

# American Cancer Society

Active For Life<sup>SM</sup>

Participant Training

THE OFFICIAL SPONSOR OF BIRTHDAYS.®





# What is Active For Life?

- Flexible, 10-week team-based worksite physical activity program
- Team-based approach, with ability to set individual goals
- Receive a point for each minute of physical activity – counts toward individual and team goals
- Participants, Team Captains, and Directors provide encouragement to succeed
- Based on the Stages of Change Theory and the American Cancer Society (ACS) Guidelines for Physical Activity

# Participant Invitation

- Receive the email invitation to join a team

Hello,

I'd like to invite you to be a participant on my team (ACS Demo Team 1) in the ACS Demo Active for Life campaign.

Active for Life is a 10-week program designed by the American Cancer Society to encourage people to be more physically active on a regular basis.

As a participant, you will be a part of a team that competes with other teams to reach or exceed physical activity goals. Information and tools are available in the Active For Life site once you have accepted the invitation.

Click here to accept the participant invitation.

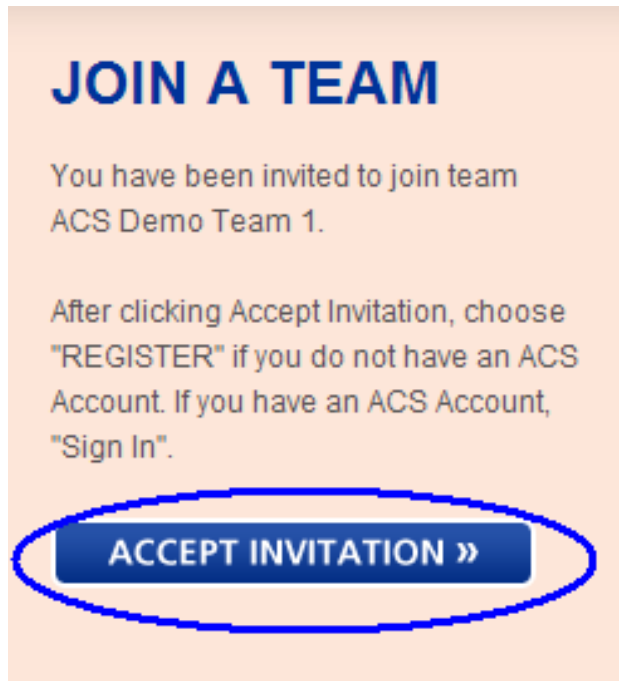
<https://www.activeforlife.org/Default.aspx?invite=2dabd584-faf5-4f06-b4f8-e9462adb5662>

Thank you

- Click on the Link or copy the link in its entirety and paste it in your browser, press return/enter

# Complete the Invitation Process

- Click “Accept Invitation”



- If you DO NOT have an ACS Account, choose “REGISTER”

SIGN IN TO ACTIVE FOR LIFE Close X

Sign in using your account with:

- ACS Account
- Google
- Yahoo
- Facebook
- Windows Live ID
- AOL
- OpenID

**SIGN IN WITH YOUR ACS ACCOUNT**

Registering and signing in allows you to interact with your American Cancer Society the way you want to. Automatically receive the cancer information you're interested in, connect with events and resources in your area, and customize your site to save relevant articles. You can even use an ID you may already have - including Facebook, Google, Yahoo, and more.

Email Address:

Password:

[Forgot your password?](#)

**SIGN IN**

Don't have an ACS Account? [Create an account now!](#)

**Register**

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Accept terms of creating an ACS Account

# Complete Pre-Challenge Survey

## PRE-CHALLENGE SURVEY

1 There are three levels of physical activity for which you may choose:

**Bronze** (10-29 minutes per day, 5 days per week)

**Silver** (30-59 minutes per day, 5 days per week)

**Gold** (60+ minutes per day, 5 days per week)

The ACS recommended level of physical activity for adults is at least 30 minutes of moderate activity on five or more days of the week. In the space provided, please indicate the number of minutes of physical activity per day (assuming five days per week) that you plan to attain.

2 On a scale of 1 to 10, where "10" is "highly motivated" and "1" is "not at all motivated", how motivated are you now to reach your goal?

3 Please rank the top three reasons you decided to participate in this challenge (rank the most important reason as #1).

Ranking #1

Comments:

Ranking #2

Comments:

### CREATE GOAL

#### My Activity Goal

Company: (none)  
Team Name:  
Start Date: 12/27/2010 End Date: 3/6/2011  
Target Activity:  Minutes Per Day



**Gold Level**  
60+ minutes per day



**Silver Level**  
30-59 minutes per day



**Bronze Level**  
10-29 minutes per day

Step 1 ▶ Step 2 ▶ Step 3 ▶ Step 4 ▶ Step 5 ▶ Step 6

« PREVIOUS NEXT »

# Your Dashboard

ACS Demo  
Team 1 Logo

## ACS Demo Team 1

Team Captain: ACS Demo4  
Number of Participants: 0  
Top Performer: (0min)

Team Logo

Company Logo,  
company message



### American Cancer Society Demo

Welcome to the American Cancer Society's Active For Life program. This area is a space where your company can personalize a message for your AFL participants. You can also link to other sites in this company message, [click here](#). We hope you enjoy the Active For Life program.

### Activity Tracker

Week # 1: 12/17/2010 – 12/23/2010 (Go to Today)

Week #1: 0 / 300 min

0%

Enter Minutes of Physical Activity Each Day

FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
17	18	19	20	21	22	23
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

### BONUS POINTS

<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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Not every campaign will have bonus points

### Campaign News

Weekly Newsletter - Week 1 (12/17/2010):  
Welcome to Week 1. We're kicking off the campaign. Click the Link to view the PDF for the default ne...

[More Campaign News](#)

Customizable  
Campaign news

SAVE »

# Optional Food and Weight Trackers

- Information you enter in the food, BMI and weight trackers are optional and **confidential**. This information does not show up in reports at the team, campaign or company level. You are the only one who can see this information.

**Daily Food Tracker**

12/20/2010

Enter a New Meal:  Select Meal  Time of Day:  Select Time

Food Summary for 12/20/2010

Meals Recorded	Fruits or Vegetables	Whole Grains
Total:	0	0

My Meal Contained:

Servings of fruit or vegetables

Servings of whole grains

**Additional Meal Details**

Describe your Meal:

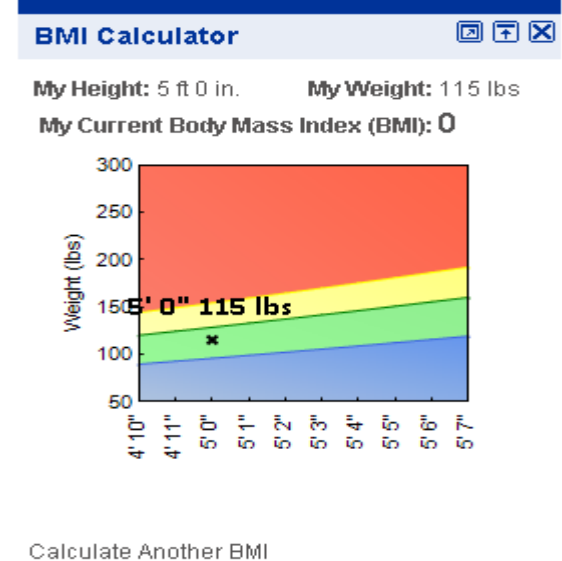
Location:

Who was I with?

What Emotion(s) was I feeling?

Was I hungry?

Other Activities While Eating:

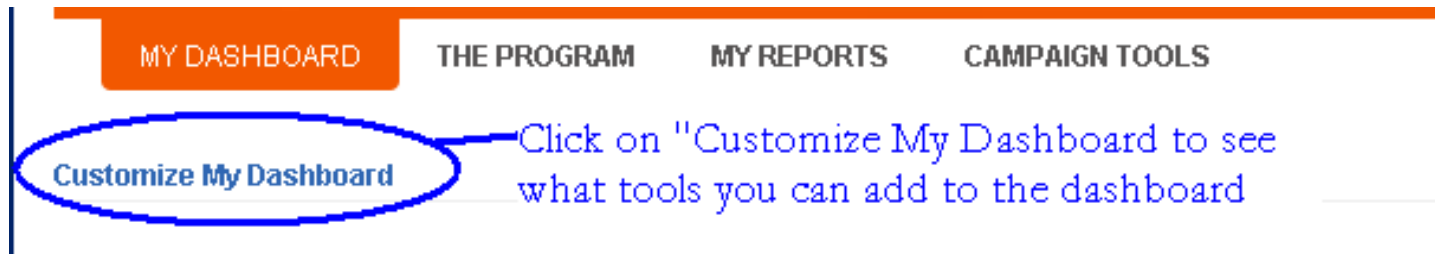


**Weight Tracker**

Last Weight Entered:

Date:   Weight:  lbs

# Customize Your Dashboard



- Customize your dashboard by clicking “Customize My Dashboard” at the top left hand corner of your screen
  - Choose available tools to add to your dashboard
  - Once the tools are added to your dashboard, click “Close Customization”
  - You can rearrange the tools on your dashboard by clicking on the tool in the upper blue bars, holding down the left mouse button and dragging to another location on your dashboard
  - **PLEASE NOTE:** Not every company has made the weight and food trackers available to their AFL campaign. If you do not have a tool available in your customization area, it is because that tool is not available to your AFL campaign.





# Campaign Tools

## Participant Abilities

MY DASHBOARD

THE PROGRAM

MY REPORTS

CAMPAIGN TIPS

CAMPAIGN TOOLS

- Click "Campaign Tools" then click on "Manage Profile" Participant Management

Update information for Participant

Company: Heather Test 2

Email: test@cancer.org

First Name: ACS

Last Name: Test Participant

Display Name: ACS Test Participant

Employee ID:

Phone Number:

Gender: Male

User Type: Online

Email Notifications: Yes

Last Login: 12/30/2010 10:52:20 AM

SAVE »

Edit Goals

SAVE »

Campaign: Testing 2

Program Director: AFL Test4

Campaign Start Date: 12/3/2010

Campaign End Date: 2/10/2011

Allow Bonus Points: No

Team Name: B and B

Team Captain: Shea Test

Has Completed Survey: Yes

If you want to stop or start getting automatic motivational emails from AFL, indicate no or yes in the Email Notifications field

Your Team Captain's Name

# Campaign Tools

## Participant Abilities

- To edit your available goals, click “Edit Goals”
- The activity goal can not be changed, you can change your confidential weight and nutrition goals if applicable

Update information for Participant

Company: Heather Test 2  
Email: test@cancer.org  
First Name:   
Last Name:   
Display Name:   
Employee ID:   
Phone Number:   
Gender:   
User Type:   
Email Notifications:   
Last Login: 12/30/2010 10:52:20 AM

SAVE »

Edit Goals

### My Activity Goal

Company: B and B  
Team Name: B and B  
Start Date: 12/3/2010 End Date: 2/10/2011  
Target Activity:  Minutes Per Day

### My Weight Goal

Height:  '  "  
Initial Weight:  on Campaign start date (12/3/2010)  
Target Weight Loss:  Pounds by Campaign end date(2/10/2011)

### My Nutrition Goal

Target Servings of Fruits and Vegetables Per Week:   
Target Servings of Whole Grains Per Week:

SAVE »

# My Reports

- Clicking “My Reports” will display your Activity Trend report, click the report title to see your report

MY DASHBOARD THE PROGRAM **MY REPORTS** CAMPAIGN TOOLS

**Activity Trend**

Campaign Week Number: All Weeks

1 of 1 Select a format Export

**Activity Trend**

Campaign Week: All Weeks

**Company:** Heather Test 2

**Executive Director:** AFL Test4

**Program Director:** AFL Test4

**Campaign:** Testing 2 **Campaign Dates:** 12/3/2010 - 2/10/2011

**Team:** B and B **Active Team:** Y

**Participant:** ACS Test Participant **Active Participant:** Y

Week Number	Weekly Goal	Points Earned	% of Weekly Goal
1	150	0	0.0
2	150	40	26.7
3	150	60	40.0
4	150	100	66.7

# Help Features

- The Help Button is role specific and has step by step instructions on how to do common participant tasks.



## Participant Help

Here you'll find information related to your participation in the Active For Life program

[How do I join the current campaign?](#)

[How do I customize my dashboard?](#)

[What are bonus points?](#)

[Who is my Team Captain?](#)

[Who is my Program Director?](#)

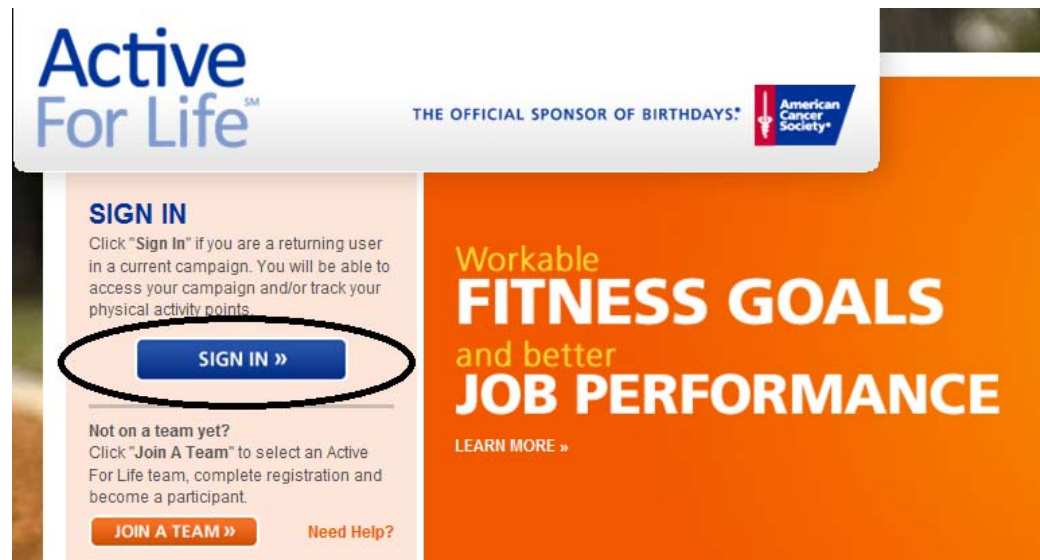
[Can I change my goal?](#)

[Can I keep tracking my activity after the 10 weeks is over?](#)

[Where is the manual?](#)

# Future Sign Ins

- Each time you are ready to sign in to Active For Life, go to [www.activeforlife.org](http://www.activeforlife.org)
- Click “**Sign In**” to access Active For Life
- **Do not** attempt to sign in with your invitation link or through the Join a Team button



Need More Help?  
Contact your Team Captain  
or [activeforlife@cancer.org](mailto:activeforlife@cancer.org)

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