



TEAM LEADER INSTRUCTIONS

Join us for the 100 Miles in May Challenge! 100 Miles in May is an excellent opportunity to build camaraderie and engage in healthy, fun competition with co-workers, while at the same time supporting an important cause. Please email Healthy Futures at info@healthyfuturesak.org if you have any questions.

STEP 1: REGISTER YOURSELF

Go to <https://100miles.healthyfuturesak.org> and sign up with a username and password, as well as the required information.

STEP 2: CREATE YOUR TEAM

Create your team and choose the Industry via the dropdown box that best fits your category. Here is where you also choose the donation amount your company will be sponsoring the participant at: choose a flat rate or per mile amount. You can upload your company logo or send it to the email above and have us do it for you.

STEP 3: INVITE TEAM MEMBERS

Email your coworkers with the website address (template on the reverse side), have them register themselves, and then JOIN THE TEAM YOU CREATED.

STEP 4: WELCOME PARTICIPANTS & INFORM

Send an email welcoming your team (see template on reverse side). Let them know to check out the website, especially the **FAQ** page, and to give it a try by entering time or miles depending on the activity. Also inform them of the prizes listed below.

STEP 5: GET MOVING AND ENTER ACTIVITY

Once May 1st arrives, participants can enter activity time or miles and have them officially count for the challenge. They can compete with the other participants by being on the leaderboard or just track themselves. Team's placement is dependent on average miles per participant. You can look at the leaderboards by industry and other various categories.

STEP 6: UPDATE AND CHEER YOUR TEAM ON

Share weekly mileage updates with your team and send encouraging messages.

BENEFITS & PRIZES

All participating organizations will be **recognized on the Healthy Futures website** with organizational logos. Top participating businesses (based on **average miles per participant**) within each industry will be **profiled** on the Healthy Futures website and social media.

The **top 5 overall participants** (by total miles completed in May) will receive a Healthy Futures hoodie and 100 Miles in May beanie!

The **top overall contributing team** (based on average miles per participant) will receive a scheduled visit from a **Healthy Hero athlete**, and each participant on that team completing over 100 miles will receive a 100 Miles in May beanie!

Participants from the **top, contributing, non-business team** with 100 or more miles will also win Healthy Futures t-shirts.

All participants who complete 100 miles or more will be **entered into a drawing to win a 100 Miles in May beanie (5 total)!**

Healthy Futures will post regular leaderboard updates of all eligible participants*

100miles.healthyfuturesak.org/

Email Templates



Join Email:

YOUR COMPANY NAME invites you to join the 100 Miles in May Challenge! The goal is to reach 100 miles in the month of May doing all kinds of activities that are converted to miles. We encourage you to participate in this fun, interactive, wellness, and community experience! Be sure to register yourself at 100miles.healthyfuturesak.org and then join the NAME OF YOUR TEAM.

For more information on the 100 Miles in May Challenge, go to 100miles.healthyfuturesak.org/FAQ. For more information on Healthy Futures, visit healthyfuturesak.org.

ATTACH "YOU'VE BEEN CHALLENGED" JPG FROM WEBSITE.

Welcome Email:

Thank you for joining the 100 Mile in May Challenge with YOUR COMPANY NAME! Feel free to log in to 100miles.healthyfuturesak.org and test out your activity conversions- only miles in May will count towards our goal. You can compete with the other participants by being on the leaderboards or just track yourselves for personal goals. Our team's placement is dependent on average miles per participant. You can look at the leaderboards by industry and other various categories. Feel free to challenge and encourage others throughout May!

Weekly Email Updates:

You can access your company/team's info by going to "My Team". As the Team Leader, you can see team totals and average miles per participant on your dashboard. Send out weekly updates and encourage participants to enter activity.

Hello Team YOUR COMPANY TEAM NAME!

You've made it through the _____ week of 100 Miles in May- great job!

Props to _____ TEAM MEMBER NAME for being at the top this _____ week! Our total miles are _____ and our average miles per participant is _____. Check out the "Leaderboards" page to see the rankings in each category.



ABOUT HEALTHY FUTURES & 100 MILES IN MAY

Healthy Futures is the signature program of the Alaska Sports Hall of Fame. Healthy Futures was founded in 2003 by the late Bonny Sosa Young and her husband Sam Young, two parents concerned with the growing obesity epidemic in Alaska. Now, more than a decade later, over 20,000 Alaskan youth from over 200 schools statewide participate in Healthy Futures through two core programs: the Healthy Futures Challenge and community supported events

100 Miles in May is the inspiration of R&M Consultants, Inc.. In 2010, to support a connection in the military, an employee invited other R&M employees to log 100 miles in the month of May. In 2013, R&M decided to expand their concern with employee wellness to support a charitable cause. R&M challenged other firms within the A/E/C industry to join them in this challenge and raise money for Healthy Futures.