Online Health & Wellness Solutions

CinchWellness.com User Guide

Introduction

Welcome to your personalized wellness program---your key to optimizing your fitness, dietary and wellness goals. You have the power to proactively regain control and transform your life. This guide will enable first time users to easily plan their fitness, dietary and health goals to achieve healthy lifestyles via an extensive array of interactive tools.

This step-by-step guide will walk you through the most powerful and popular features on the site. Don't worry too much about knowing how to do everything right from the start. The site has been structured to allow you to start small and go at your own pace. Use this guide to navigate through the site and embark on a future full of hope, challenge and excellence in wellness!

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Quick Start

An extensive array of tools may seem daunting to some, but you'll quickly see how easy they are to use. Listed below are four simple actions that can help new and returning members get started.

1. Create an Online Profile: You have already taken the first step on your life's journey towards wellness. When you logged in for the first time, you were prompted for the pertinent personal information related to your wellness goals. From this data, we are then able to create a nutritional needs summary, and get the information to reconnect an appropriate wellness plan.

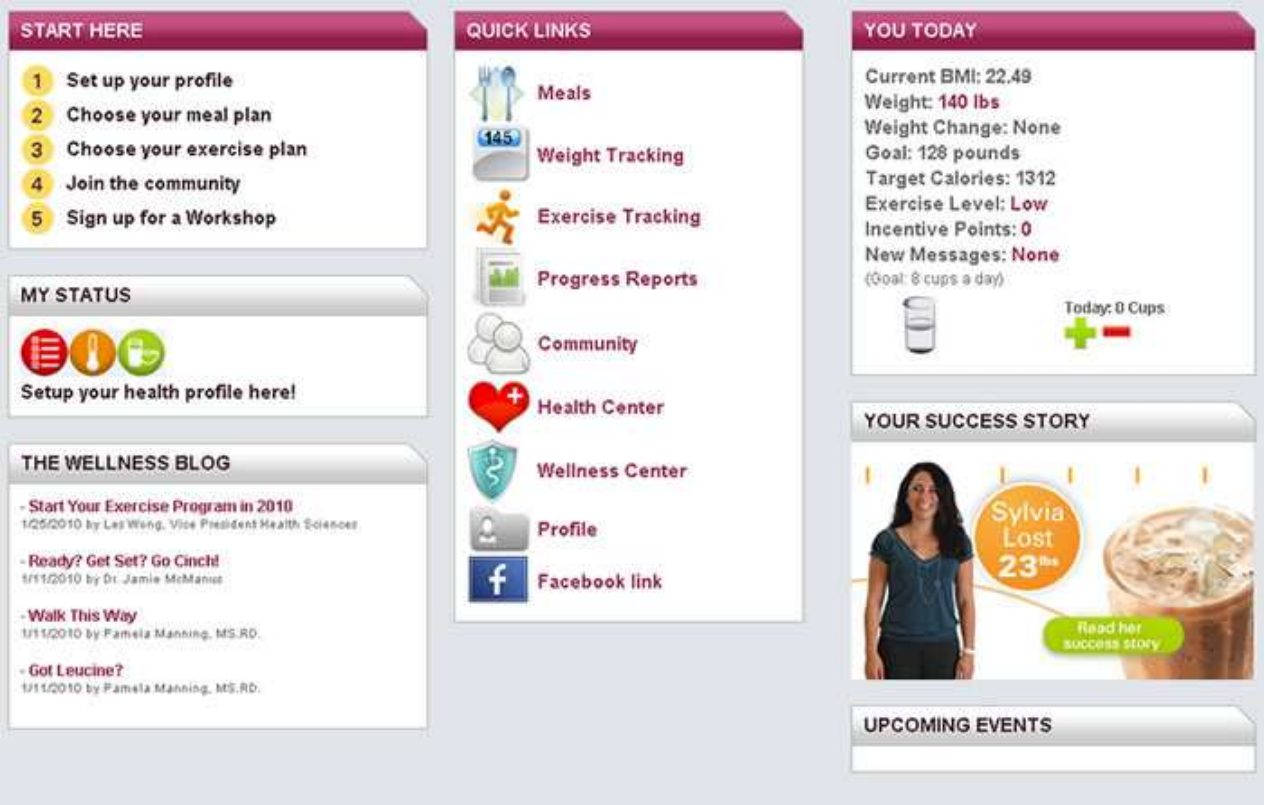
2. Complete Your Health Profile: Following the initial setup, you will be prompted to answer a series of questions pertaining to your health, diet, fitness and lifestyle. This survey will help track your current health, identify any health-related risk factors, and create a baseline report from which to measure your improvement and success. It's okay if you aren't sure of some answers. Your Health Profile can be saved and updated at your leisure.

3. Track Your Daily Food Intake: Tracking your daily food intake is an essential skill of a healthy lifestyle. The Food Log will not only help you accurately track your meals, but will also analyze your daily nutrition and eliminate the guesswork from your diet. To begin, simply click the Food Log link on the left side of your dashboard. We recommend you track your entire food intake for at least 2 weeks to set a clear picture of your nutritional information.

4. Become Physically Active: Becoming physically active is one of the most important changes you need to make in order to transform your lifestyle. Whether you are a beginner or a seasoned athlete, the use of the Strength Training Log, Cardio Log and Pedometer Tracker to plan and track your progress will help you reach your fitness goals. To begin, select an exercise plan by clicking Exercise Planner under Exercise Tools on the left menu column.

Dashboard

Your personalized dashboard will help facilitate your wellness program with specialized tools to track and analyze your personal health, nutrition and exercise data. The easily accessed links are designed to help you stay on top of your wellness plan.



Wellness Plan

Your wellness plan provides all of the essential wellness tools to help you achieve your health goals and stay informed about your overall wellness. A red icon signifies a need to complete or update your information, while a green icon signifies that information is current and complete. Aim to keep all icons green.

Health Profile: Completion of your Health Profile via your Health Risk Assessment will allow you to identify your health risks and will provide a more complete understanding of your overall health and wellness.

Weight: The weight management tool allows you to keep track of your progress towards, and maintenance of, your weight goals. Not only does this tool provide weight measurement and tracking, but also includes Body Mass Index (BMI) calculation and body fat percentage.

Blood Pressure & Cholesterol: These tools allow you to track your blood pressure and cholesterol levels over an extended period of time. Use them to see the effects that your diet and exercise are having on your blood pressure and/or cholesterol level over a specific timeframe.

Blood Glucose: Monitor your blood glucose levels on a daily basis, according to your blood glucose readings. Track glucose levels, medications and administration of insulin with this tool.

Cardio Log: Tracking your regular cardio exercise and the approximate amount of calories burned per exercise will demonstrate your progress and keep you motivated.

Strength Training Log: Choose from our pre-developed exercise plans or create your own, then use the strength training log to record and track your workouts.

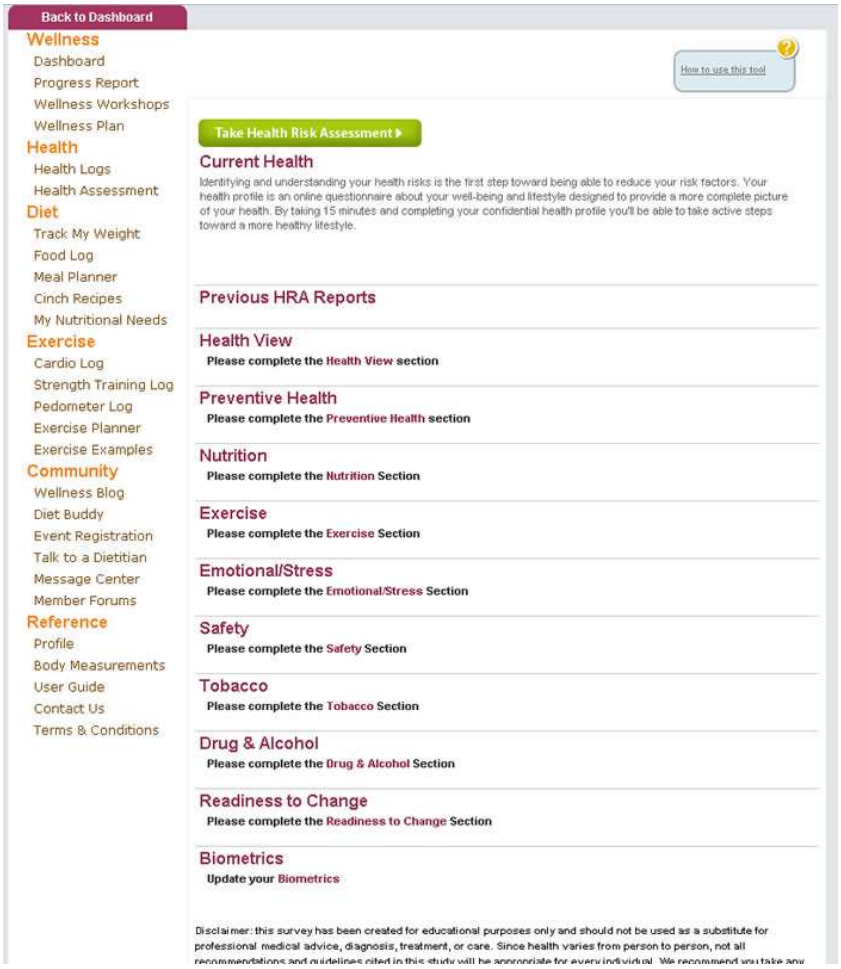
Food Log: Keeping track of your food intake will help you stick with your meal plan. Maintain your daily Food Log to help analyze patterns and customize your diet. You can search our extensive food database, view nutritional information of specific foods, create your own custom foods and recipes, and select foods previously entered.

Meal Planner: A healthy diet helps to control and prevent chronic conditions such as cardiovascular disease, diabetes, obesity and some cancers, and also helps maximize exercise results. You can quickly select a meal plan based on your caloric and dietary needs. You can then choose to print the meal plan and food options, or generate a shopping list of foods.

Pedometer: The pedometer tracker can help you gauge your general activity level. Convert accumulated steps into calories burned and keep track of your daily progress.

Health Profile

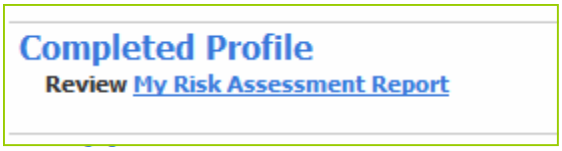
By completing and regularly updating your Health Risk Assessment you can keep track of your current health risks and take a major step towards a proactive approach to diet, fitness and wellness. These surveys will help you evaluate your current physical and mental health, set goals, and provide a foundation from which your progress can be demonstrated and documented.

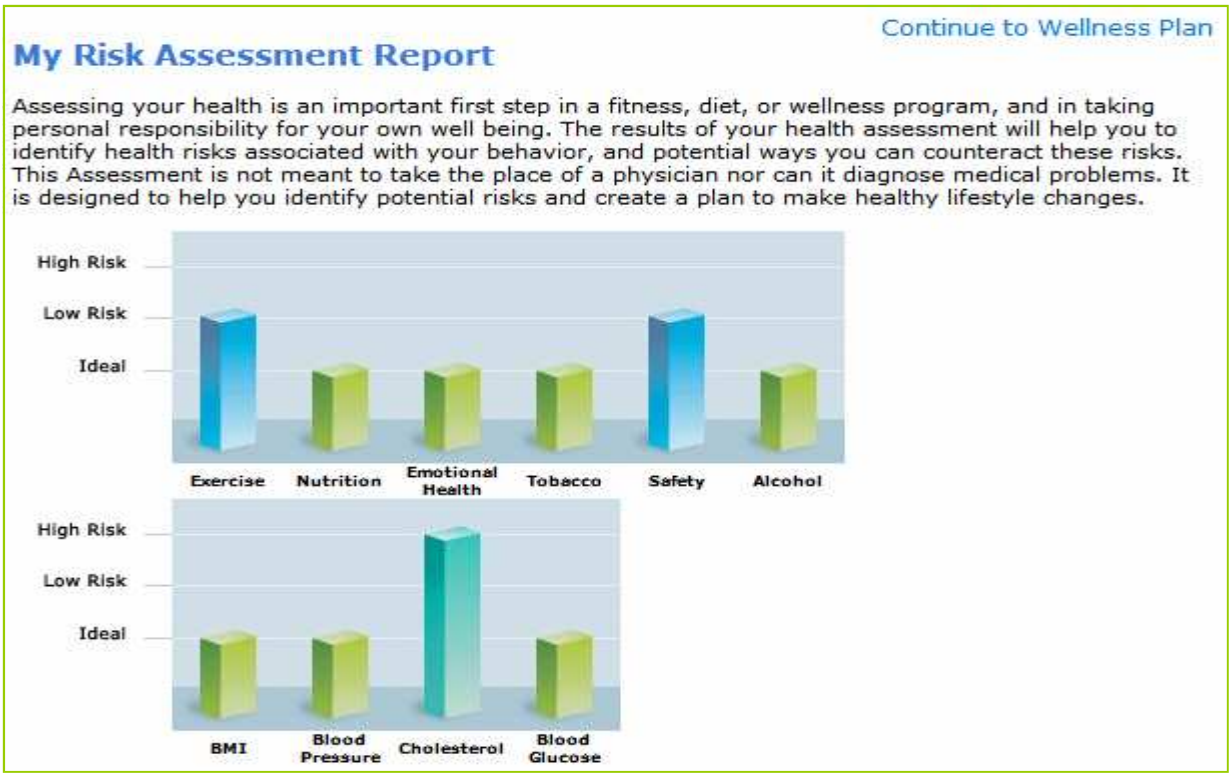


Health, Fitness and Wellness Views: Update your profile to create a blueprint for your health, fitness and wellness objectives. Factors such as preventive health, nutrition, exercise, emotional stress, alcohol, drug and tobacco use, safety, motivation and biometric data work together to complement and contribute to a healthy lifestyle.

Previous HRA Reports: Select a date from the dropdown box to view your past health reports and compare your progress

Completed Profile: A completed profile is presented only after you complete the Health Risk Assessment. Assess personal strengths and weaknesses associated with your behavior and view extensive information to help better your personal health and wellness. Visualize the results of your completed HRA with a bar graph indicating ideal versus low and high-risk rankings for you BMI, exercise, nutrition, stress levels, tobacco use, automobile safety and alcohol consumption.





Meal Planner

The Meal Planner allows you to choose from a variety of meal plans and calorie ranges based on your dietary needs and preferences. Easily access your Meal Planner from your dashboard or from the left menu column.

Choose a Meal Plan:

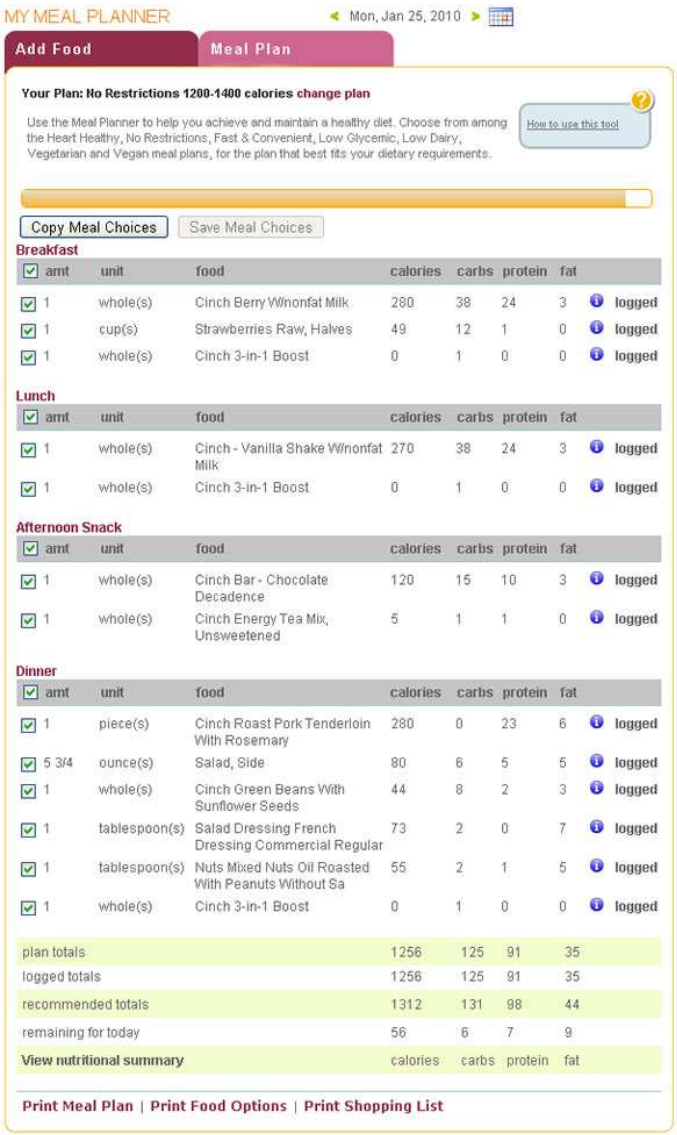
A. Caloric Amount: Select a meal plan within a specified calorie range calculated to meet your personal weight goals.

B. Food Plan: Preview menus from the Low Dairy, No Restrictions, and Vegetarian meal plans.

C. Food Planner: Once you have selected and saved your chosen meal plan, you can then customize your plan by clicking “go to food planner”.

D. Remove: De-select a chosen (saved) meal plan by selecting **REMOVE**.

Meal Planner/Food Planner: After choosing and saving a meal plan, your selected plan will display under **Meal Planner** on the left navigation or by selecting **Food Planner** or **Go to Food Planner**. Your plan will provide suggested meals and menu items, chosen by our Registered Dietitians, with portion sizes designed to meet your nutritional needs within your recommended caloric range. You can either utilize these suggested meals, alter specific food items, or change your day's meals completely.



MY MEAL PLANNER ◄ Mon, Jan 25, 2010 ►

Add Food | Meal Plan

Your Plan: No Restrictions 1200-1400 calories change plan

Use the Meal Planner to help you achieve and maintain a healthy diet. Choose from among the Heart Healthy, No Restrictions, Fast & Convenient, Low Glycemic, Low Dairy, Vegetarian and Vegan meal plans, for the plan that best fits your dietary requirements.

How to use this tool

Copy Meal Choices | Save Meal Choices

Breakfast

amt	unit	food	calories	carbs	protein	fat	
1	whole(s)	Cinch Berry W/nonfat Milk	280	38	24	3	logged
1	cup(s)	Strawberries Raw, Halves	49	12	1	0	logged
1	whole(s)	Cinch 3-in-1 Boost	0	1	0	0	logged

Lunch

amt	unit	food	calories	carbs	protein	fat	
1	whole(s)	Cinch - Vanilla Shake W/nonfat Milk	270	38	24	3	logged
1	whole(s)	Cinch 3-in-1 Boost	0	1	0	0	logged

Afternoon Snack

amt	unit	food	calories	carbs	protein	fat	
1	whole(s)	Cinch Bar - Chocolate Decadence	120	15	10	3	logged
1	whole(s)	Cinch Energy Tea Mix, Unsweetened	5	1	1	0	logged

Dinner

amt	unit	food	calories	carbs	protein	fat	
1	piece(s)	Cinch Roast Pork Tenderloin With Rosemary	280	0	23	6	logged
5 3/4	ounce(s)	Salad, Side	80	6	5	5	logged
1	whole(s)	Cinch Green Beans With Sunflower Seeds	44	8	2	3	logged
1	tablespoon(s)	Salad Dressing French Dressing Commercial Regular	73	2	0	7	logged
1	tablespoon(s)	Nuts Mixed Nuts Oil Roasted With Peanuts Without Sa	55	2	1	5	logged
1	whole(s)	Cinch 3-in-1 Boost	0	1	0	0	logged

	calories	carbs	protein	fat
plan totals	1256	125	91	35
logged totals	1256	125	91	35
recommended totals	1312	131	98	44
remaining for today	56	6	7	9
View nutritional summary	calories	carbs	protein	fat

Print Meal Plan | Print Food Options | Print Shopping List

Your Plan: You can select or alter each day's meals as you go, or plan an entire day or week of meals all at once. Preplanned meals will then be saved as the new default foods for each given week day, thus providing you with all of your saved foods from the previous week. For example, if you select yogurt and wheat bread in Monday's breakfast, those preselected foods will then appear in your meal plan for every Monday breakfast unless altered by you.

A. Change Plan: Click here to choose an alternate meal plan

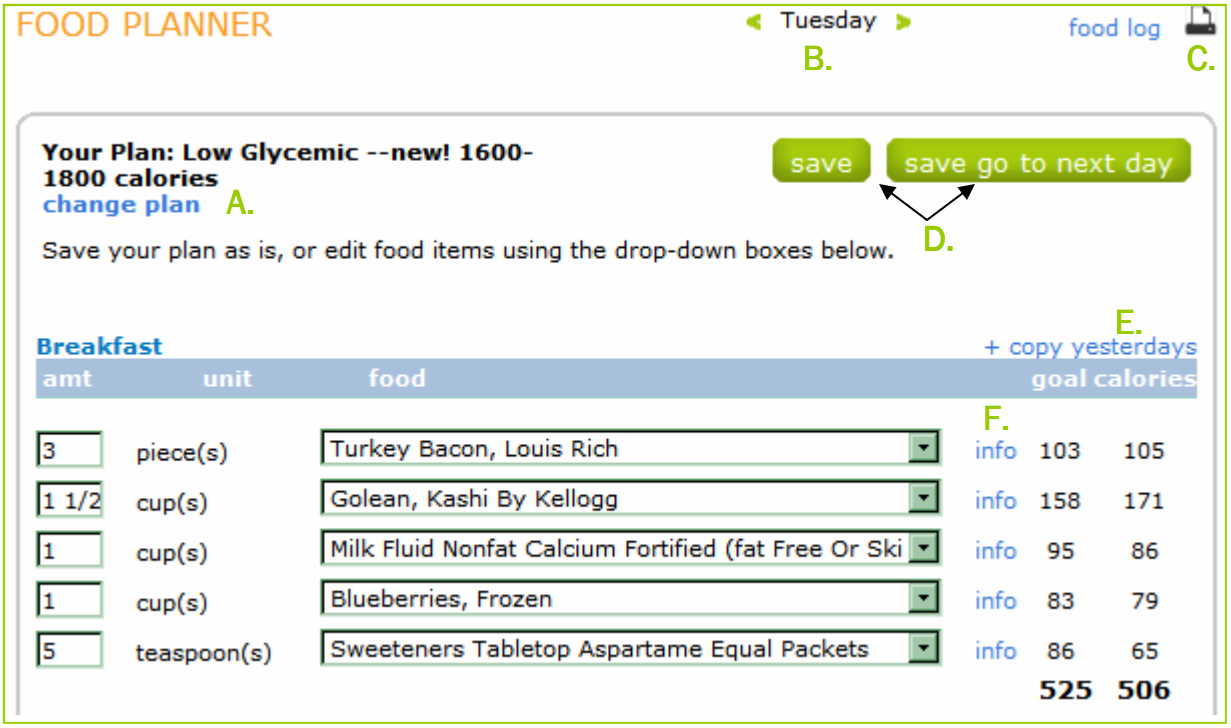
B. Date: View and edit information for the current day, or select another week day by clicking the forward or back arrows next to the current day.

C. Printable Lists: Click the printer icon to print a single day of your meal plan or a sequence of days, or print all of your food options for easy access. You can also opt to print a grocery list of foods to better facilitate shopping for your customized meal plan. The foods from meal plans are listed according to their respective food groups.

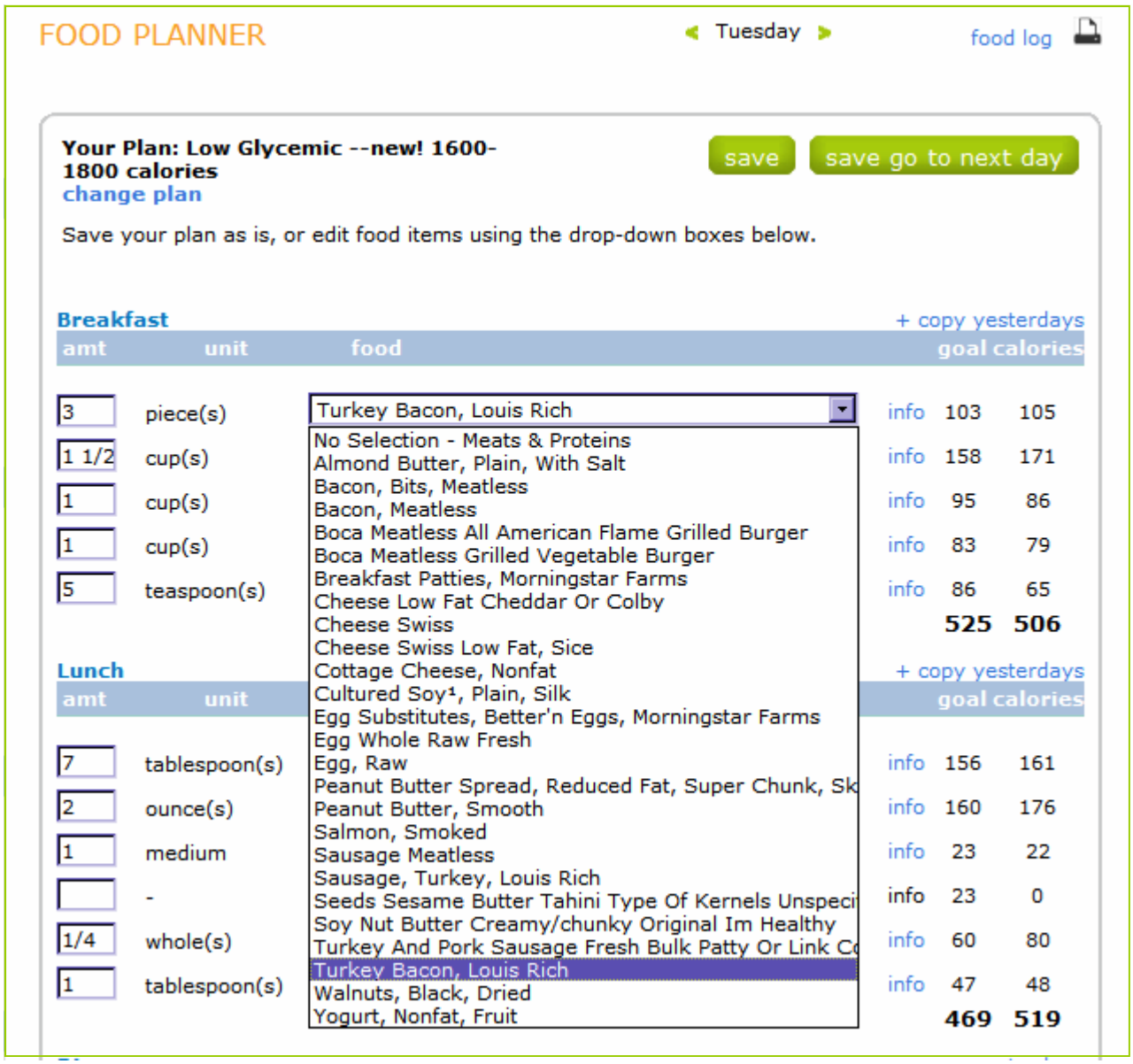
D. Save: Once any adjustments have been made to your meal plan, click either "Save" or "Save go to next day" to alter your meal plan on additional days.

E. Copy yesterdays: Easily update your day's meals with yesterday's foods if you plan to consume the same foods 2 days in a row.

F. Info: View detailed nutritional information for any food item.



Drop Down Menu: To view alternate food options in any particular food category, access the drop down menu.



Meals:

A. Calories: Within any given meal, you can view the breakdown of your recommended (goal) calories to be consumed from each of the food groups, as well as *actual* calories consumed from each food grouping. You can also view total goal calories for each meal, along with *actual* total calories consumed from each meal.

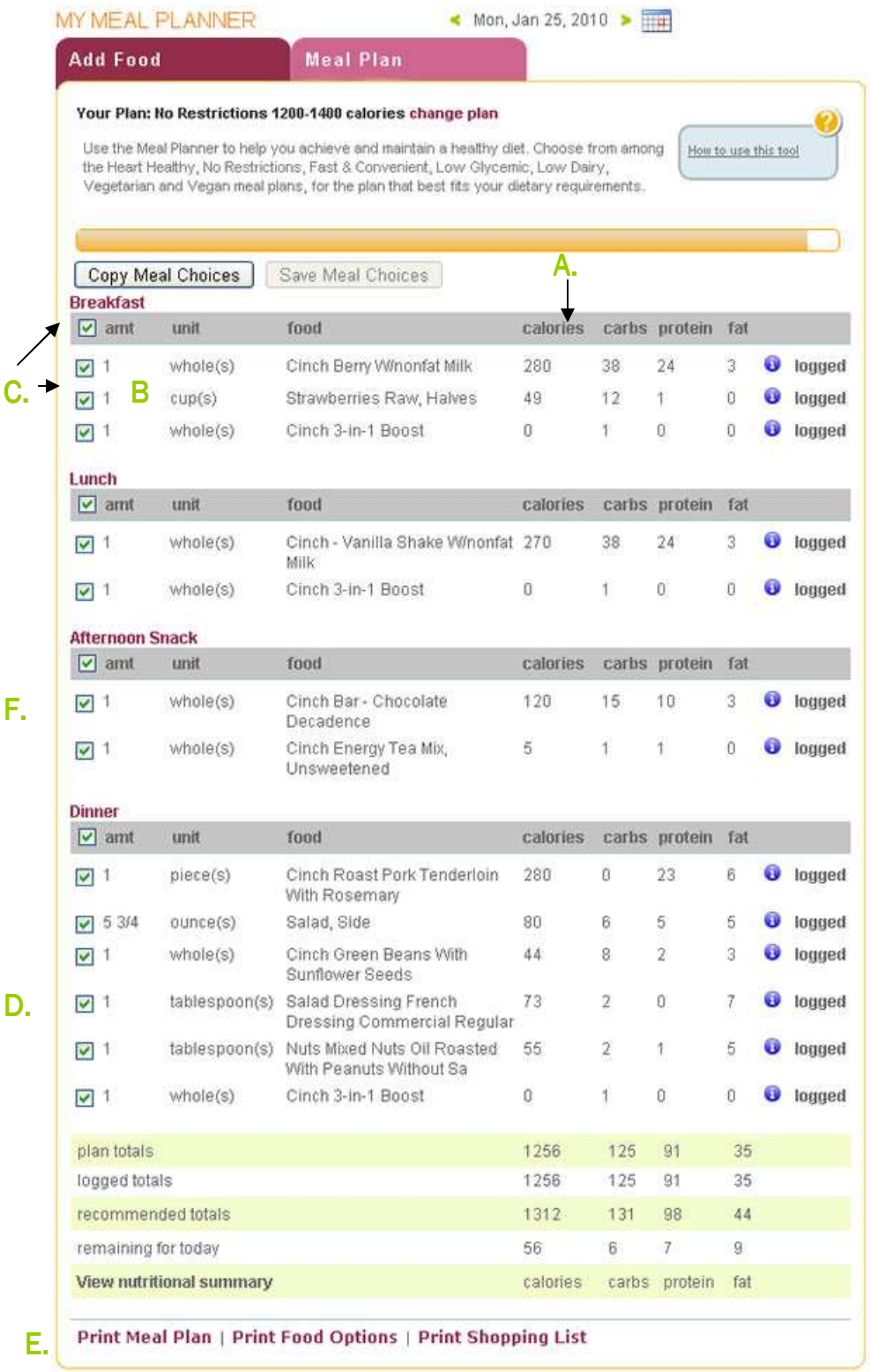
B. Portion Sizes (Amount & Unit): Pre-selected portion sizes will display for each food item. These portion sizes are pre-determined to meet your nutritional needs while staying within your caloric range. Edit any desired portion size by simply changing the numerical value in the "amount" box. Any changes to portion sizes will result in an automatic and immediate update of calories.

C. Breakfast: Eating breakfast in the morning is one of the most important factors in staying healthy and maintaining an active metabolism. Select options from a drop down menu for each row. Each item's calorie content is listed next to your goal caloric intake for that particular food group. Foods not eaten during breakfast can be eaten for a morning snack. After you have filled out all rows, you can either choose to click "Save Breakfast" or, first update all of the day's meals and then select "Save All Meals".

D. Lunch: Select options from a drop down menu for each row. Each item's calorie content is listed next to your goal caloric intake for that particular food group. Foods not eaten during lunch can be eaten for an afternoon snack. After you have filled out all rows, you can either choose to click "Save Lunch" or, first update all of the day's meals and then select "Save All Meals".

E. Dinner: Select options from a drop down menu for each row. Each item's calorie content is listed next to your goal caloric intake for that particular food group. Foods not eaten during dinner can be eaten for an evening snack. After you have filled out all rows, you can either choose to click "Save Dinner" or, first update all of the day's meals and then select "Save All Meals".

F. Snack: Select options from a drop down menu for each row. Each item's calorie content is listed next to your goal caloric intake for that particular food group. After you have filled out all rows, you can either choose to click "Save Snack" or, first update all of the day's meals and then select "Save All Meals".



MY MEAL PLANNER

◄ Mon, Jan 25, 2010 ►

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How to use this tool

Copy Meal Choices | Save Meal Choices

A.

Breakfast

	amt	unit	food	calories	carbs	protein	fat	
☑	1	whole(s)	Cinch Berry Wnonfat Milk	280	38	24	3	logged
☑	1	cup(s)	Strawberries Raw, Halves	49	12	1	0	logged
☑	1	whole(s)	Cinch 3-in-1 Boost	0	1	0	0	logged

Lunch

	amt	unit	food	calories	carbs	protein	fat	
☑	1	whole(s)	Cinch - Vanilla Shake Wnonfat Milk	270	38	24	3	logged
☑	1	whole(s)	Cinch 3-in-1 Boost	0	1	0	0	logged

Afternoon Snack

	amt	unit	food	calories	carbs	protein	fat	
☑	1	whole(s)	Cinch Bar - Chocolate Decadence	120	15	10	3	logged
☑	1	whole(s)	Cinch Energy Tea Mix, Unsweetened	5	1	1	0	logged

Dinner

	amt	unit	food	calories	carbs	protein	fat	
☑	1	piece(s)	Cinch Roast Pork Tenderloin With Rosemary	280	0	23	6	logged
☑	5 3/4	ounce(s)	Salad, Side	80	6	5	5	logged
☑	1	whole(s)	Cinch Green Beans With Sunflower Seeds	44	8	2	3	logged
☑	1	tablespoon(s)	Salad Dressing French Dressing Commercial Regular	73	2	0	7	logged
☑	1	tablespoon(s)	Nuts Mixed Nuts Oil Roasted With Peanuts Without Sa	55	2	1	5	logged
☑	1	whole(s)	Cinch 3-in-1 Boost	0	1	0	0	logged

	calories	carbs	protein	fat
plan totals	1256	125	91	35
logged totals	1256	125	91	35
recommended totals	1312	131	98	44
remaining for today	56	6	7	9
View nutritional summary	calories	carbs	protein	fat

Print Meal Plan | **Print Food Options** | **Print Shopping List**

B

C.

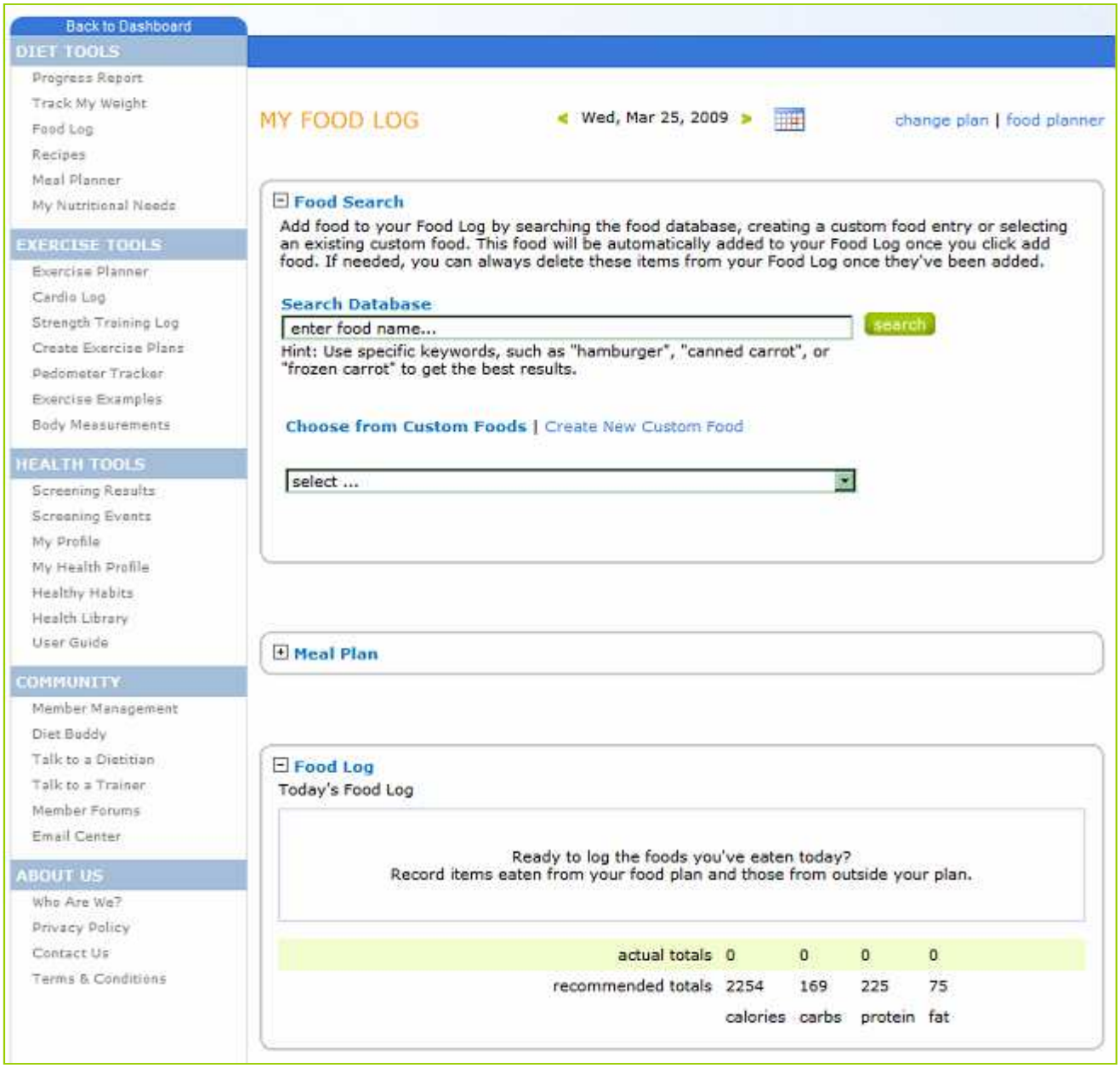
D.

E.

F.

Food Log

The Food Log can help you make the best nutritional choices to maintain your wellbeing. Careful tracking of your food and serving quantities can help you achieve your fitness and health goals. For this reason, daily use of your Food Log and Meal Planner is recommended. Your Food Log analyzes the adequacy of your diet, in addition to helping you understand your caloric input. Foods and meals can also be individually planned according to your caloric goals. Easily access your Food Log from your dashboard or from the left menu column.



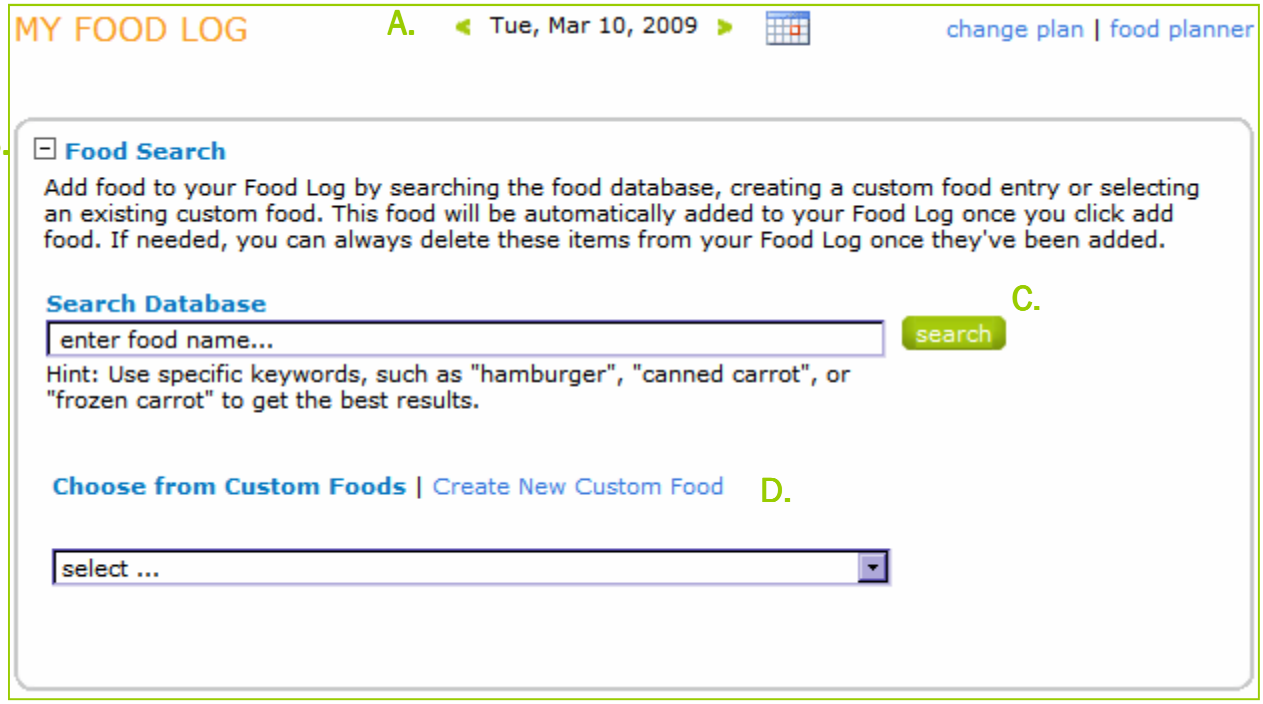
Food Search:

A. Calendar: Select an alternate date to add foods to your Food Log

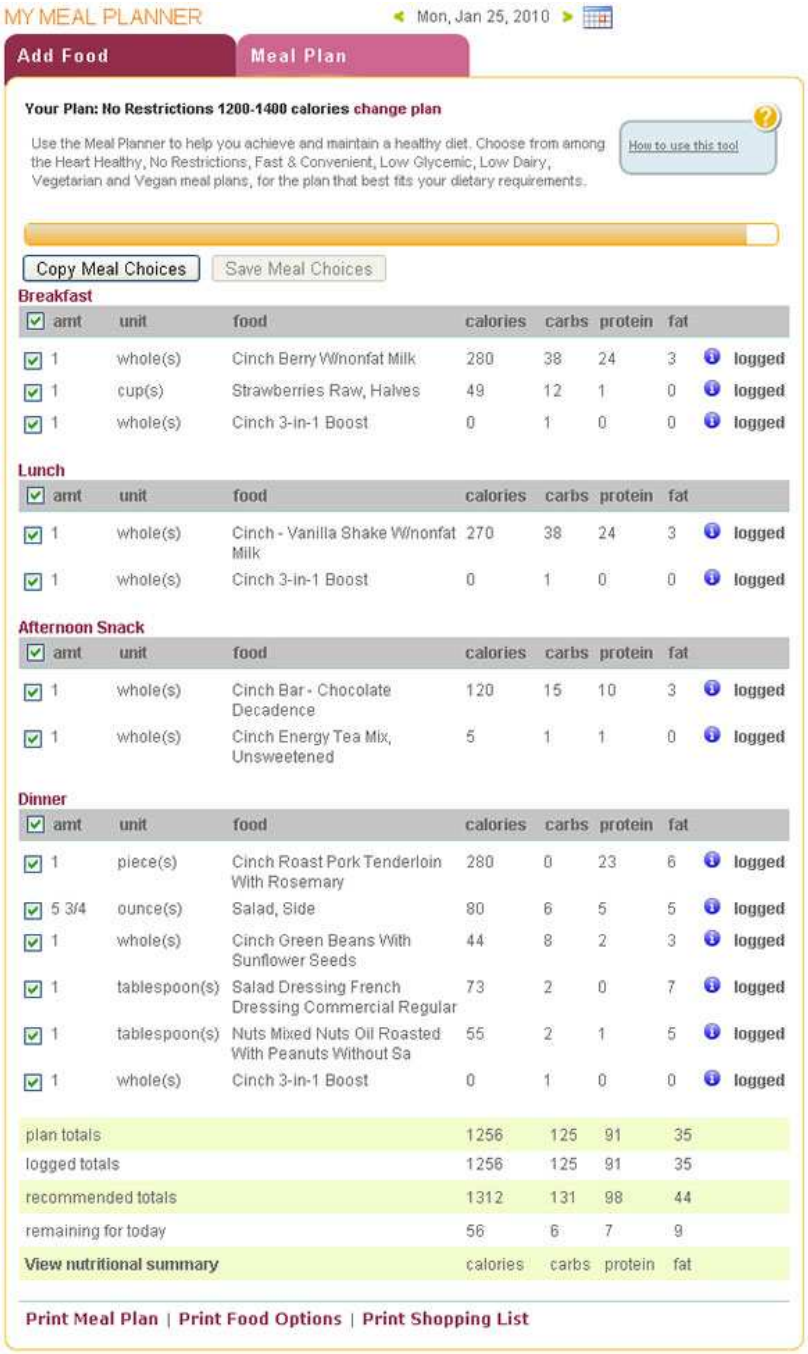
B. View: Minimize or maximize the Food Search by clicking the box.

C. Search Database: Search from our extensive food database of over 30,000 generic and brand name foods. Enter specific keywords such as HAMBURGER, CANNED CARROT or FROZEN BLUEBERRY to find the closest match to your food. Specific nutritional information concerning that particular food is automatically recorded for you. To view nutritional information, select the food name. Select the desired amount and then add any food item to the meal of your choosing (breakfast, lunch, dinner, snack).

D. Custom Foods: Create your own list of personalized foods and nutrient information by clicking “Create New Custom Food”. Then save your custom foods for future use.



Meal Plan: Here you will find it easy to edit foods and serving sizes, add meals and make changes and updates to accurately reflect your food consumption. The Food Log displays your planned foods, as well as calorie and energy nutrient breakdown for any specific day of the week. Here you can make any adjustments from your pre-determined plan, to reflect what you *actually* consumed. Once adjustments have been made, you can then choose to log an individual food by clicking "add" or log an entire meal or day in the Food Log. View a detailed nutritional analysis of any food item by clicking "info" beside any food item you wish to view.



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How to use this tool

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Afternoon Snack

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1	whole(s)	Cinch Green Beans With Sunflower Seeds	44	8	2	3	logged
1	tablespoon(s)	Salad Dressing French Dressing Commercial Regular	73	2	0	7	logged
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	calories	carbs	protein	fat
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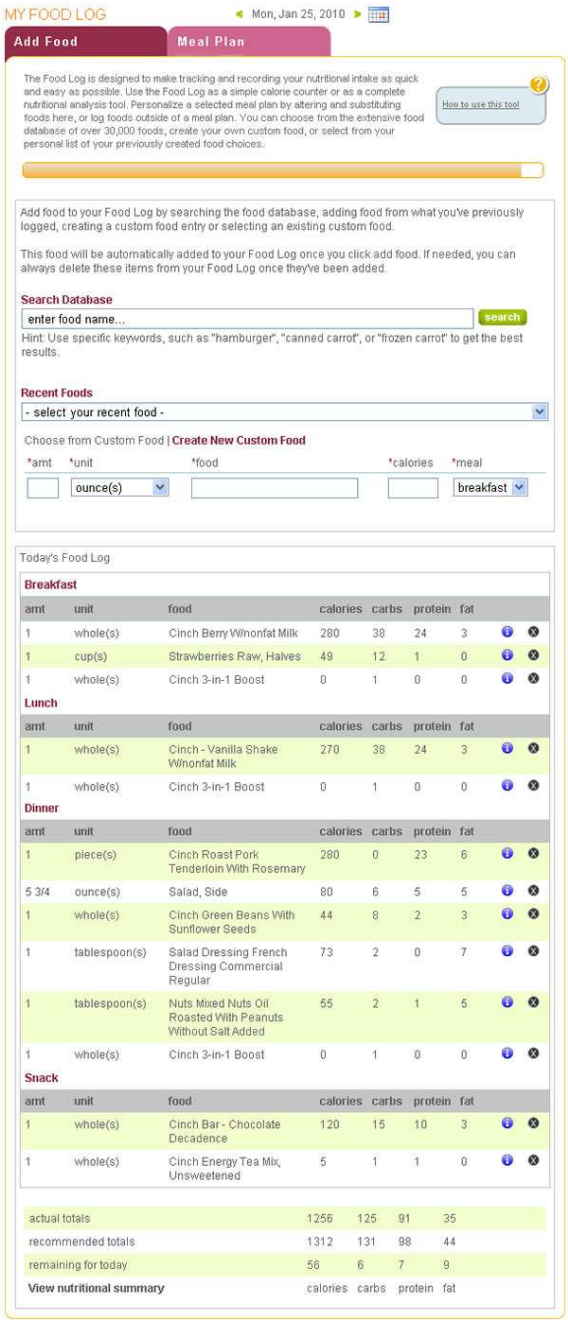
recommended totals	1312	131	98	44
remaining for today	56	6	7	9
View nutritional summary	calories	carbs	protein	fat

Print Meal Plan | Print Food Options | Print Shopping List

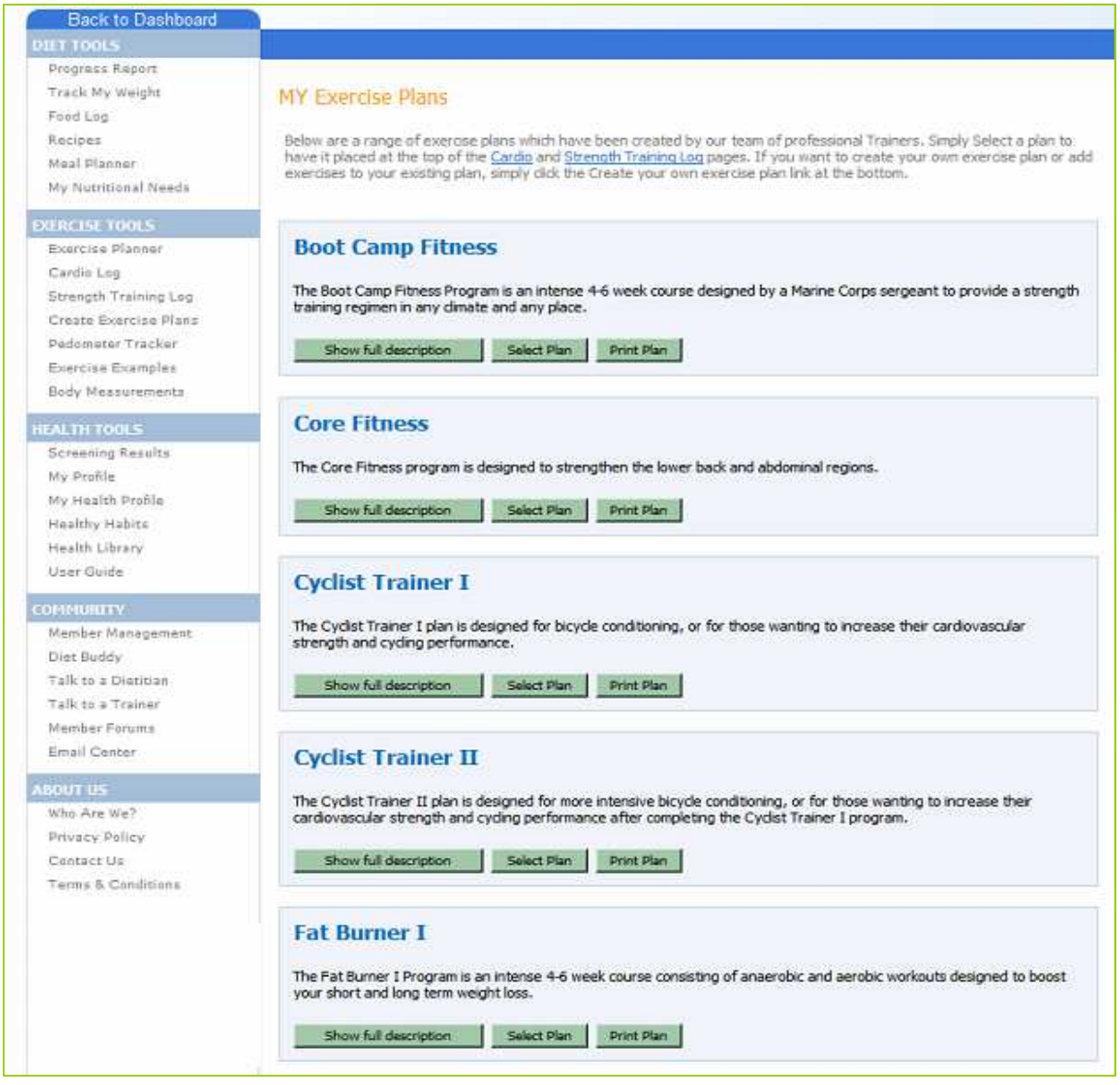
Food Log: Once an individual food, meal, or an entire day's meals have been logged, these logged foods will be displayed below the Meal Plan. View a detailed nutritional analysis of any food by clicking "info" beside any food item you wish to view. Delete food from your Food Log by selecting "delete" next to the food item you wish to delete.

Totals: A summary of your daily recommended, consumed, and remaining calories, carbs, protein and fat can be viewed at the bottom of your Food Log.



Exercise Planner

The Exercise Planner provides numerous exercise plans, created by our professional trainers. Each plan involves a weekly regimen of cardiovascular and strength training exercises. Select the plan that fits your physical activity goals and needs, within a routine that you can easily follow. Once your exercise plan has been selected, any cardio and strength training exercises that correspond to your chosen exercise plan will appear at the top of your Cardio and Strength Training Logs, respectively. You can choose to create your own exercise plan, or add exercises to your existing plan, by selecting “Create your own exercise plan” at the bottom of the page. Access your Exercise Planner from the left menu column.

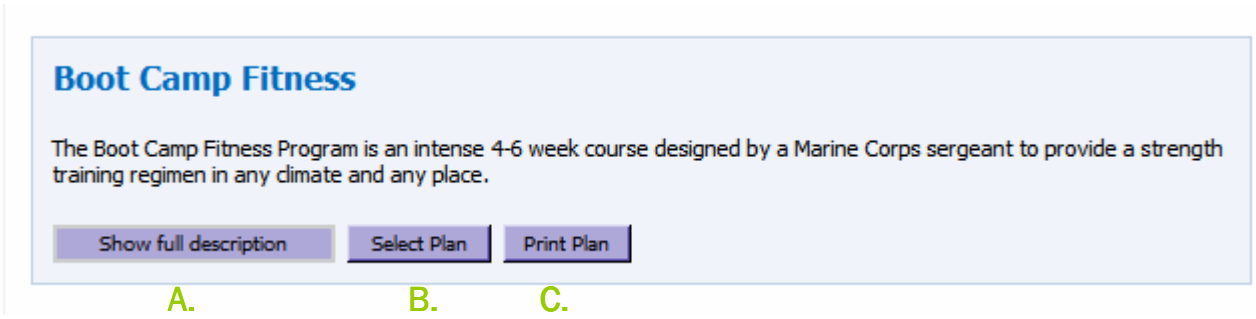


Exercise Plan:

A. Show full description: View the description and specific exercise routine of each plan

B. Select plan: Once you have viewed the different exercise plans, select your plan. Your chosen plan will then appear at the top of the exercise logs.

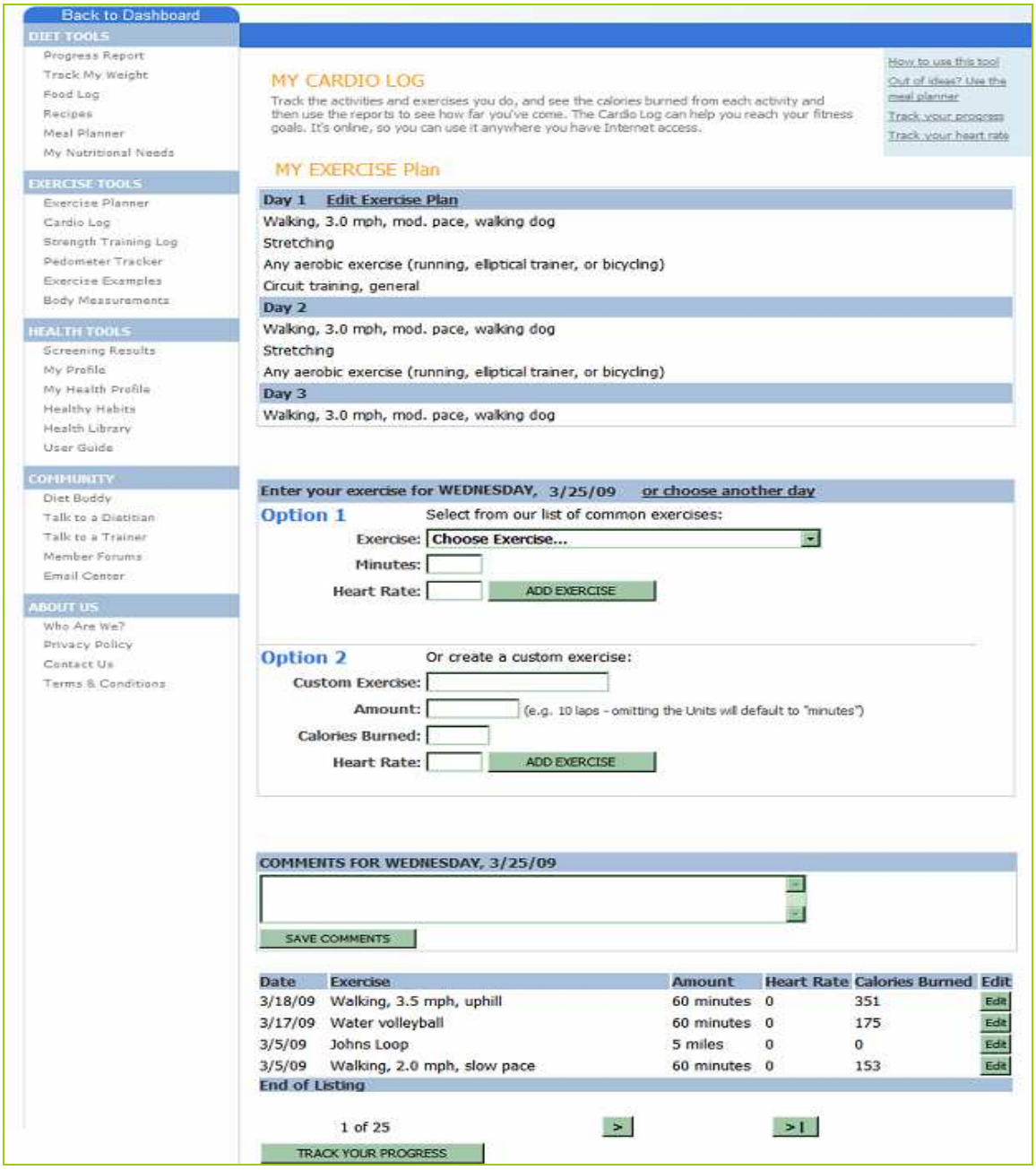
C. Print plan: Print your plan for easy access when you exercise, and simply update your exercise logs at a later time.



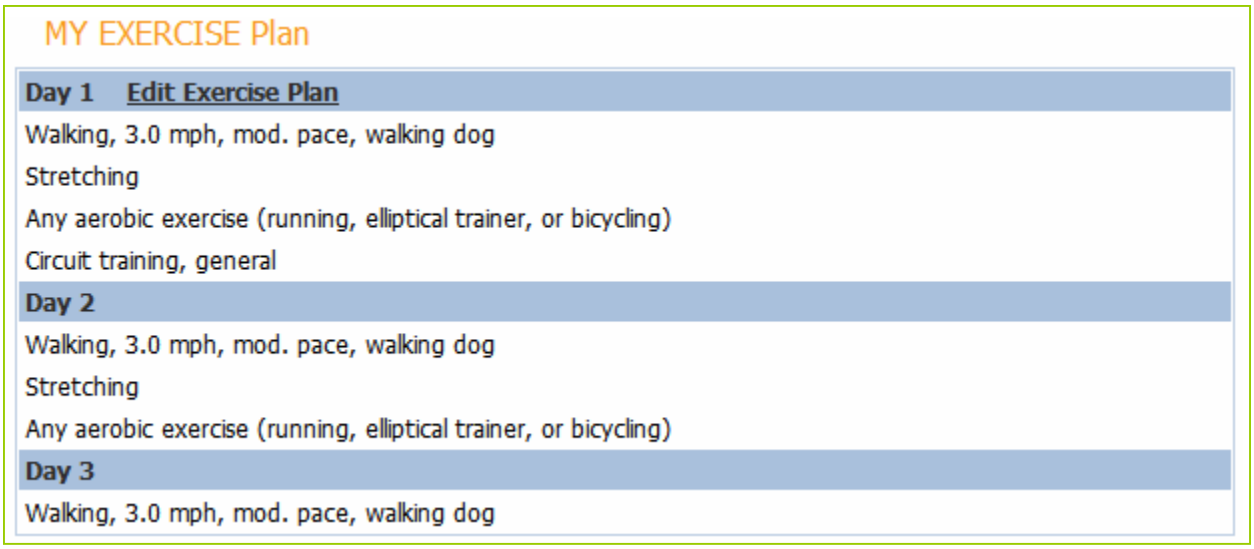
Exercise Logs

Cardio Log

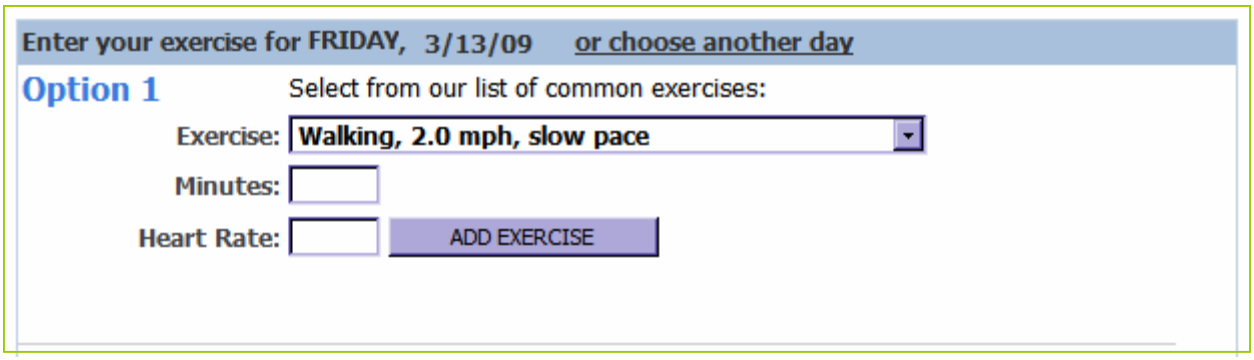
The Cardio Log is used to record physical activity in minutes, the number of calories burned, and heart rate. Every time you engage in physical activity you burn calories. This easy-to-use tool will help you keep track of your physical activity, ranging from aerobics to whitewater rafting. If by chance you participate in an activity which is not listed, simply create a custom exercise. Easily access your Cardio Log from your dashboard or from the left menu column.



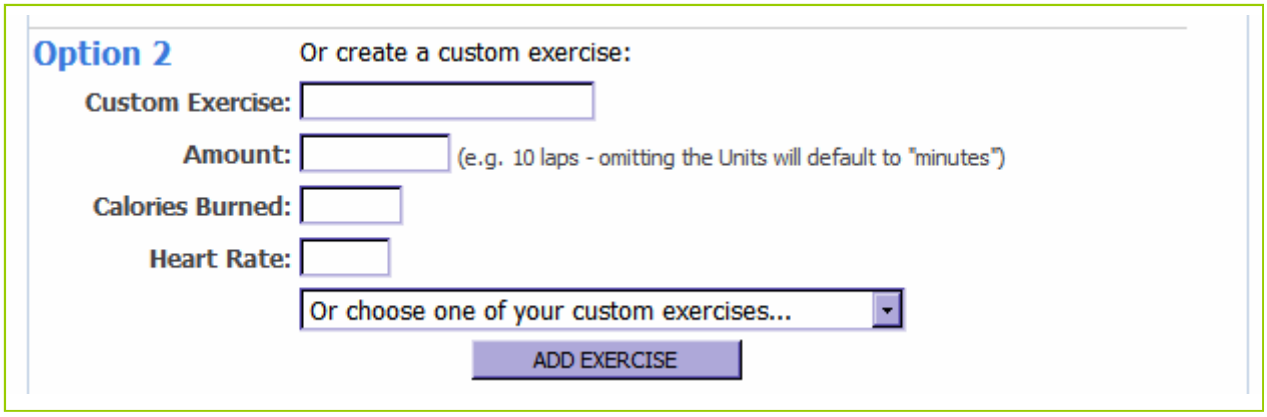
My Exercise Plan: Once an exercise plan has been chosen from the Exercise Planner, any daily cardiovascular exercise listed in your chosen exercise plan will display at the top of your Cardio Log.



Option 1: Select from our list of common exercises. Choose the exercise that best describes the physical activity you have completed. Record the time in minutes and if applicable, your heart rate, and the number of calories burned will be calculated automatically. Be sure to click Add Exercise after you have completed the entry. Multiple exercises can be added to your Exercise Log for a specific date. Selected exercises will display at the bottom of the screen.



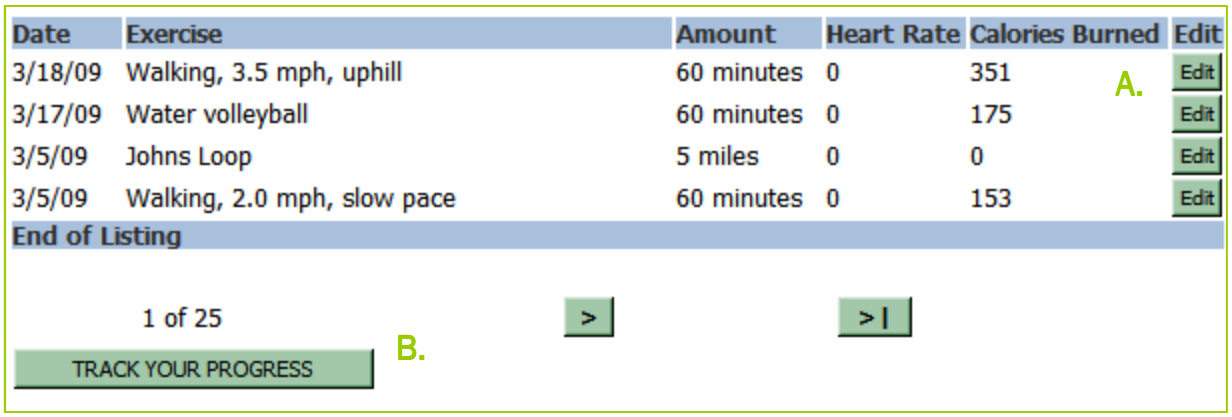
Option 2: Create a custom exercise. The list of common exercises is extensive, however, if you engage in a physical activity that does not correspond to one listed, you may want to create a custom exercise. For instance, if you participate in a novel aerobics class that incorporates an amalgamation of calisthenics, obstacle course running and kick boxing, then you may want to develop your own custom exercise. First give it a motivating name, such as "Extreme Techno Kick Boxing." Next, record the amount of distance or time spent exercising. Then approximate how many calories are burned per session, and record your heart rate. Be sure to click Add Exercise after you have completed the entry. Selected exercises will display at the bottom of the screen.



Exercise: Recording your physical activity, date, time, heart rate, and calories burned can help you realize your fitness goals. As your list of physical activities increases, so will your motivation and sense of accomplishment.

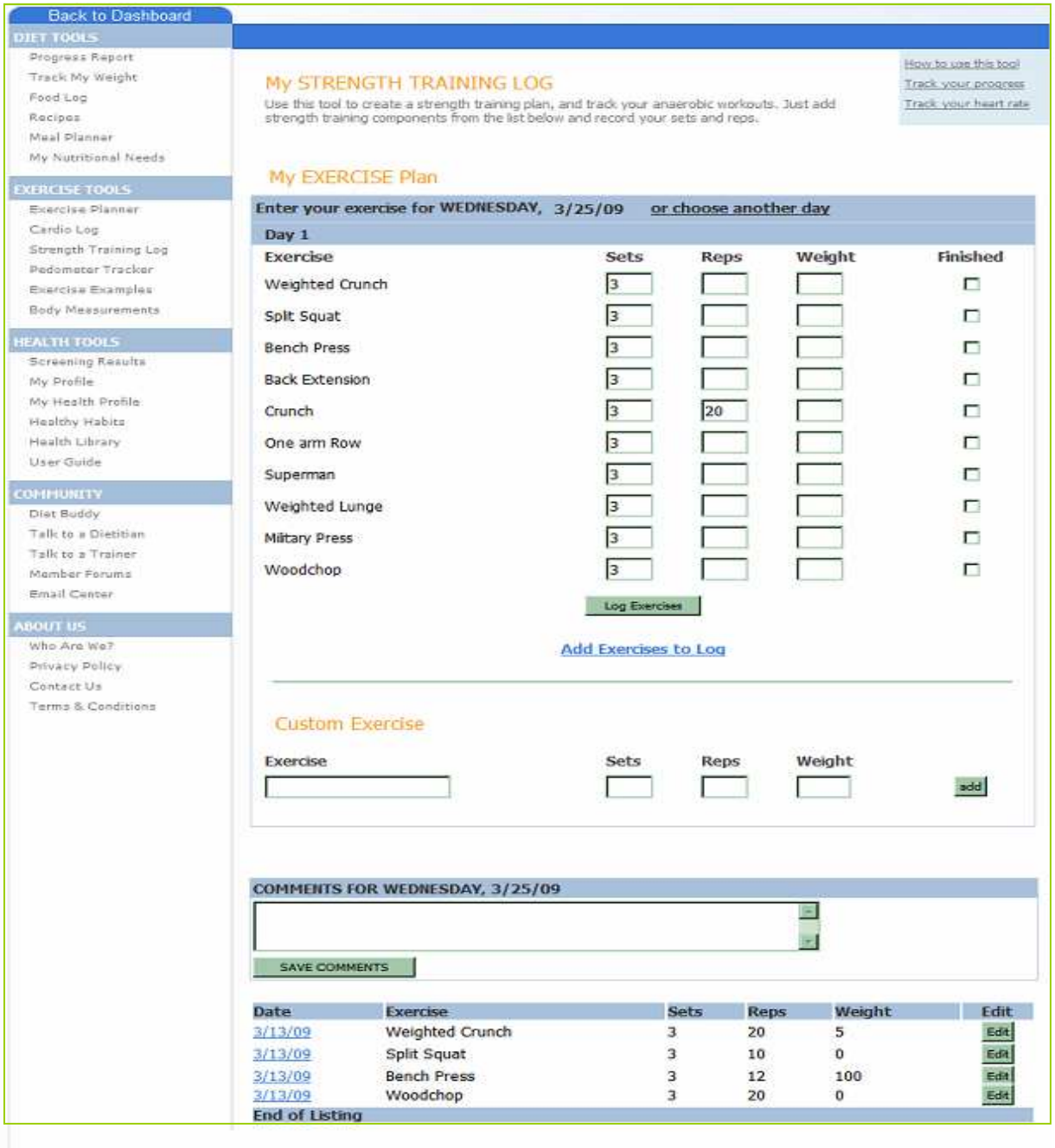
A. Edit: Find the exercise you wish to delete or edit, then click Edit in the right-hand column. After updating your exercises, click Save Exercise. To delete an exercise from your log, select Delete Exercise.

B. Track Your Progress: Stay motivated and measure your success with daily progress reports. Charts and bar graphs illustrations of your exercise log will help you measure your results and help you visualize and assess the efficiency of your calorie burning exercises.



Strength Training Log

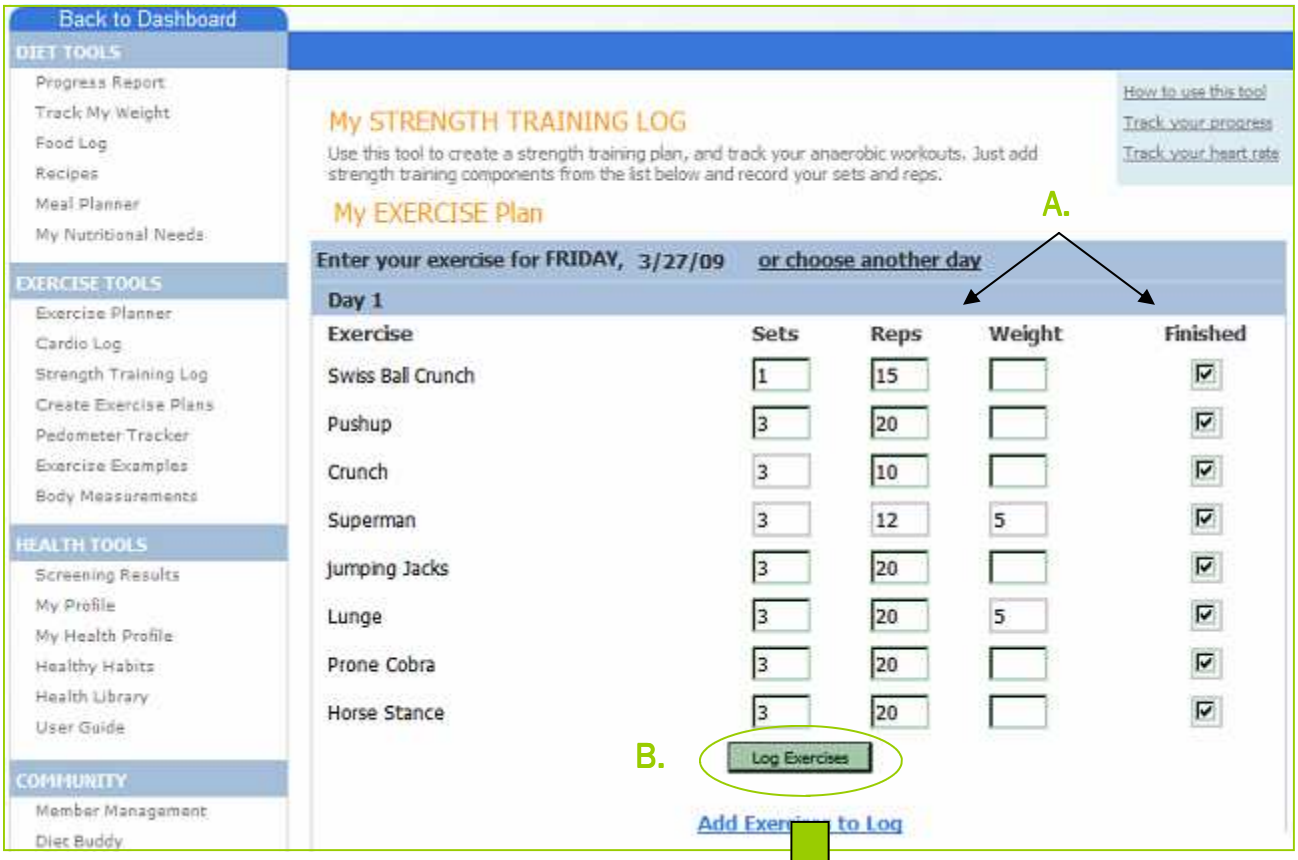
While cardiovascular (aerobic) exercise is an excellent way to lose weight, strength training can increase your metabolism and promote lean muscle growth, improve muscle strength, muscle tone, cardiovascular fitness, and help prevent depression and osteoporosis. By planning and tracking your strength training exercise, and recording your sets and repetitions, you will be able to get the most out of your training routine. Easily access your Strength Training Log from your dashboard or from the left menu column.

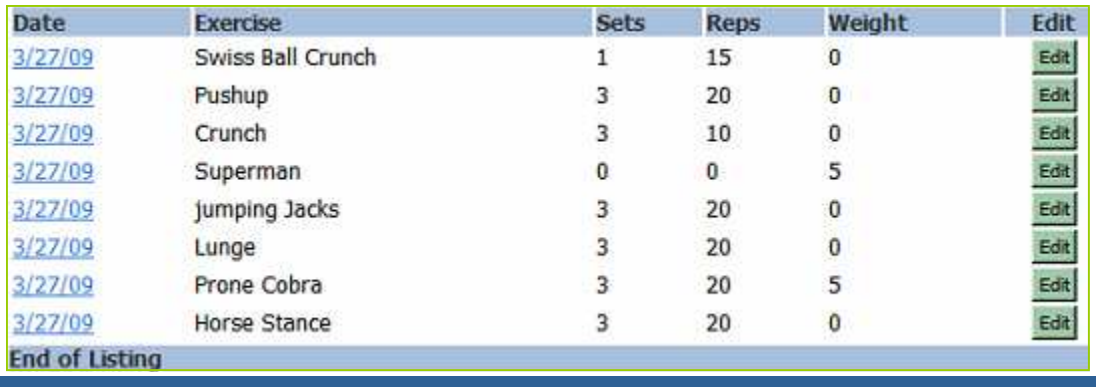


My Exercise Plan: Once you have chosen an exercise plan, any daily strength training exercises listed in the chosen plan will appear at the top of the Strength Training Log. Enter your daily exercise or enter exercise for another day by selecting “choose another day”.

A. Sets, Reps, Weight: Alter sets, reps and weight based on your usage, and then check off each exercise that has been performed (finished).

B. Log Exercises: Once you have completed your exercises for any given day, log your exercises. Logged exercises will then be displayed at the bottom of the page.





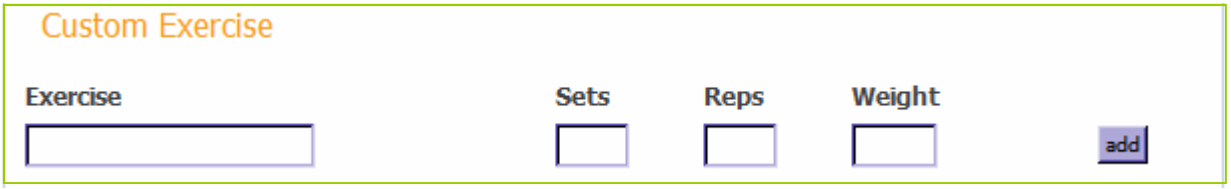
Date	Exercise	Sets	Reps	Weight	Edit
3/27/09	Swiss Ball Crunch	1	15	0	Edit
3/27/09	Pushup	3	20	0	Edit
3/27/09	Crunch	3	10	0	Edit
3/27/09	Superman	0	0	5	Edit
3/27/09	Jumping Jacks	3	20	0	Edit
3/27/09	Lunge	3	20	0	Edit
3/27/09	Prone Cobra	3	20	5	Edit
3/27/09	Horse Stance	3	20	0	Edit

End of Listing

C. Add Exercises to Log: Select this option to place additional exercises in your weekly exercise plan. Choose from our list of core exercises, lower body exercises, upper body exercises and stretches, then alter sets, reps and weight based on your usage.

D. Enter a Custom Exercise: To enter your own custom exercise, create an exercise name, then alter sets, reps and weight based on your usage. Next, choose the day that you would like to place your custom exercises under. After clicking Add, your newly selected or created exercise will be transferred to your strength training log where it will appear under the chosen day of your exercise plan. Also view any newly added exercises in schedule format at the bottom of this page. Here you can update the order or delete these exercises from your plan.

Custom Exercise: Create your own *one-time* custom exercise to add to the day's exercise regime. Choose the sets, reps and weights, then click Add. Your custom exercise will then appear at the bottom of the page along with your regularly added exercises for the day.

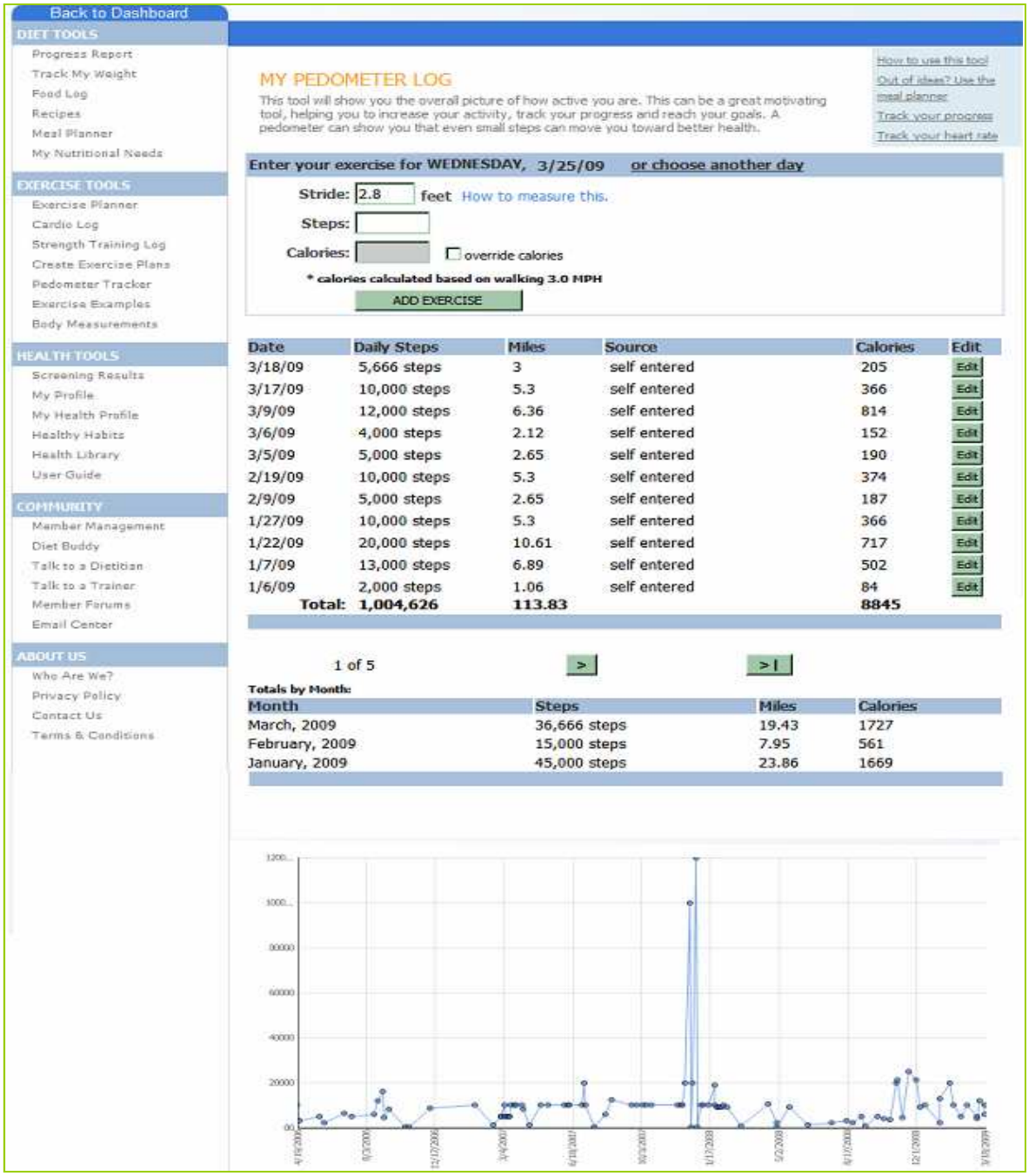


Calendar: View your calendar of all strength training exercises that have been logged. Click on a specific date to add exercises to that day, or click Edit to edit or delete sets, reps and/or weights of any specific exercise.

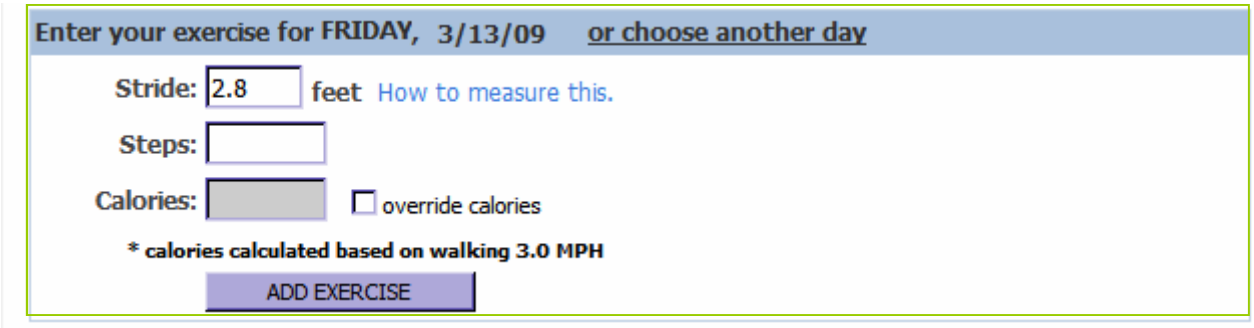
Date	Exercise	Sets	Reps	Weight	Edit
3/27/09	Swiss Ball Crunch	1	15	0	Edit
3/27/09	Pushup	3	20	0	Edit
3/27/09	Crunch	3	10	0	Edit
3/27/09	Superman	0	0	5	Edit
3/27/09	jumping Jacks	3	20	0	Edit
3/27/09	Lunge	3	20	0	Edit
3/27/09	Prone Cobra	3	20	5	Edit
3/27/09	Horse Stance	3	20	0	Edit
End of Listing					

Pedometer Tracker

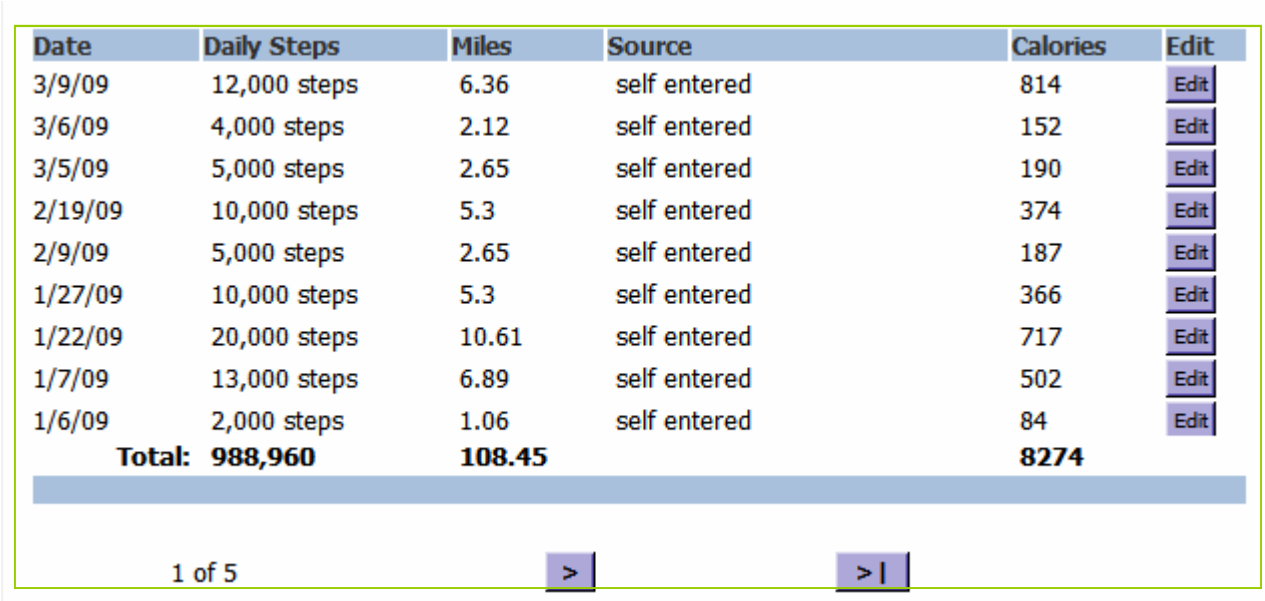
Using a pedometer can help you determine how active you are throughout a typical day. Keeping track of your strides and the distance you walk each day can motivate you to walk longer distances for more time. Just 30 minutes of walking each day can significantly increase your overall health and wellness! Access your Pedometer Tracker from your dashboard or from the left menu column.



Steps: To determine calories burned, enter the length of your stride and the number of steps you walk in a given day. Your calories burned will be auto-calculated for you. You can choose to override the auto-calculation if you know the exact number of calories burned. Log your steps by clicking on Add Exercise.



Calendar: Date, steps, distance in miles, and calories will be presented here. Edit or delete any entry by selecting the edit button. View additional entry pages by clicking the arrow boxes.



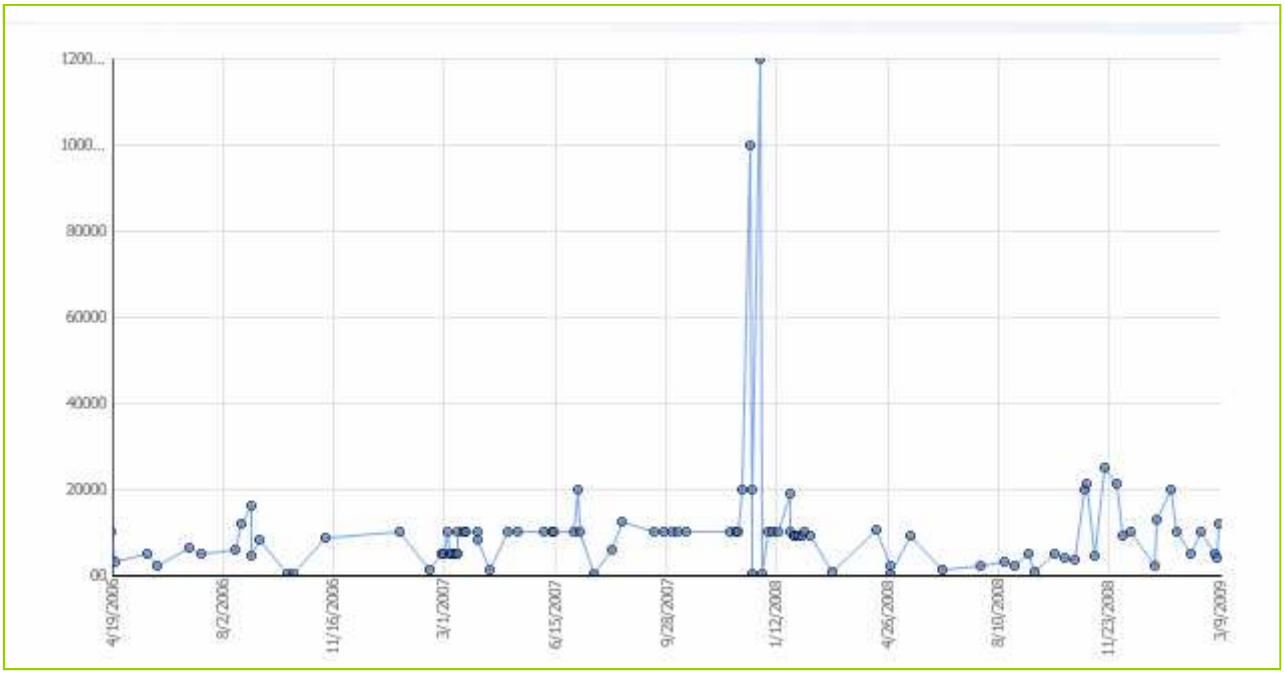
Date	Daily Steps	Miles	Source	Calories	Edit
3/9/09	12,000 steps	6.36	self entered	814	Edit
3/6/09	4,000 steps	2.12	self entered	152	Edit
3/5/09	5,000 steps	2.65	self entered	190	Edit
2/19/09	10,000 steps	5.3	self entered	374	Edit
2/9/09	5,000 steps	2.65	self entered	187	Edit
1/27/09	10,000 steps	5.3	self entered	366	Edit
1/22/09	20,000 steps	10.61	self entered	717	Edit
1/7/09	13,000 steps	6.89	self entered	502	Edit
1/6/09	2,000 steps	1.06	self entered	84	Edit
Total:	**988,960**	**108.45**		**8274**	

Totals by Month: Track your step totals, distance and calories burned per month.

Totals by Month:

Month	Steps	Miles	Calories
March, 2009	21,000 steps	11.13	1156
February, 2009	15,000 steps	7.95	561
January, 2009	45,000 steps	23.86	1669
December, 2008	40,000 steps	21.21	1714
November, 2008	70,500 steps	37.4	3174
October, 2008	12,500 steps	6.63	0
September, 2008	500 steps	0.27	0

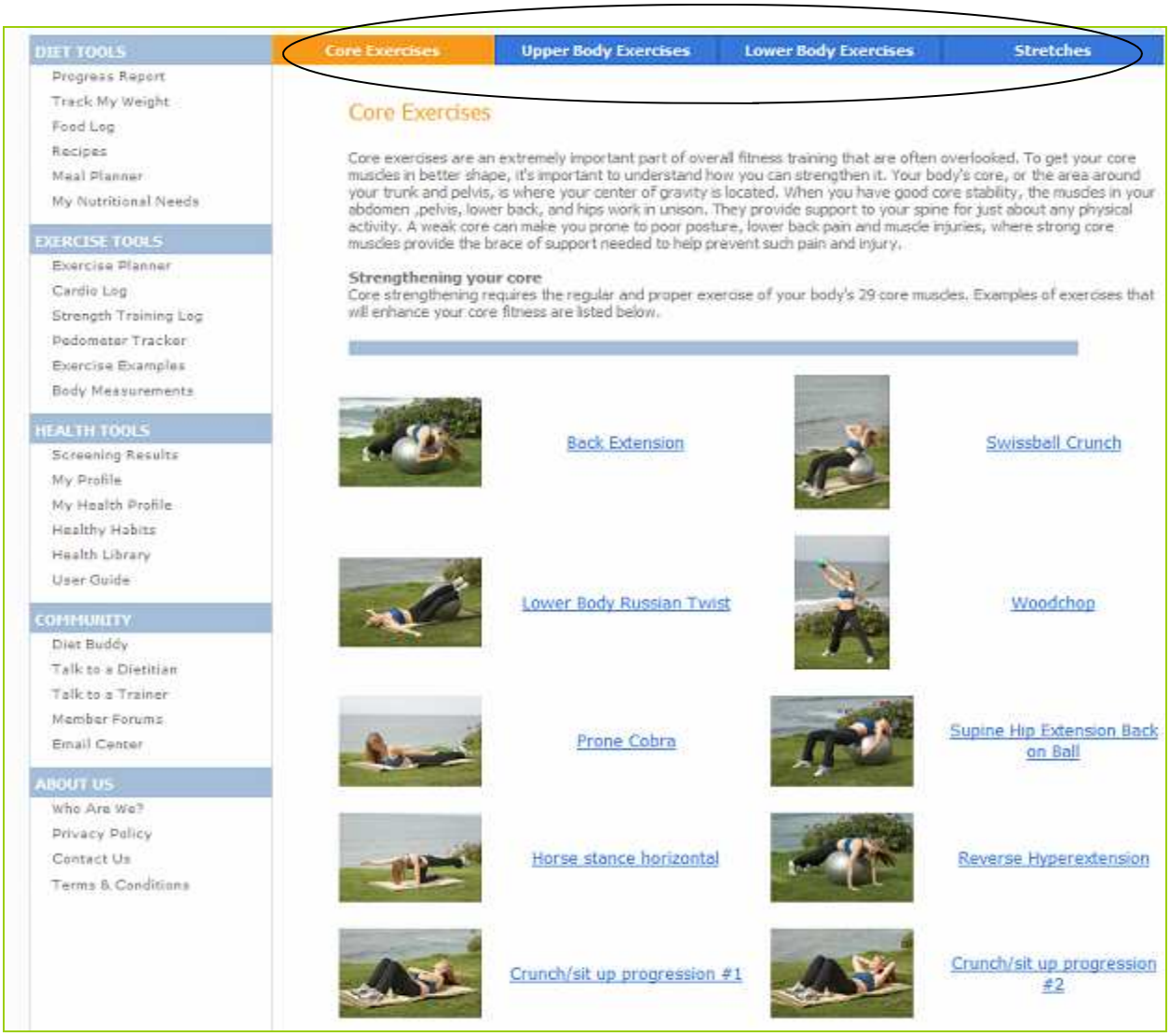
Steps Graph: Step activity will be graphed as you log steps.



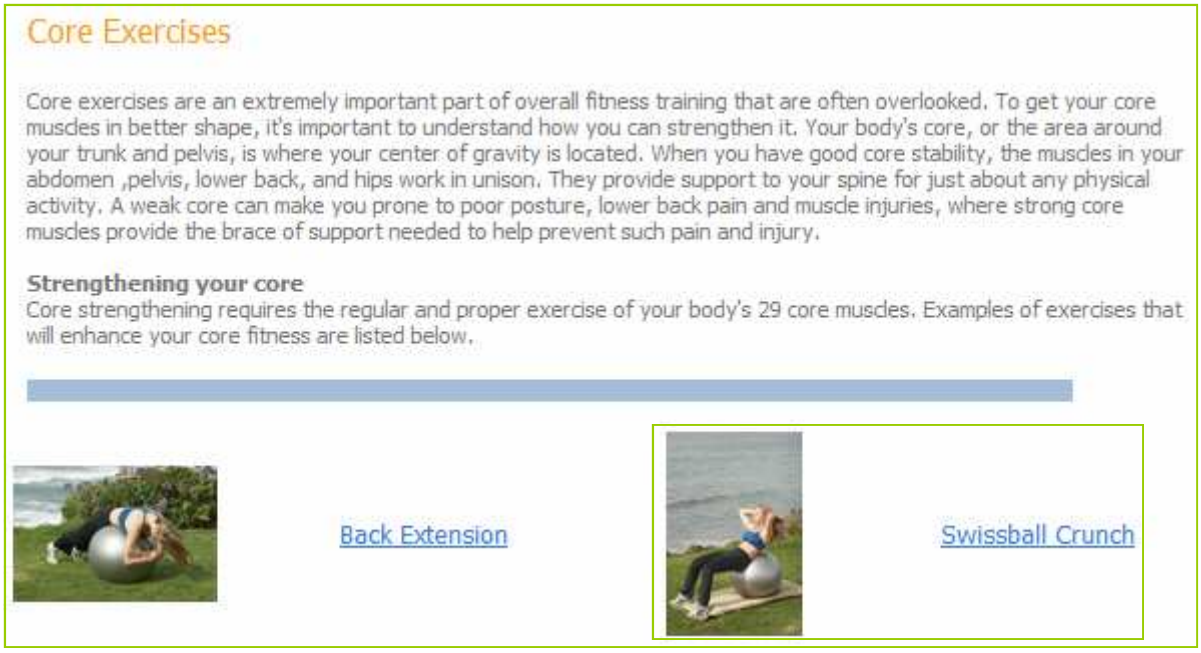
Exercise Examples

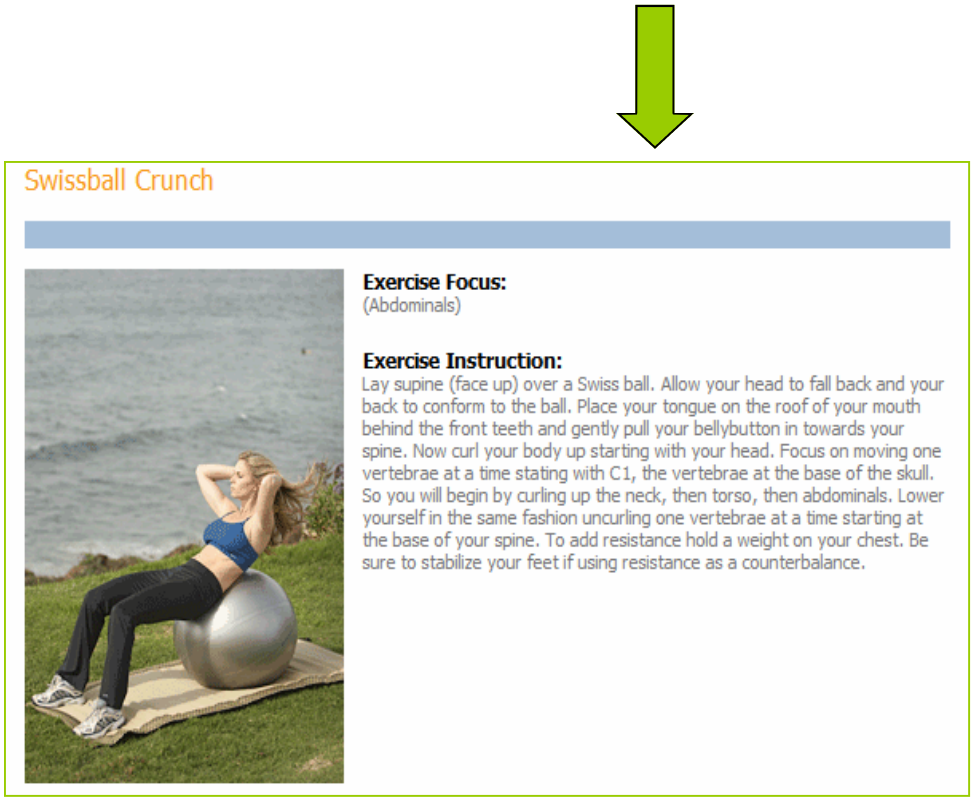
Periodic exercise maintains and improves physical fitness, overall health, brain function, and is an essential component in the prevention of many illnesses. Correct technique prevents injuries and maximizes results. We provide animated illustrations and detailed guidelines on the fundamentals of core, lower body, upper body and stretching exercises. Learn new exercises and master old ones by perusing our Exercise Examples. Access the Exercise Examples from the left menu column.

Exercise Categories: Diversify your exercise routine to avoid boredom and maximize results and benefits of physical exercise. The synergy nature of a well-rounded strength training program consisting of lower body exercises, upper body exercise, and stretches, will help build lean body mass and improve overall health and wellness.



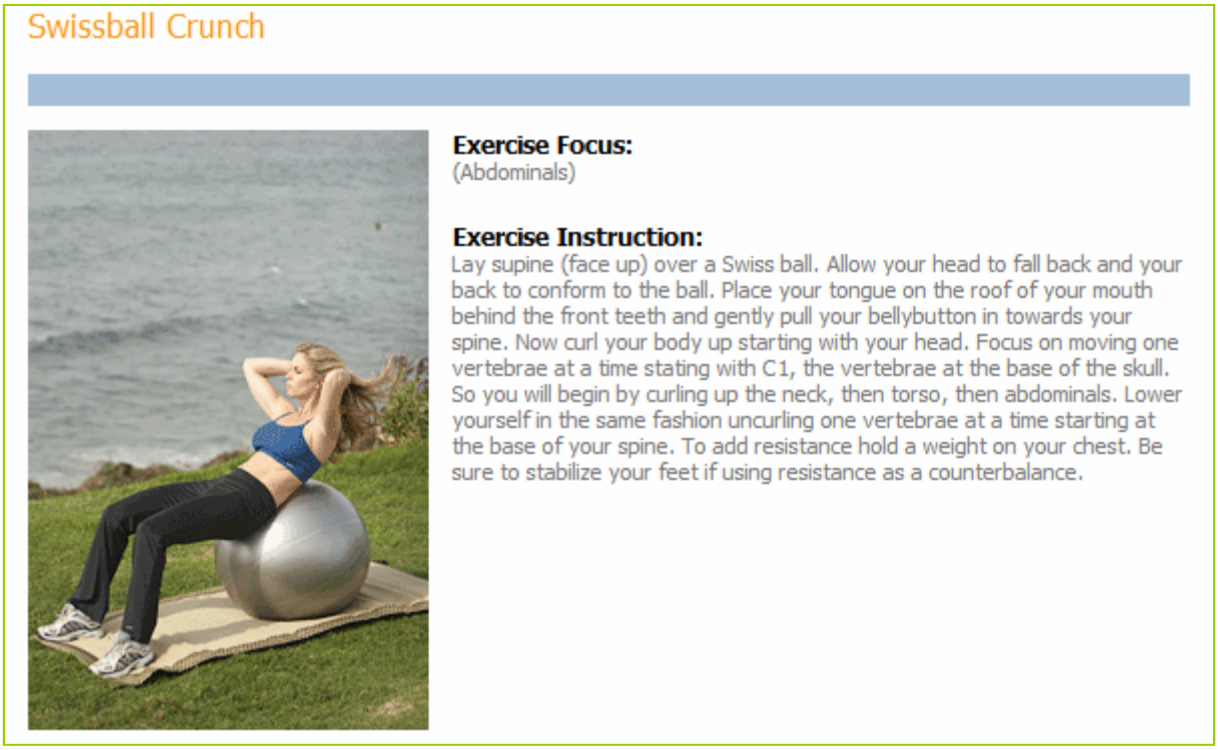
Specific Exercises: Master exercises you already know, and then learn new exercises to train the same muscle groups in different ways. Learn proper technique from animations and text guidelines. View the animations to help you develop a versatile repertoire of exercises.





Exercise Focus: Learn the specific muscles and the pattern of motion you will utilize for each exercise to assist you in correctly engaging multiple muscle groups in different ways.

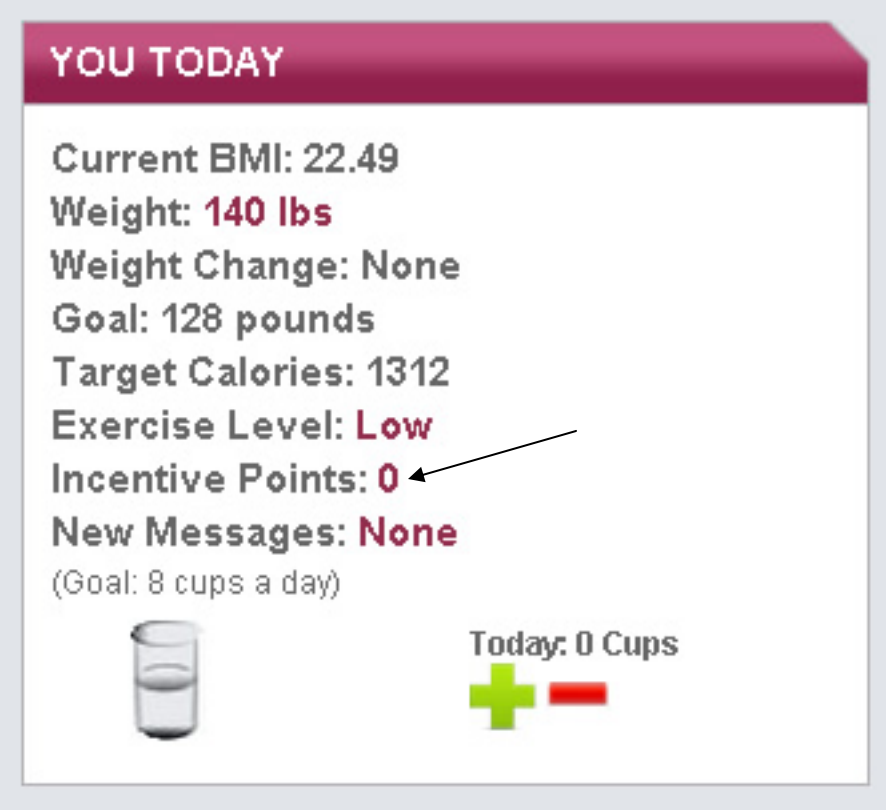
Exercise Instruction: In addition to animated depictions of correct form, peruse the text for detailed instruction on the proper techniques involved in a particular exercise.



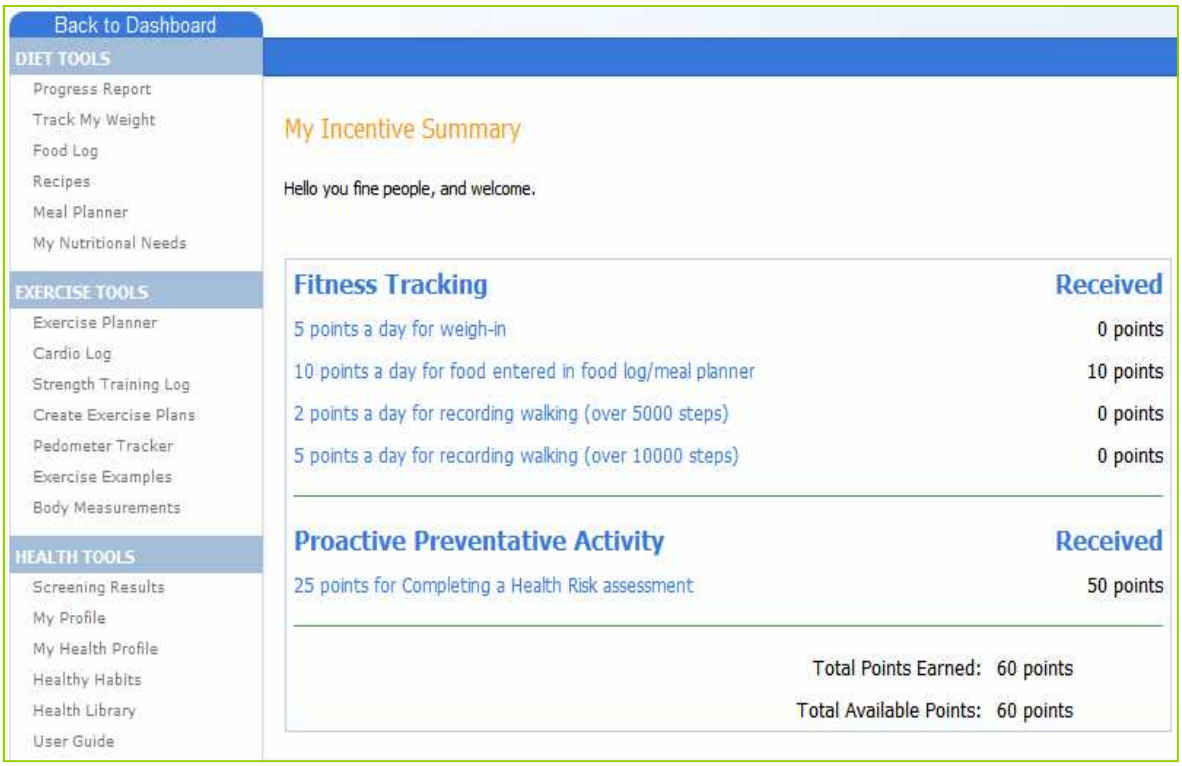
Incentive Campaigns

Incentive campaigns can be created by your administrator to help motivate you to be active in your wellness by establishing point values for a wide array of health and wellness objectives. Your administrator can create these incentive campaigns to run within a specific period of time and can assign points based on incentive campaign goals. Standard incentive points can then be awarded for objectives including: logging weight, logging foods, logging cardio exercises, logging strength training exercises, logging steps, and/or completing the HRA.

Incentive Points: Access your incentive summary from your dashboard.



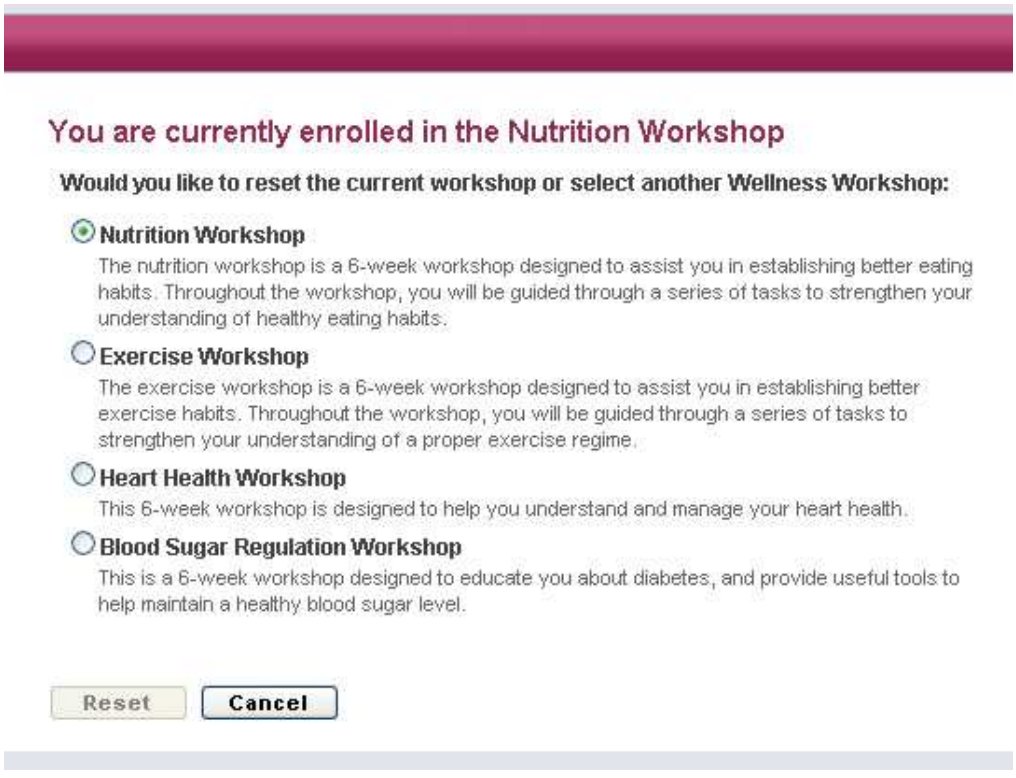
Incentive Summary: Track and update incentive points by clicking on any one of the listed activities or objectives and completing the required steps. View points received and total points earned here.



Wellness Workshops

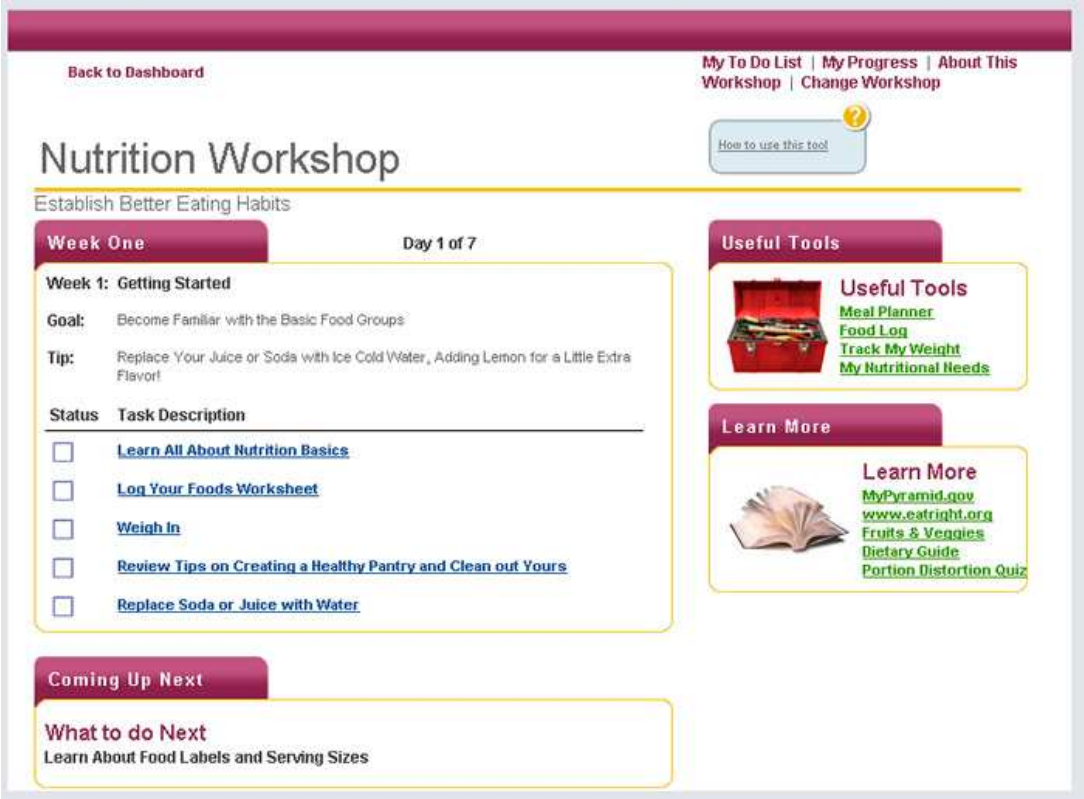
The Wellness Workshops are week-by-week guided programs designed to provide you with the means to establish and maintain healthy habits. Through a series of program-specific articles, tips sheets, wellness tools and tasks, each workshop offers the information necessary to make healthy changes, and the guidance to take action in further developing and advancing these healthy behavioral changes. Said workshops include health and wellness tips and activities specifically involving nutritional, weight management, exercise, diabetes prevention and/or cardiovascular disease prevention material.

To choose a workshop, first select “Wellness Workshop” from the left navigation field of your dashboard, then view descriptions for each workshop and select any one of your choosing.



Your Workshop: Once a workshop has been selected, you will then be directed to **Week One** of your chosen Wellness Workshop.

On subsequent visits to your dashboard, selecting "Wellness Workshop" will navigate you to the current week of your selected workshop.



Weekly Tasks: During each week, you will be presented with a weekly objective, goal and tip, as well as a list of tasks to be completed. You will be prompted to complete each task for that week, and must complete each task before progressing to the next week's goals and tasks. To complete any task, click on the task and follow the instructions that are presented. Instructions may guide you to read an article or tip sheet, watch a video, use a specific wellness tool, or complete a wellness assessment.

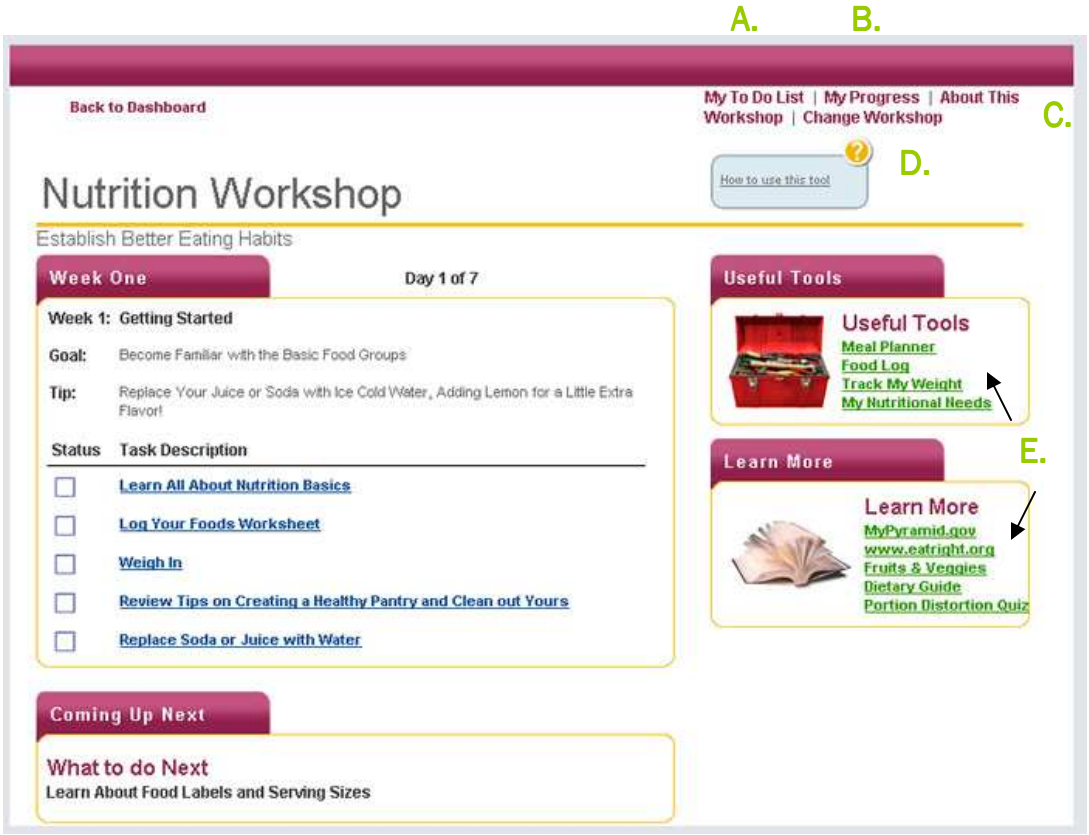
Once a particular task has been completed, it will be automatically checked off your task list. You must complete all tasks (all tasks must be checked off) before continuing on to the next week's tasks.

Additional Features:

A. My To Do List: Find your list of weekly tasks to be completed here.

B. My Progress: Track your progress by selecting "My Progress." This feature will allow you to view workshop status, weeks completed and tasks completed.

C. About This Workshop: View a summary of your chosen Wellness Workshop as well as a list of the weekly goals.

D. Change Workshop: You may participate in only a single workshop at a time. At any time, can opt to reset or select an alternate Wellness Workshop by selecting "Change Workshop." View summaries of all workshops here and select an alternate if so desired. If you opt to change workshops before completing the current workshop, any progress made in the current Wellness Workshop will not be saved, and you will collect no incentive points.

E. Useful Tools & Learn More: Each Wellness Workshop includes a topic-specific "Useful Tools" and "Learn More" feature. The Useful Tools feature provides quick links to wellness tools within the product that may be helpful throughout the course of the workshop. The Learn More feature provides links to additional topic-specific information from other reputable resources.