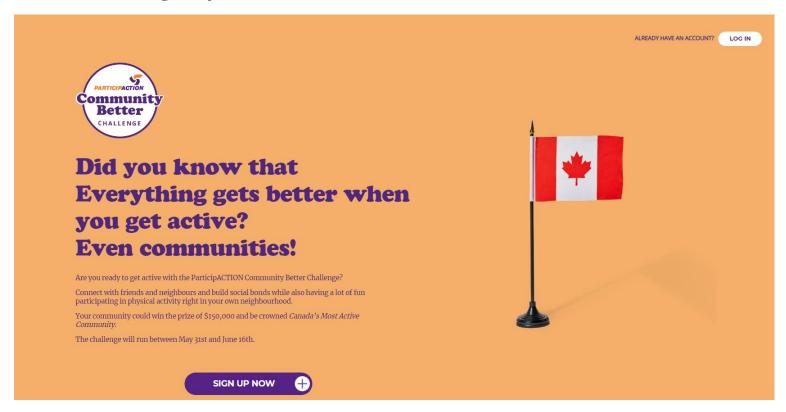


# ParticipACTION log-in and tracking step by step

1) Go to the Community Better Challenge Website

https://community.participaction.com

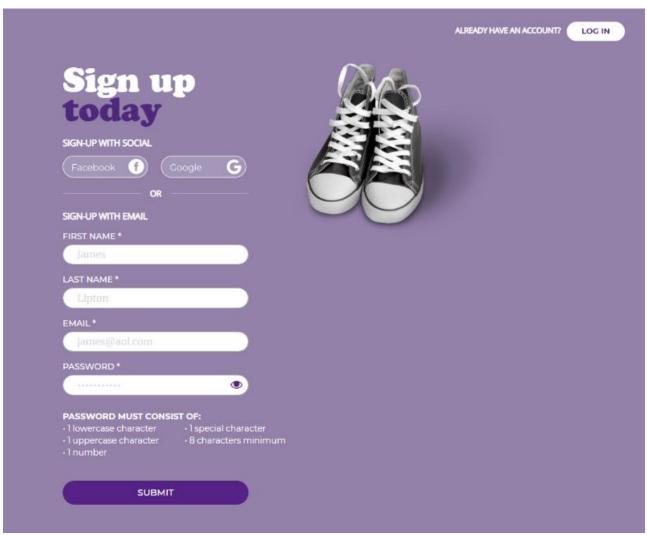
a. Click sign-up now





### 2) Sign-up

### https://community.participaction.com/signup



Input your information:

First Name

Last Name

Email

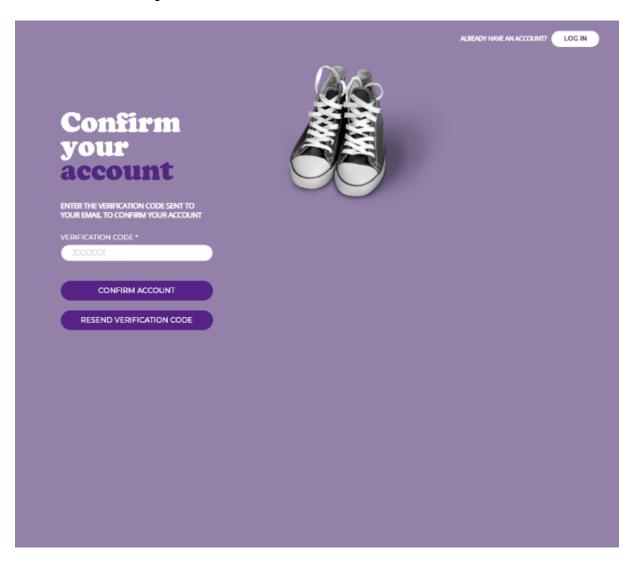
Password\*\*

\*Note\* your password must have:

- 1 lowercase character
- 1 uppercase character
- 1 number
- 1 special character (!@#\$%^&\*) and be at least 8 characters long



# 3) Confirm your account



A verification code was sent to your email from no-

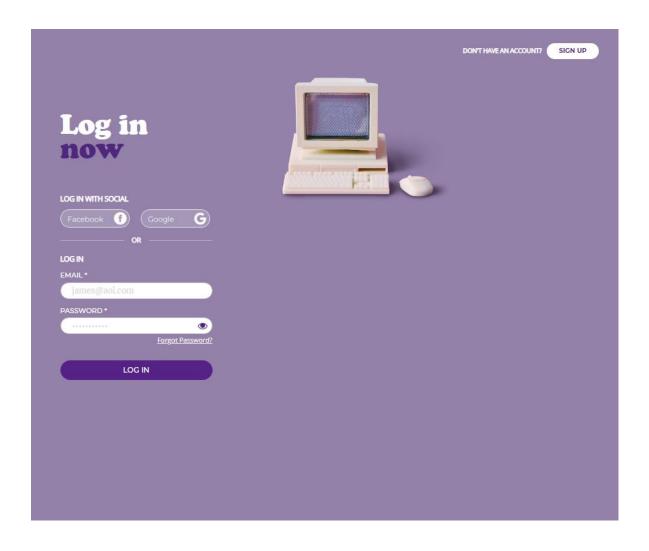
reply@participaction.com

Type in the 6-digit code and click confirm account



# 4) Log into your account

# https://community.participaction.com/login



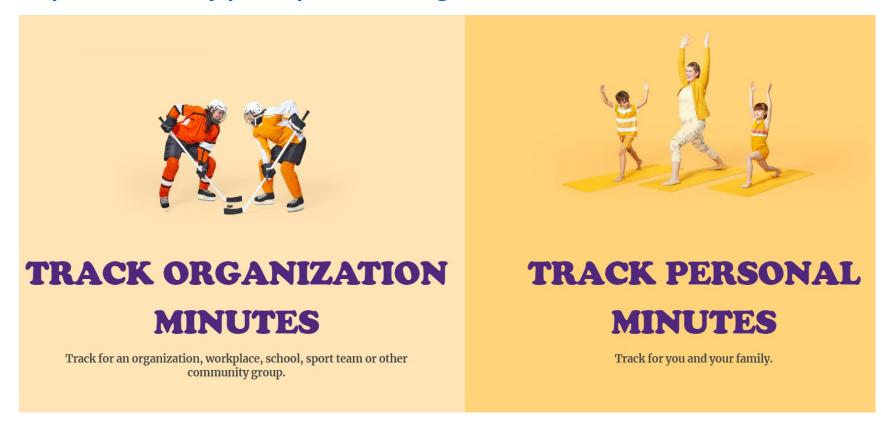
Type in your email and password

\*\*If you forgot your password, click forgot password\*\*



#### 5) Click on 'Track Organization Minutes'

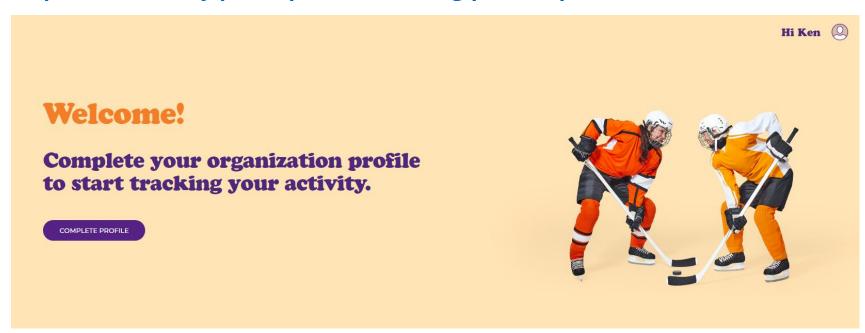
### https://community.participaction.com/get-started





## 6) Click Complete Profile (only have to do this once)

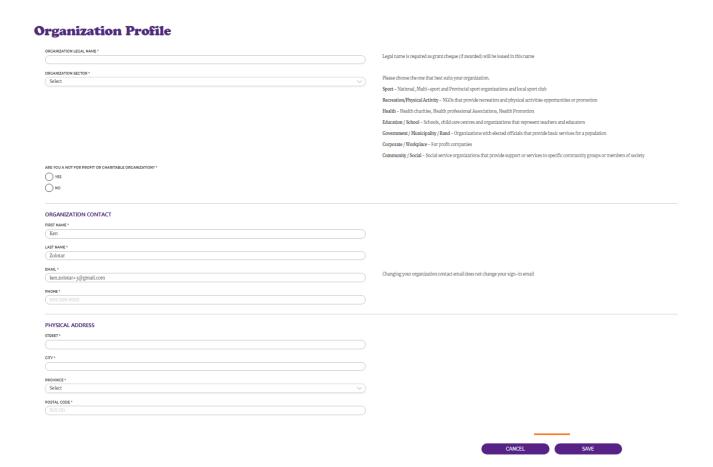
https://community.participaction.com/org-profile-splash





### 7) Fill in your Organization Profile details and click save

### https://community.participaction.com/org-profile



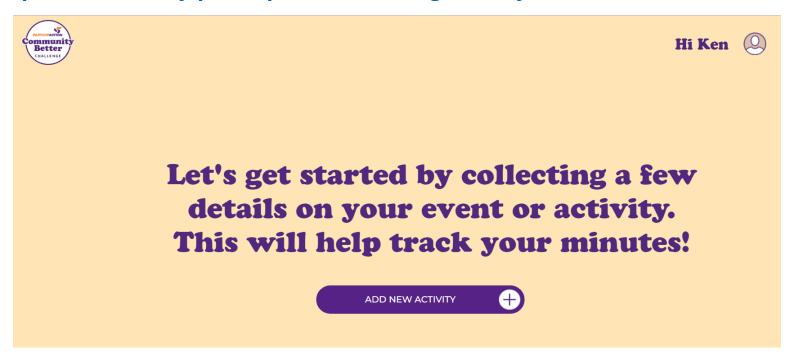
#### **Details include:**

- Organizations Legal Name
- Sector
- Are you a nonprofit organization Y/N
- Org contact
  - First name
  - Last name
  - o Email
- Physical Address
  - Street
  - City
  - Province
  - Postal Code



#### 8) Click Add new Activity

https://community.participaction.com/org-activity





# 9) Fill in Activity Details

#### **Activity Registration**

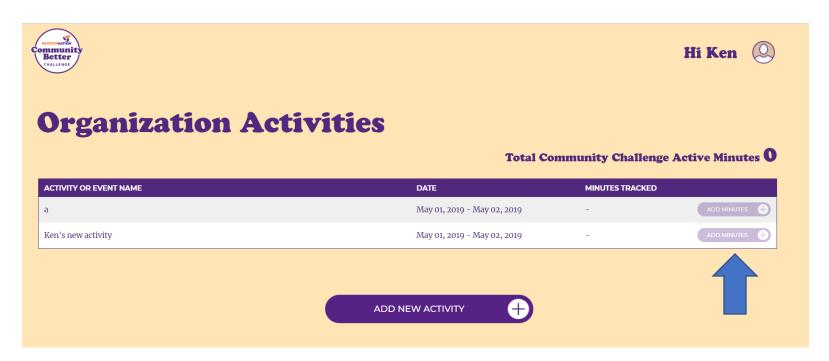
* Required fields		
ACTIVITY/EVENT TITLE *		
ACTIVITY/EVENT DESCRIPTION *		
		Briefly describe your activity or event that will be conducted? Maximum 50 character
ACTIVITY/EVENT DATE (START) *		
		Please enter date of activity. If multiple days, please enter the start date.
ACTIVITY/EVENT DATE (END)	_	
	****	Only fill out if your activity or event will take place over multiple days.
DID YOUR ACTIVITY OR EVENT SPECIFICALLY TARGET ANY OF THE FOLLOWING POPULATIONS?  PEBSONS WITH DISABILITIES		
INDIGENOUS GROUPS		
NEW CANADIANS/MULTI-CULTURAL GROUPS		
CHILDREN (0-12)		
YOUTH (13-17)		
ADULTS (18-64)		
OLDER ADULTS (65+)		
LOBTQ2		
WOMEN AND/OR GIRLS		
LOW INCOME		
ALL OF THE ABOVE		
		CANCEL SUBMIT
		CANCEL SUBMIT

#### **Details include:**

- Activity Title
- Description
- Start Date
- End Date
- TargetPopulation checklist

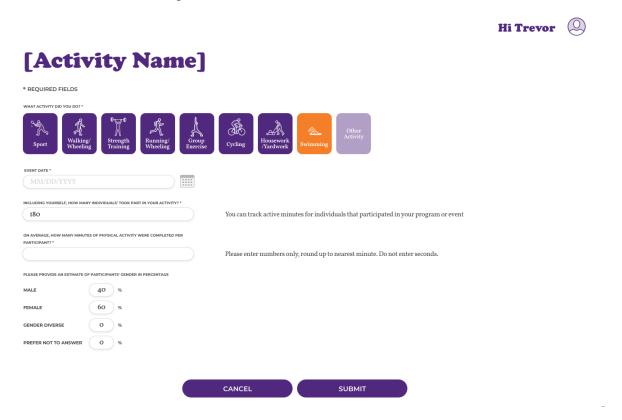


10) After May 31<sup>st</sup>, when the challenge starts, you'll be able to click, 'add minutes' on your Organization Home Page.





# 11) After May 31<sup>st</sup>, when the challenge starts, you'll be able to Track your activity

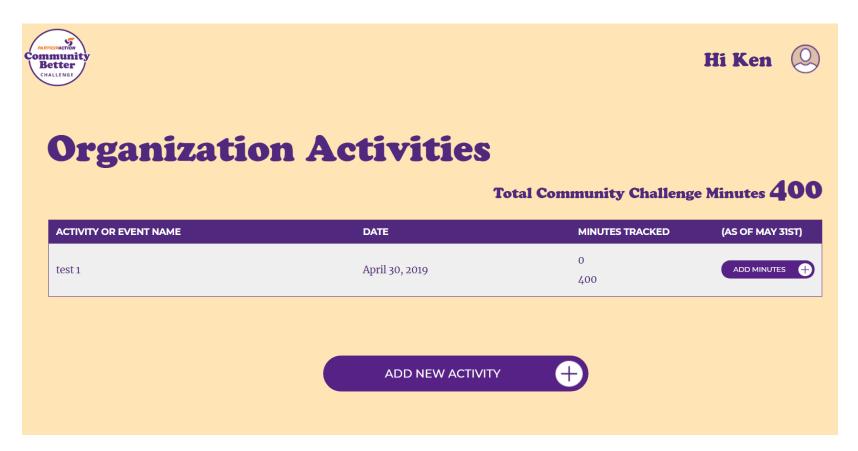


#### **Details include:**

- Type of Activity
- Event Date
- Number of people
- Average # of minutes per person
- Gender Breakdown



## 12) Minutes will be added to your Profile



Thank you for Participating in the Community Better Challenge!