



# ParticipACTION log-in and tracking step by step

1) Go to the Community Better Challenge Website

<https://community.participation.com>

a. Click sign-up now

A screenshot of the ParticipACTION Community Better Challenge website landing page. The background is a solid orange color. In the top right corner, there is a link that says 'ALREADY HAVE AN ACCOUNT? LOG IN'. On the left side, there is a circular logo for the 'PARTICIPATION Community Better CHALLENGE'. Below the logo, the text reads: 'Did you know that Everything gets better when you get active? Even communities!'. Underneath this, there are three lines of smaller text: 'Are you ready to get active with the ParticipACTION Community Better Challenge?', 'Connect with friends and neighbours and build social bonds while also having a lot of fun participating in physical activity right in your own neighbourhood.', and 'Your community could win the prize of \$150,000 and be crowned Canada's Most Active Community.'. At the bottom left, there is a dark blue button with the text 'SIGN UP NOW' and a white plus sign. On the right side of the page, there is a small image of a Canadian flag on a black flagpole.



## 2) Sign-up

<https://community.participaction.com/signup>

ALREADY HAVE AN ACCOUNT? [LOG IN](#)

# Sign up today

SIGN-UP WITH SOCIAL

Facebook  Google 

OR

SIGN-UP WITH EMAIL

FIRST NAME \*

LAST NAME \*


EMAIL \*

PASSWORD \*

**PASSWORD MUST CONSIST OF:**

- 1 lowercase character
- 1 uppercase character
- 1 number
- 1 special character
- 8 characters minimum

[SUBMIT](#)



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

ALREADY HAVE AN ACCOUNT? [LOG IN](#)



# Confirm your account

ENTER THE VERIFICATION CODE SENT TO YOUR EMAIL TO CONFIRM YOUR ACCOUNT

VERIFICATION CODE \*

[CONFIRM ACCOUNT](#)

[RESEND VERIFICATION CODE](#)

A verification code was sent to your email from [no-reply@participaction.com](mailto:no-reply@participaction.com)

Type in the 6-digit code and click confirm account



## 4) Log into your account

<https://community.participaction.com/login>

A screenshot of the login page for community.participaction.com. The page has a purple background. At the top right, there is a link 'DONT HAVE AN ACCOUNT?' and a 'SIGN UP' button. In the center, there is an image of a vintage computer monitor, keyboard, and mouse. On the left side, the text 'Log in now' is displayed in a large, bold font. Below this, there are options to 'LOG IN WITH SOCIAL' using Facebook or Google. An 'OR' separator is followed by a 'LOG IN' section with an 'EMAIL \*' field containing 'james@aol.com', a 'PASSWORD \*' field with a toggle for visibility, and a 'Forgot Password?' link. A 'LOG IN' button is at the bottom.

Type in your email and password

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

5) Click on 'Track Organization Minutes'

<https://community.participation.com/get-started>



## TRACK ORGANIZATION MINUTES

Track for an organization, workplace, school, sport team or other community group.



## TRACK PERSONAL MINUTES

Track for you and your family.

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

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

Hi Ken 

**Welcome!**

**Complete your organization profile  
to start tracking your activity.**

COMPLETE PROFILE





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

<https://community.participaction.com/org-profile>

### Organization Profile

ORGANIZATION LEGAL NAME \*

ORGANIZATION SECTOR \*  
Select

ARE YOU A NOT FOR PROFIT OR CHARITABLE ORGANIZATION? \*  
 YES  
 NO

ORGANIZATION CONTACT

FIRST NAME \*

LAST NAME \*

EMAIL \*

PHONE \*

PHYSICAL ADDRESS

STREET \*

CITY \*

PROVINCE \*  
Select

POSTAL CODE \*

Legal name is required as grant cheque (if awarded) will be issued in this name

Please choose the one that best suits your organization.

Sport - National, Multi-sport and Provincial sport organizations and local sport club  
Recreation/Physical Activity - NGOs that provide recreation and physical activities opportunities or promotion  
Health - Health charities, Health professional Associations, Health Promotion  
Education / School - Schools, child care centres and organizations that represent teachers and educators  
Government / Municipality / Band - Organizations with elected officials that provide basic services for a population  
Corporate / Workplace - For profit companies  
Community / Social - Social service organizations that provide support or services to specific community groups or members of society

Changing your organization contact email does not change your sign-in email

### Details include:

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

CANCEL

SAVE



## 8) Click Add new Activity

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

The screenshot shows the 'Add New Activity' page on the Community Better Challenge website. The page has a light orange background. In the top left corner is the 'Community Better Challenge' logo. In the top right corner, it says 'Hi Ken' next to a user profile icon. The main content area features the text: 'Let's get started by collecting a few details on your event or activity. This will help track your minutes!'. At the bottom center, there is a dark purple button with the text 'ADD NEW ACTIVITY' and a white plus sign icon.





## 9) Fill in Activity Details

### Activity Registration

\* Required fields

ACTIVITY/EVENT TITLE \*

ACTIVITY/EVENT DESCRIPTION \*

ACTIVITY/EVENT DATE (START) \*

ACTIVITY/EVENT DATE (END)

DID YOUR ACTIVITY OR EVENT SPECIFICALLY TARGET ANY OF THE FOLLOWING POPULATIONS?

- PERSONS WITH DISABILITIES
- INDIGENOUS GROUPS
- NEW CANADIANS/MULTI-CULTURAL GROUPS
- CHILDREN (0-12)
- YOUTH (13-17)
- ADULTS (18-64)
- OLDER ADULTS (65+)
- LGBTQ2
- WOMEN AND/OR GIRLS
- LOW INCOME
- ALL OF THE ABOVE

Briefly describe your activity or event that will be conducted? Maximum 50 characters.

Please enter date of activity. If multiple days, please enter the start date.

Only fill out if your activity or event will take place over multiple days.

#### Details include:

- Activity Title
- Description
- Start Date
- End Date
- Target Population checklist

CANCEL

SUBMIT



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

The screenshot shows the 'Organization Activities' page. At the top left is the 'Community Better Challenge' logo. At the top right, it says 'Hi Ken' next to a profile icon. The main heading is 'Organization Activities'. Below this, it says 'Total Community Challenge Active Minutes 0'. There is a table with three columns: 'ACTIVITY OR EVENT NAME', 'DATE', and 'MINUTES TRACKED'. The table has two rows: one with 'a' and another with 'Ken's new activity'. Both rows have 'May 01, 2019 - May 02, 2019' in the date column and '-' in the minutes tracked column. To the right of each row is a button labeled 'ADD MINUTES' with a plus sign icon. Below the table is a large purple button labeled 'ADD NEW ACTIVITY' with a plus sign icon. A blue arrow points upwards from the 'ADD NEW ACTIVITY' button towards the 'ADD MINUTES' buttons in the table.

ACTIVITY OR EVENT NAME	DATE	MINUTES TRACKED
a	May 01, 2019 - May 02, 2019	-
Ken's new activity	May 01, 2019 - May 02, 2019	-



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

Hi Trevor 

## [Activity Name]

\* REQUIRED FIELDS

WHAT ACTIVITY DID YOU DO? \*

Activity selection buttons: Sport, Walking/Wheeling, Strength Training, Running/Wheeling, Group Exercise, Cycling, Housework/Yardwork, Swimming, Other Activity

EVENT DATE \*

MM/DD/YYYY 

INCLUDING YOURSELF, HOW MANY INDIVIDUALS TOOK PART IN YOUR ACTIVITY? \*

180

You can track active minutes for individuals that participated in your program or event

ON AVERAGE, HOW MANY MINUTES OF PHYSICAL ACTIVITY WERE COMPLETED PER PARTICIPANT? \*

Please enter numbers only, round up to nearest minute. Do not enter seconds.

PLEASE PROVIDE AN ESTIMATE OF PARTICIPANTS' GENDER IN PERCENTAGE

MALE: 40 %  
FEMALE: 60 %  
GENDER DIVERSE: 0 %  
PREFER NOT TO ANSWER: 0 %

CANCEL SUBMIT

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

The screenshot shows a user profile for 'Hi Ken' with a total of 400 minutes tracked. A table lists activities, with one entry 'test 1' dated April 30, 2019, showing 0 minutes tracked and a total of 400 minutes. An 'ADD MINUTES' button is next to the entry. At the bottom, there is an 'ADD NEW ACTIVITY' button.

ACTIVITY OR EVENT NAME	DATE	MINUTES TRACKED	(AS OF MAY 31ST)
test 1	April 30, 2019	0	400

**Thank you for Participating in the Community Better Challenge!**