



## FACILITATOR INSTRUCTIONS

### CHALLENGE INSTRUCTIONS

WELCOME to the Healthy Living Challenge! This challenge is all about doing healthy habits and earning points. The more healthy tasks you complete, the more points your team earns. Individuals will submit completed scorecards to their Team Captain who will submit team scores using a virtual submission form. Leader boards are updated on a weekly basis. Over the next few weeks, you will be provided with emails, instructions, resources, and videos to help ensure you have a successful challenge! A Resource Centre including helpful tip sheets, scorecards, task cards, prevention screening tips, recipes, and challenge-specific guides can be found at [www.ewsnetwork.com/HLCResourceCentre](http://www.ewsnetwork.com/HLCResourceCentre).

### KEEPING IT SIMPLE - COMMUNICATIONS

We are all about keeping things super simple. Over the next few weeks, we will walk you through how to lead a successful team challenge. Some of the communications shared will need your attention while others you can simply forward along to your staff.

### TEAM REGISTRATION

Don't forget, you need to submit your team names no later than 5 days before the Challenge begins. This challenge is perfect for up to 8 teams. Don't worry, we'll remind you.

### PROMOTE, PROMOTE, PROMOTE

Whether it's via email, office/virtual meeting, or the poster included in your kit, decide what will work best within your organization to ensure optimal exposure and communication. Then, do more of it!

### CHALLENGE GOAL - COMPLETE HEALTHY TASKS FOR POINTS

As a team member, the goal is to complete as many individual tasks as possible. We are maintaining the honor system! The more tasks completed, the more points accumulated for the team. There is a great opportunity for bonus points, which will be announced near the end of the Challenge.

### TEAM LEADER BOARDS

Leader Boards are updated once per week! Visit your Team Captain URL for the team standings.

### GRAND FINALE

Depending on what you have chosen as an incentive, the grand prize should be awarded at the end of the Challenge when the final Leader Boards are presented. The more points the team earns, the greater the chances of winning. We are also including a Completion Certificate should you want to share. Good luck and have fun!