



Participant's Guide

June 2015



BlueCross
BlueShield.

| WalkingWorks.

Registering on WalkingWorks

The top screenshot shows the WalkingWorks login page. It features a 'LOG IN' form with fields for 'Username' and 'Password', and a 'LOG IN' button. A 'Forgot Password?' link is also present. The page includes the BlueCross BlueShield logo and a 'Return to Full Page' link.

The bottom screenshot shows the 'REGISTER NOW' page. It contains a registration form with the following fields and steps:

1. *First Name
2. *Last Name
3. *Password
4. *Confirm Password
5. *Email Address
6. *Zip Code
7. *Plan (dropdown menu)
8. *Group (dropdown menu)
9. *Program (dropdown menu)
10. *Team (dropdown menu)
11. *Age Group (dropdown menu)

At the bottom of the form is a 'REGISTER NOW' button. The page also includes a footer with copyright information and a disclaimer.

To register for the WalkingWorks program, follow the instruction below.

► REGISTRATION OR LOG IN:

- 1 Enter your First Name
- 2 Enter your Last Name
- 3 Enter your password- make sure your password is at least 8 characters and include a capital letter, a number and a special character such as ? or !
- 4 If you are participating with your company, select "I am participating with my company". If you are participating by yourself, select "I am participating by myself"
- 5 Select your Plan
- 6 Select your Group
- 7 Select your Program
- 8 Select your team
- 9 Select your age group
- 10 Click on Register Now

Walking Works: My Activity Page

The Walking Works Web site helps you log and track your progress toward a set activity goal, whether individual or as part of a team.

► MY ACTIVITY:

1 SELECT ACTIVITY

Select an activity from the dropdown menu. If you don't see your activity, try to select something similar.

2 ENTER QUANTITY and DATE

Enter the number and units for that activity. Units can be entered in miles, minutes or steps. To enter a previous date, click the calendar icon at the right. To change to a previous month, click the arrow located next to the month name.

3 ADD TO YOUR LOG

Click the miles, minutes or steps button to submit your activity. It will now appear in your activity log below. Don't forget to enter activities every day!

Walking Works: Conversion Table

ACTIVITIES	NUMBER OF STEPS/MILES CONVERSION
Walking	Miles = # of steps /2000
Aerobic fitness class	Steps = Number of minutes x 181 steps per minutes
Bicycling, easy pace	Steps = Number of minutes x 130 steps per minutes
Dancing class	Steps = Number of minutes x 109 steps per minutes
Hiking	Steps = Number of minutes x 172 steps per minutes
Pilates	Steps = Number of minutes x 91 steps per minutes
Rowing machine	Steps = Number of minutes x 212 steps per minutes
Running	Steps = Number of minutes x 178 steps per minutes
Swimming, leisure	Steps = Number of minutes x 174 steps per minutes
Yoga	Steps = Number of minutes x 45 steps per minutes

Example: User took Aerobic fitness class of 30 minutes.

This table will help you convert your activities into steps and those steps into miles.

- ❶ Steps calculation: Duration of Aerobics fitness class in Minutes 30 X Steps per Minute 181 (from table) = Number of Steps 5430
- ❷ Miles calculation: (Number of Steps) 5430 / 2000 (from table) = 2.715 miles
- ❸ Users will be able to see their total in any of these three measurement forms (miles, steps, time)

Note: Standard Conversion shall be as per following rule:

Miles Conversion

- 1 = 2000 Steps
- 1 = 15 minutes of Walking

Walking Works: My Goals

MY GOALS

Set weekly goals and track your daily activity so you can see how far you've come and how close you are to success.

MY WEEKLY GOALS

ACTIVITY TYPE	AMOUNT OF ACTIVITY	PROGRESS
Walking	400.0 Minutes	Edit Delete
Hiking	400.0 Minutes	Edit Delete

Add Your Weekly Goals

Set up to 8 activity goals each week. As you enter activities, you can track your progress toward accomplishing each goal. Remember to set your goals every week!

Activity: Amount:

Miles Minutes Steps

1 **2** **3**

ADD GOAL

► MY GOALS:

1 SELECT ACTIVITY

Select an activity from the dropdown menu. You can add up to 8 each week.

2 ENTER AN AMOUNT

Enter the number of units you'd like to accomplish this week. Units can be entered as miles, minutes or steps.

3 SUBMIT YOUR GOAL

Click the ADD GOAL button to submit. The page will refresh and your new goal will be entered and appear in your activity log. Remember that every week, you should delete your previous week's goal and enter a new one for the upcoming week.

Walking Works: My Progress

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MY ACTIVITY MY GOAL **1** MY PROGRESS TEAM PROGRESS TUTORIAL

Week Comparison Monthly Comparison My Weekly Goals

MY PROGRESS
View and track your progress as you work toward your goals.

MY WEEKLY PROGRESS Week of 6-21-2015

These charts show your progress for the week, and a comparison to the previous week's activity.

DATE	MILES
06/23	4.32

WEEKS	MILES
06/21	4.32
06/14	2.99

DID YOU KNOW...

▶ TRACK YOUR PROGRESS PAGE

- 1 To see your progress, click MY PROGRESS in the top (blue) navigation. You will then see your progress through your logged activities. Progress is displayed in miles, and is tracked over days, weeks and months so you have an accurate picture of your improvement over time.

Walking Works: Team Progress

TEAM PROGRESS

It's a race to the finish! You and your team have accepted the WalkingWorks challenge and will work together to get healthy! Be as accurate as possible when you add your activities. Every minute and step you log helps bring your team closer to winning it all.

TEAM PROGRESS [Export List to Excel](#)

Below are the team standings for your competition. This report will only display activity between the start and end date of the program.

20 Items per Page* Page 1 of 1* Showing 19 results.

STANDINGS		MILES TRACKED	AVG. MILES/PERSON
1	Finance Dept	= 295.11 miles	2.92 mi/person
2	Human Resources and Administration 2	= 129.32 miles	0.60 mi/person
3	Internal Audit and Compliance1	= 23.82 miles	2.65 mi/person
4	Office of Policy and Representation	= 6.66 miles	0.39 mi/person
5	Information Technology1	= 0.00 miles	0.00 mi/person
6	Legal and Governance1	= 0.00 miles	0.00 mi/person
7	National Programs	= 0.00 miles	0.00 mi/person
8	Office of Clinical Affairs	= 0.00 miles	0.00 mi/person
9	Strategic Services1	= 0.00 miles	0.00 mi/person
10	team 1	= 0.00 miles	0.00 mi/person
11	team 2	= 0.00 miles	0.00 mi/person
12	TEAM 23456	= 0.00 miles	0.00 mi/person
13	team 3	= 0.00 miles	0.00 mi/person
14	Team 345	= 0.00 miles	0.00 mi/person
15	team 4	= 0.00 miles	0.00 mi/person

▶ TRACKING YOUR TEAM PROGRESS

- 1 If you are competing as a member of a team and would like to check team standings, click **TEAM PROGRESS** in the top (blue) navigation. Your team's progress will be presented on the map selected for this challenge. Each team's position can be seen on the path. Rollover each team icon to see the team name. Distance is shown in completed miles as your team races to be the first to finish.