS WITH GROUP I.D.'s:** If your organization has been assigned its own group ID. Click the **Blue Group ID** button at the top right hand corner, enter your Group ID and registration will begin.

Click the blue "Group ID" button

Enter in your company/community's Group ID HERE

Click "GO"

**Group Registration Code**

If your group, company or organization already has a Live Healthy Safeway program and you're ready to form your team, enter your group registration ID here:

GROUP REGISTRATION ID

GO

If you have already signed up a team, or are part of a team, please use the "LOGIN" section at the top of this page to get to your Dashboard.

**SINGLE TEAMS:** If you are the captain of a single team and ready to sign up, click the single team link and then click on the orange Register Online link.

Click here to register as a single team with your family and friends!

**REGISTER NOW**

1. Put together a team of co-workers, friends, family
2. Choose a team name and captain
3. Have your team captain **Register Online**.

## Live Healthy Registration Screen

**Team Captain Information**

First Name \*:

Last Name \*:

Address 1 \*:

Address 2:

City \*:

State \*:

Postal Zip Code \*:

Is this a Residential or Business Address \*:

Phone \*:

Email Address \*:

Password \*:

Confirm Password \*:

Will you be a member of this team? \*:

Team Name \*:

Team Goal \*:

Choose a Department/Location:

**Division**

Select the division you want to participate in.  
Teams can compete in one or both of the divisions. The \$0.00 per participant entry fee covers all divisions.

**Weight Loss Division**

- Individual "Honor" weight is submitted and reported Weekly
- Weight Loss Ranking is based on the total % loss by the team

**Minutes of Activity Division**

- Teams track activity minutes and report Weekly

**Team Members**

Enter names and email addresses of your team members. Teams consist of at least 2 participants.

	First Name	Last Name	Email Address	Promotional Item
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- select --
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- select --
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	LHI T-Shirt - S
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	LHI T-Shirt - M
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>	LHI T-Shirt - L
				LHI T-Shirt - XL
				LHI T-Shirt - 2XL
				LHI T-Shirt - 3XL
				-- select --

[CONTINUE REGISTRATION >>](#)  
(please click only once)

Fill out your information as Team Captain.

Your team's T-shirts will be shipped to the address entered here. (No PO Box or Apartment addresses please.)

Your email address will be your username and you will create your password here.

Enter your Team Goal here!

Choose your team's division: Weight Loss and/or Minutes of Activity

Enter team members' names, emails, and T-shirt sizes

Click the "Continue Registration" button

**Live Healthy Safeway**

Group Registration Page

Registration Step: 1 2 3 4

Page 2: Payment

Team Name: Team Number 1

Team Total		
ITEM	COST	TOTAL
4 Participants	\$5.00	\$20.00
<b>TOTAL</b>		<b>\$20.00</b>

Do you have a Promo Code? If so, enter it here:



As team captain, you will pay for your entire team online via credit card. Make sure you collect payment from your team members ahead of time!

(Credit card information is transmitted via secure server.)

Enter in your Promo Code here if applicable.  
Note: This is **NOT** your Group ID

**Billing Information**

If paying by credit card, use the billing address on record for your credit card.

Check this box to use your shipping address for the billing address.

First Name: \*  Enter your firstname

Last Name: \*  Enter your lastname

Address 1: \*  Enter your address

Address 2:

City: \*  Enter your city

State: \*  Select State

Postal Zip Code: \*  Enter your postal zip code


**Credit Card Information**

Credit Card Type:  Select Credit Card

Credit Card Number:  (e.g. 4111411141114111) Enter your CC Number

Expiration Date: Month:  Select CC Month Year:  Select CC Year

3 Digit Security Number:  Enter security code



NOTE: Your credit card will NOT be charged until you click the "Confirm" button on the next screen.

Fill out your billing information or check the box to use your shipping address.

Use Visa, Mastercard or Discover to pay for your team.

Click the "Continue Registration" button

## Confirm Team and Payment

**Live Healthy Safeway**

Group Registration Page

Registration Step: 1 2 3 4

Page 3: Confirm Team and Payment

Team Name: Team Number 1

Please confirm your team information below. If all of your information is correct, click on the "Confirm" button at the bottom.

If you need to edit any team information please click the "edit" button to the right and do not hit the "back" button on your browser.

Team Information		Edit
Team Name:	Team Number 1	
Team Captain:	Christine Yick	
Team Captain's Address:	123 Main Street Pleasanton, CA 94588	

Click the "Edit" button to change Team or Team Member information

**CONFIRM REGISTRATION >>**

(please click only once)

By clicking "confirm" you authorize \$20.00 to be charged to your credit card.

Click the "Confirm Registration" button

FAO About Us Resources Contact Us Sponsors HR / Corporate

**Live Healthy Safeway**

Group Registration Page

Registration Step: 1 2 3 4

Confirmation Page

Team Name: Team Number 1

**Congratulations!** Your team is now registered. [Click here to go to your Team Captain Dashboard.](#)

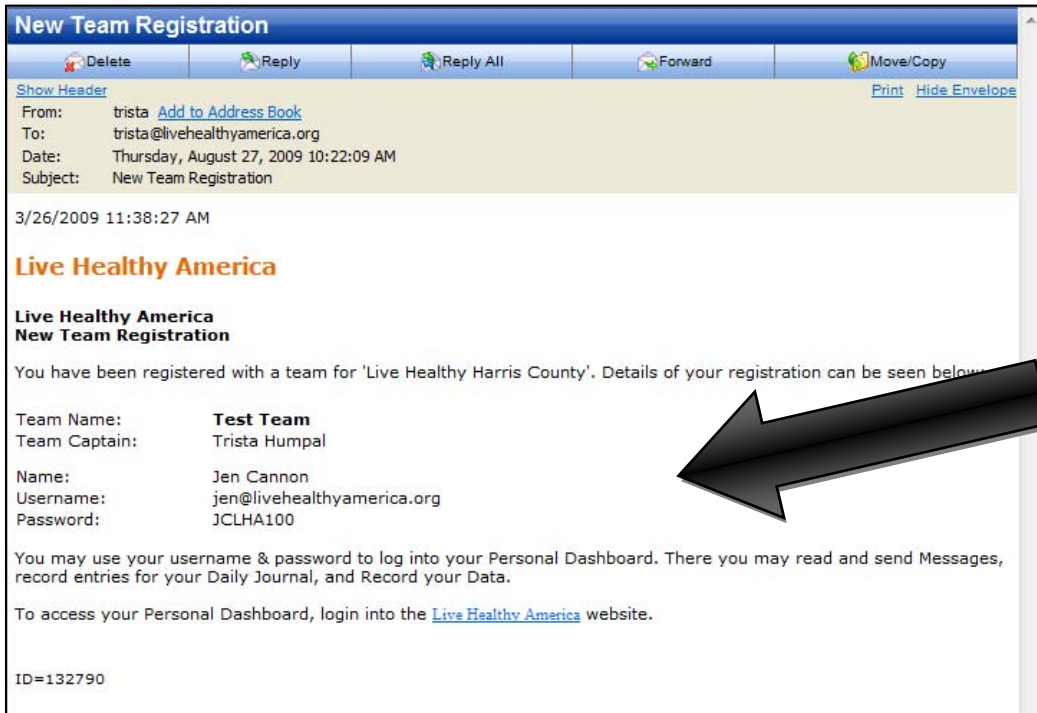
If you registered a valid email address for your teammates, each will receive a confirmation email with their own username and password.

Team Information	
Team Name:	Team Number 1
Team Captain:	Christine Yick
Team Captain's Address:	123 Main Street Pleasanton, CA 94588

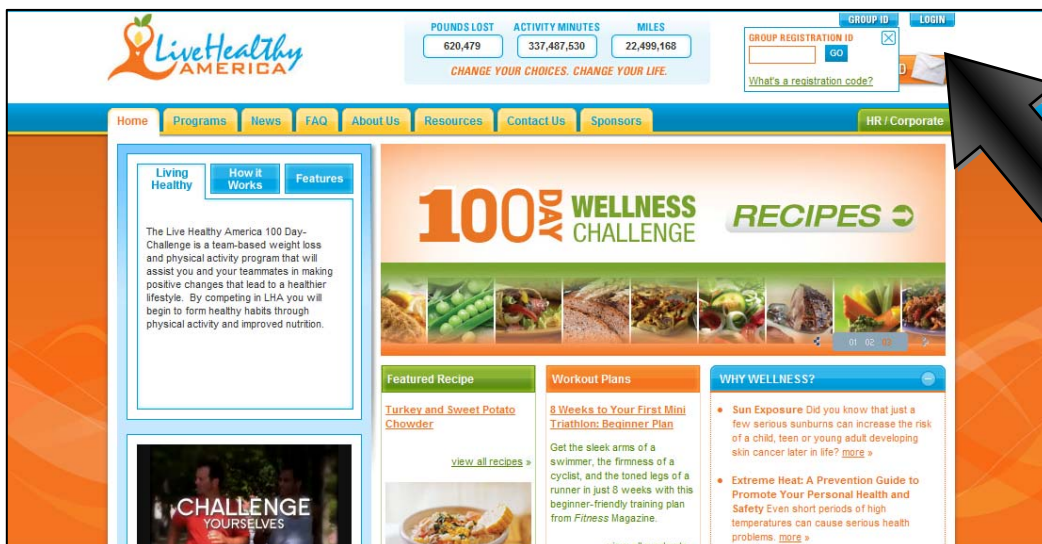
Team registration is complete! Click the link to go to your Team Captain's dashboard and get started.

# Profile Set-Up

Team Captains and Team Members must complete profile set-up after the team is registered. Profile Set-Up is REQUIRED to select your magazine subscription and to be eligible for any prizes/incentives.



Team Members will receive a confirmation email from Live Healthy America containing their username and password (if email was entered by captain during registration) once registration is completed.



Go to [www.livehealthyamerica.org](http://www.livehealthyamerica.org) and click on the blue "Log In" button in the upper right corner. Enter username and password and click "Go".

# Edit Profile Screen

Fill out your profile information here.

Your magazine subscription will be sent to the address entered here.

If you'd like to change your password you can do so here.

Select your optional Free Email Newsletters here.

Select your magazine subscription here (10 magazines offered)

Click the "Submit" button and your profile set-up is complete!

## Captain Dashboard

When you initially registered your team online, you created your e-mail login and password for the **Captain's Dashboard**. On the dashboard, you can edit your individual profile and the profiles of your team members. You can also post a team photo on your dashboard and see how your team compares to others. You can post messages within the message center to your teammates, make daily recordings in your journal, and take advantage of many tools and resources available. When you registered your team members by entering their name and e-mail address, those team members received an e-mail from Live Healthy America containing their own username and password that can be used to log on to their **Participant Dashboard** where they can post and receive messages, access their journal daily, and record personal data.

Team Captains will see these links to help manage the team.

Click the "My Team Members" button to view a list of your team members or add additional members to your team.

View online resources such as healthy recipes, meal plans and workouts by clicking the corresponding button.

The screenshot shows the Live Healthy America Captain Dashboard for 'TEST COMPANY 2009'. At the top, there are statistics for POUNDS LOST (629,925), ACTIVITY MINUTES (337,942,765), and MILES (22,529,517). A navigation bar includes links for Home, Programs, News, FAQ, About Us, Resources, Contact Us, and Sponsors. The main content area is divided into several sections:

- Test America:** A sidebar menu with links for Dashboard Home, Edit Profile, Daily Journal, Messages, Leaderboards, Challenges, and Record/Edit Data.
- TEST COMPANY 2009:** A central section displaying team information: Name: Test America, Team: America's Bunch, Starting Weight: 125 lbs, Last Recorded Weight: 124 lbs, Percent Lost: 0.80%. It also shows Today's Date: Aug 27, 2009, Days Elapsed: 57, and Days Remaining: 64. Below this, it states Team Weight Loss: 0.80%, Team Activity Minutes: 6 hrs 20 min, and Team Goal: Get more active. Instructions for recording data are provided.
- My Dashboard:** A section with buttons for My Team Members, Record My Data, My Daily Journal, Message Center, and Challenge Boards.
- My Resources:** A section with buttons for Live Healthy Training Peaks, Knowledge Center, Meal Plans, Recipes, Workout Plans, and Steps Converter.
- LEADERBOARD:** A section titled 'Top 6 for TEST COMPANY 2009' showing a table with columns for Team and Activity. Below the table, it says 'Where does your team rank?' and 'Leaderboards are computed nightly'.
- Total Stats for this Program:** A table showing: 1 Total lbs lost, 6 hrs 20 min Total activity, 25 Total miles, 5 Total participants, and 1 Total teams.
- HEALTHY TIPS:** A section with three tips: '10 Healthy (and 10 Terrible!) Vending Machine Snacks', '6 Tips for Healthier Baking', and '7 New Ways to Protect Your Skin from the Sun'.

**Reporting:** Upon registration, you chose to participate in the Weight Loss Division and/or Minutes of Activity Division. Each week, you will receive an e-mail prompting you to submit your minutes and/or weight loss. In the Weight Loss Division, your team members will update their new weight or you can report your team members' weight upon their request. In the Minutes of Activity Division, your team members will report their weekly total of physical activity or you can report their minutes upon request. In both cases, the Web site will calculate new totals for your team. Follow the steps on how to record data.

# How to Record Personal Data

**TEST COMPANY 2009**

Name: Test America  
 Team: America's Bunch  
 Starting Weight: 125 lbs  
 Last Recorded Weight: 124 lbs  
 Percent Lost: 0.80%

Today's Date: Aug 27, 2009  
 Days Elapsed: 57  
 Days Remaining: 64

Team Weight Loss: 0.80%  
 Team Activity Minutes: 0 hrs 20 min  
 Team Goal: Get more active

To record daily activity please utilize "My Daily Journal".  
 To record your weekly totals please click, "Record My Data".

**My Dashboard**

My Team Members | Record My Data | My Daily Journal | Message Center | Challenge Boards

**My Resources**

Live Healthy Training Peaks | Knowledge Center | Meal Plans | Recipes | Workout Plans | Steps Converter

**LEADERBOARD**

Activity | Weight  
 Top 5 for TEST COMPANY 2009:  
 Team Activity  
 America's Bunch 76

Where does your team rank?  
 Leaderboards are computed nightly

**HEALTHY-TIPS**

10 Healthy (and 10 Terrible!) Vending Machine Snacks Pushing the wrong buttons could be a diet disaster! Check out which choices are best. [MORE >](#)

6 Tips for Healthier Baking Find out ways to bake your favorites the healthier way! [MORE >](#)

7 New Ways to Protect Your Skin from the Sun We know you love to

To submit your weekly weight and/or activity minutes, click on the "Record My Data" button.

**christine yick**

Live Healthy Safeway

Name: christine yick  
 Team: Team Number 2

**Record Data**

Date	Weight	Activity	Activity Type	Delete
May 18, 2009				
May 22, 2009				
May 29, 2009				
Jun 5, 2009				

Click on the corresponding date highlighted in red to enter weekly data for current recording period.

**Record Data**

Record Date: July 17, 2009

Your Current Weight:  lbs. (no decimals)

Your Activity Time: Hours:  Minutes:  Primary Activity:

[Return to Record Data List](#)

Enter your current weight and/or your total minutes for the week.

Click the blue "Submit" button and you are done!

# How to Record Team Member Data

Team Captains have the ability to record data for their team members that do not have an email address or regular internet access. To record data for team members, click on the "Record Team Data" link.

Live Healthy AMERICA

POUNDS LOST: 629,925 | ACTIVITY MINUTES: 337,942,766 | MILES: 22,529,517

CHANGE YOUR CHOICES. CHANGE YOUR LIFE.

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TEST COMPANY 2009

Name: Test America  
 Team: America's Bunch  
 Starting Weight: 125 lbs  
 Last Recorded Weight: 124 lbs  
 Percent Lost: 0.80%

Today's Date: Aug 27, 2009  
 Days Elapsed: 57  
 Days Remaining: 64

Team Weight Loss: 0.80%  
 Team Activity Minutes: 6 hrs 20 min  
 Team Goal: Get more active

To record daily activity please utilize "My Daily Journal".  
 To record your weekly totals please click, "Record My Data".

My Dashboard

My Team Members | Record My Data | My Daily Journal | Message Center | Challenge Boards

My Resources

Live Healthy Training Peaks | Knowledge Center | Meal Plans | Recipes | Workout Plans | Steps Converter

LEADERBOARD

Activity | Weight

Top 5 for TEST COMPANY 2009:

Team	Activity	Weight
America's Bunch	76	76

Where does your team rank?

Leaderboards are computed nightly

Total Stats for this Program:

Value	Total lbs lost
1	6 hrs 20 min
6 hrs 20 min	Total activity
25	Total miles
0	Total participants
1	Total teams

HEALTHY TIPS

10 Healthy (and 10 Terrible!) Vending Machine Snacks Pushing the wrong buttons could be a diet disaster! Check out which choices are best.

6 Tips for Healthier Baking Find out ways to bake your favorites the healthier way!

7 New Ways to Protect Your Skin from the Sun We know you love to

**Record Team Data**

Team Name: America's Bunch  
 Team Captain: Test America

Most Recent Recording Period: August 21, 2009  
 Next Recording Period: August 28, 2009

Note: When recording data for your team members, the team captain can only record data for the most recent recording period.

Name	Last Data Reported	Percentage Weight Loss	Total Activity Time	
Bill America	--	0.00%		<a href="#">Record</a>
Candy America	--	0.00%		<a href="#">Record</a>
Ralph America	--	0.00%		<a href="#">Record</a>
Suzie America	--	0.00%		<a href="#">Record</a>
Test America ⚠	July 10	0.80%	6 hrs 20 min	<a href="#">Edit</a>
<b>Team Totals</b>		<b>0.80%</b>	<b>6 hrs 20 min</b>	

Click on the "Record" link next to the team member's name that you need to record information for.

Enter the current weight and/or minutes for the week. Click the "Update" link to submit the information.

Name	Last Data Reported	Percentage Weight Loss	Total Activity Time	
Bill America	August 21, 2009	Current Weight: <input type="text"/>	Hours: -- Minutes: -- Primary Activity: -- Please Select --	<a href="#">Update</a> <a href="#">Cancel</a>
Candy America	--	0.00%		<a href="#">Record</a>
Ralph America	--	0.00%		<a href="#">Record</a>
Suzie America	--	0.00%		<a href="#">Record</a>
Test America ⚠	July 10	0.80%	6 hrs 20 min	<a href="#">Edit</a>
<b>Team Totals</b>		<b>0.80%</b>	<b>6 hrs 20 min</b>	

# Daily Journal

Click on the "My Daily Journal" button to track your minutes and/or weight on a daily basis.

**Daily Journal**

Note: Your Daily Journal is OPTIONAL and only for your personal information, and is not recorded as part of the program.

Click the "Record" button next to each Sub-Total to transfer your Journal totals to your Official program data.

**NEW JOURNAL ENTRY >**

Date	Journal	Weight	Activity	Type	Delete
7/27/2009	<a href="#">[Journal for 7/27/2009]</a>		1 hrs 0 min	Kickboxing	<input type="checkbox"/>
7/28/2009	<a href="#">[Journal for 7/28/2009]</a>		1 hrs 0 min	Volleyball	<input type="checkbox"/>
7/28/2009	<a href="#">[Journal for 7/28/2009]</a>		1 hrs 0 min	Volleyball	<input type="checkbox"/>
7/29/2009	<a href="#">[Journal for 7/29/2009]</a>		1 hrs 10 min	Basketball	<input type="checkbox"/>
7/31/2009	<a href="#">[Journal for 7/31/2009]</a>				
7/31/2009	<b>Sub-Total</b>				
8/1/2009	<a href="#">[Journal for 8/1/2009]</a>				
8/3/2009	<i>It's Monday and I'm SUPER tired today!</i>				
8/7/2009	<b>Sub-Total</b>				
8/13/2009	<a href="#">[Journal for 08/13/2009]</a>				
8/14/2009	<b>Sub-Total</b>				
<b>Total Activity</b>					

Click on the "New Journal Entry" button to enter in your information for the day.

**Daily Journal**

Journal Date: 08/27/2009

Journal Entry:

Below you may track your weight and activity. This data is OPTIONAL and only for your personal information, and is not recorded as part of the program. You may use this area to track your weight and activity on a daily basis. This information is NOT included in the Team Stats or Leaderboards.

Weight:

Activity: Hours:  Minutes:  Primary Activity:

**SUBMIT >>** **CANCEL >>**

Click the blue "Submit" button to enter your information for that day. The daily journal will sub-total your minutes for each week.

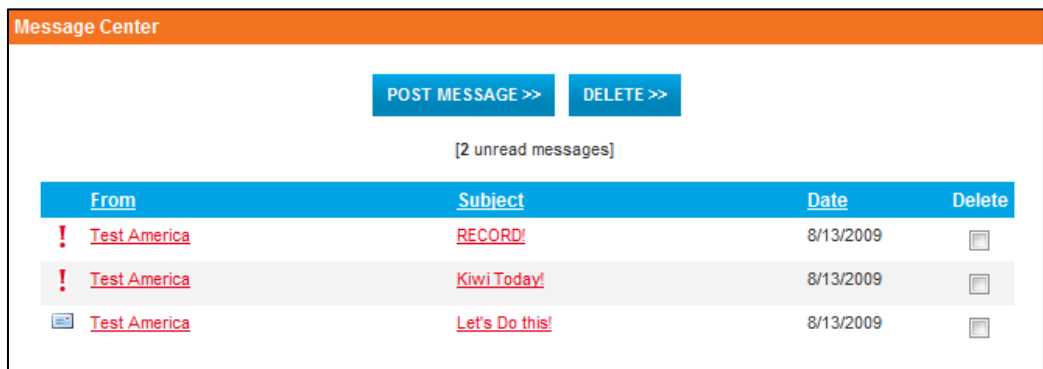
# How to Post a Message



Use the message center to keep your team motivated throughout the Live Healthy Challenge!

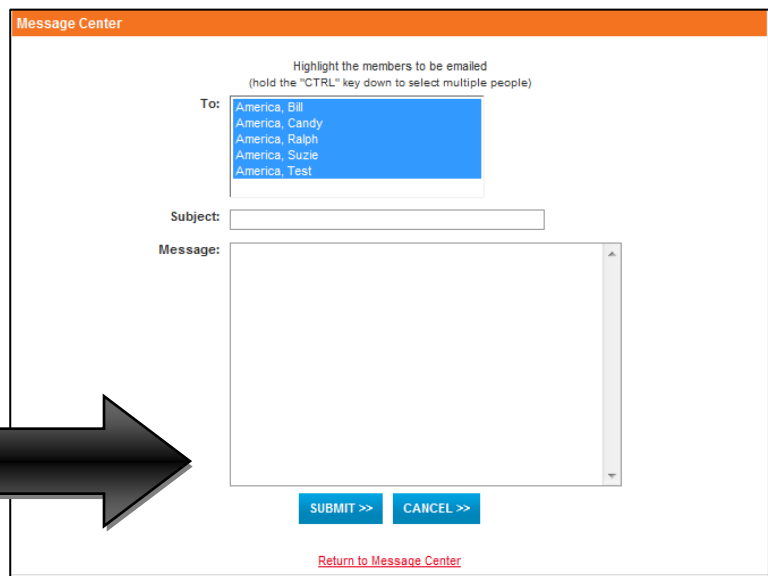
Click on the "Message Center" button to post a message to your team members.

Click on the "Post Message" button to send a message to your team.



Choose the team member(s) you would like to send a message. To choose multiple people, hold the "CTRL" key on your keyboard and click on each name.

Type your message here and click "submit" to post messages.



# Leaderboard

View where your team ranks among your company and/or within all of Live Healthy!

Click on the blue "Leaderboard" link.

Search Leaderboard:

Choose Program:

Business/Organization:

State:

Postal Zip Code:

Number of Results:

(click "submit" to re-create the leaderboard rankings based on your criteria above)

Use the search fields on the leaderboard to view where your team ranks within all of Live Healthy or within your business/organization.

Weight		Activity	
Leaderboard as of August 27, 2009. Please note that the leaderboard is updated nightly.			
Rank	Team	Weight Loss	
1.	The Norris Family Live Healthy Dallas - Baylor Health Care System	20.12%	
2.	LB HOUNDS Live Healthy Hy-Vee	18.65%	96 hrs 45 min (Total: 193 hrs 30 min)
3.	Brownie's Better Buns Live Healthy Hy-Vee	18.53%	
4.	Dream Team I Live Healthy Houston-HCHD	17.83%	156 hrs 23 min (Total: 1563 hrs 55 min)
5.	Chubby Couple Live Healthy Hy-Vee	17.55%	225 hrs 30 min (Total: 451 hrs 0 min)
6.	Chunky Dunkers Live Healthy Iowa - Live Healthy Sheldon	16.60%	
7.	Shrinkage & Growth Live Healthy PacifiCorp	16.30%	252 hrs 57 min (Total: 1264 hrs 45 min)
8.	Vickie Live Healthy Dallas - Baylor Health Care System	15.97%	
9.	Doctor's Orders Live Healthy Iowa - Casey's General Stores, Inc	15.11%	65 hrs 25 min
10.	3 Sisters on a Mission Live Healthy Iowa	14.71%	
11.	Diets are for Losers Live Healthy HNI Corporation	14.67%	
12.	3 chicks and a dude Live Healthy Hy-Vee	14.53%	

Click on the "Weight" or "Activity" tabs to view based on your division.

Note: The leaderboard is updated nightly.

Your team will always show up on the leaderboard in green for you to easily view where you rank!

184.	Triple Dog Dare Live Healthy Safeway	3.4%	54 hrs 44 min (Total: 273 hrs 40 min)
185.	Loss Control Live Healthy Safeway	3.44%	74 hrs 54 min (Total: 749 hrs 5 min)
186.	LHA-Safeway Team Live Healthy Safeway	3.44%	9 hrs 58 min (Total: 49 hrs 58 min)
187.	LADIES OF 1850 Live Healthy Safeway	3.43%	28 hrs 18 min (Total: 254 hrs 50 min)
188.	Go Lean Crunch! Live Healthy Safeway	3.43%	152 hrs 27 min (Total: 1067 hrs 16 min)
189.	The Weight Losers Live Healthy Safeway	3.40%	32 hrs 40 min (Total: 294 hrs 5 min)

# Weekly Motivational Emails

Each week, participants will receive a motivational e-mail from Live Healthy America. These e-mails will include healthy recipes, physical activity ideas, nutrition information and general tips for healthy living. As team captain, you are responsible for sharing this information with your team members who do not have a valid e-mail address or internet access.

Each Wednesday, participants will receive the weekly motivation email from Live Healthy (if e-mail was entered during registration).

Captain's please share the emails with your team members that do not have email or internet access.



**Questions?** After reading through this handbook, if you have further questions please call 888-282-0822 or email [info@livehealthyamerica.org](mailto:info@livehealthyamerica.org).

*Change your choices. Change your life!*