**Email #1 for Step It Up Challenge**

Hi there!

Your Step It Up Challenge is coming up!  Here is what is supplied to you in order to organize this event:

* Step It Up Challenge Instructions.
* A poster for you to print off and indicate the date that you would like to run the challenge, as well as the registration details (how they should sign up).  You can choose to run it for 2 or 4 weeks.
* An individual registration sheet
* A team registration sheet is provided to assign individuals to teams (Suggestion: use the wellness committee members as team captains).
* Step It Up Challenge Score Cards (2 & 4 week options) – Participants will complete their steps each day and tally up their total at the end of the week.  The team captain will add up all of the steps for the team and submit their weekly team totals to the team challenge organizer.
* Step It Up Challenge Wall Display Results Board & “Running Shoe” Markers (2 & 4 week options): To be placed in a common area. The team challenge organizer will assign a colour of running shoe to each team. After team captains have submitted their weekly team totals to the team challenge organizer, the weekly accumulated team totals will be recorded on the “running shoe” marker and placed on the results board according to team standing. This will track all team points and determine the winning team!
* To keep your employees motivated, you will also have access to a weekly email campaign outlining tips on staying active and accumulating steps during the day.

Let me know if you have any questions!