# **2020 TOOLKIT**



presented by

VIONIC

Walk. Move. Live.







m

September 1<sup>st</sup> - October 15<sup>th</sup> www.SparkAkron.com

# **SPARKAKRON**

## WELCOME TO THE SparkAkron FIT CITY CHALLENGE

**SparkAkron** is an initiative of Spark360 and Oswald Companies. This program is designed to help individuals and companies become Fit & Healthy Leaders, while working together to build friendly competition and encourage positive change. The the **SparkAkron 2020 Fit City Challenge**, is an interactive challenge designed to help move companies toward better health. The challenge utilizes the Spark360 technology platform to help participants get and stay healthy by tracking daily fitness activity minutes in a fun and free Fitness Game.

Participants join their colleagues to help their employers reach the top of the company leaderboard while competing against other organizations and individuals. You and your employer can win prizes and prove you work for one of the healthiest and most active companies in Ohio! Individual participant minutes also roll up into Akron's totals, which helps everyone take pride in a healthier Akron.

The Challenge runs September 1<sup>st</sup> through October 15<sup>th</sup> and will rank companies into three size categories - small (2-99 employees), medium (100-499 employees), and large (500+ employees) and each individual's minutes will count toward the company total. Leaderboards will display company rankings after the challenge goes live. Specific information is provided in this toolkit on how to register for the challenge, sync your wearable devices, or track your minutes for the **SparkAkron 2020 Fit City Challenge**.

You can also help build this campaign by sharing the attached flyer with your coworkers, friends, and family and encouraging them to join the SparkAkron movement. Thanks for joining this effort to help the Akron Metro area move companies toward better health!









#### WHAT'S IN THE TOOLKIT

- Welcome Letter
- Quick Registration Guide
- Connect Devices via the Spark360 App
- Connect Devices via Web Browser
- Information and FAQs on Device Syncing
- Frequently Asked Questions for Employers
- Frequently Asked Questions for Employees
- Recruitment Flyer







### **NEW MEMBER REGISTRATION**

New to Spark360? If your organization is not a current Spark360 client, follow the instructions below.

- 1. Go to www.SparkAkron.com and click Join Now!
- 2. Enter your email address, first name, last name, DOB, sex and zip code
- 3. Create a password and username (username will be displayed in public areas such as leaderboards -- real names will not be displayed)
- 4. You will receive confirmation email with a link. Click link to confirm email address and return back to www.SparkAkron.com.
- 5. Next, choose your company from a dropdown list.
  - Note: If your company does not exist in the dropdown list yet, you can choose the "my organization is not listed" and fill out a simple form with company name and number of employees. A Spark360 administrator will verify your company. You will receive an email when your company is verified.
- 6. You will see a summary screen displaying your username and company which provides information about how to track your minutes and a link to the member home page.
- 7. Finally, you will go to your member home page that includes your To Do List and large callout of SparkAkron.





### **EXISTING CLIENT MEMBER REGISTRATION**

This is the path for members who already have a Spark360 account.

1. From the signed in member portal home page (page with To Do List), there will be a SparkAkron section below the To Do List with a button "Join SparkAkron", click that button to begin the process.

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2020 FIT CI	TY CHALLENGE
Join us for our 4th ann friendly competition de and organizations towa Pittsburgh as you com one of the healthiest a	ual SparkPittsburgh Company Minutes Challenge, a esigned to unite employees and help move companies ard better health and well-being. Join the city of pete against others to win prizes and prove you work for nd most active companies in PA!

- 2. You will go to a page where you will create a username (username will be displayed in public areas such as leaderboards -- real names will not be displayed publicly).
- 3. You will see a summary screen displaying your username and company which provides information about how to track your minutes and a link back to the member home page.
- 4. Finally, you will go to back to your member home page that includes your To Do List and large callout of SparkAkron by clicking Track Your Minutes









## **CONNECTING DEVICES**

The SparkAkron Fit City Challenge runs on the Spark360 app. You can download the free app to your mobile device from the iOS App Store or the Google App Store. To connect a FitBit device you will need to access https://portal.spark360.com via a web browser.

You must be either a current member or be registered for the SparkAkron Fit City Challenge, which you can do at www.SparkAkron.com.

## **CONNECT YOUR DEVICE VIA THE APP**

1. Open the Spark360 app. If it's the first time you've used it you'll need to log in using your member ID or your SparkAkron registration info. The example below uses Apple Health, but will be the same process for Google Fit on an Android Device.



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2. Once you've logged on click on the menu and choose Fitness Game



3. Inside the Fitness Game click the gear icon to go to settings, then click on Manage Devices





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4. Click Connect, you'll receive a notice depending on whether you are on an Apple or Android Device



5. You will then be able to sync your device, you're all set to start logging minutes



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## **CONNECT YOUR DEVICE VIA WEB BROWSER**

1. Login to the portal at https://portal.spark360.com and choose Fitness Game from the menu

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🞯 Home	Tips to Help You Pr	rioritize Your Health During Coronaviru	us ⊖	
<ul> <li>Company Program</li> <li>Challenges</li> <li>SparkPoints</li> <li>Fitness Game</li> </ul>	Good Afternoon! ACTIVE MINUTES Now that we have started a new module, don't forget to re register for the Track Active Minutes - Module 2 challenge			
Profile/Settings Messages Apps Devices	TODAY 2020 Fit City Challenge September 1, 2020 - OCtober 15, 2020	NUE YOUR PROGRAM >		No.
Help	Welcome to Spark360 Day 3: What's the Point of Points?	Watch >	Track Active Minutes - Moo register now Sep. 30	dule 2
Sign Out	How Your Genes Affect Your Jean Size           Fitness Came         50 of 10 minutes tracked	Read >		
		HEALTHY LIVING		

2. Then click on Game Settings



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#### 3. Next click on Manage Devices



4. Finally click on Connect below Fitbit Devices. This will connect your Fitbit. Apple Health and Google Fit must be connected via the Spark360 app on a mobile device



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# SYNCING INFO, RULES AND FAQS

- Apple Health and Google Fit only sync data when the app is opened. So, in order to pass your minutes data to Spark360, you must open the app. Syncing takes place automatically once the app is opened -- no additional action is required. We recommend opening the app several times per day to keep your minutes up-to-date in the Fitness Game.
- For Apple Health and Google Fit, once the app is opened and a data sync automatically starts in the background, the data may take up to 2 minutes until it is visible in the Fitness Game.
- Fitbit devices must first sync to Fitbit's servers via a connection between the Fitbit device and your phone app or computer (completely outside of Spark360). Once that happens, there is a Spark360 process that runs every 10 minutes to pull in data. So, you may have to wait up to 10 minutes for your Fitbit data to show after syncing with Fitbit servers.
- If you have multiple devices connected (ex: Fitbit and Apple Health), or enter minutes manually in addition to pulling in device data, the highest number of minutes will be used as the main challenge tracking number.
- If you connect a Fitbit after the challenge has started, Fitbit does not allow Spark360 to pull your steps or minutes prior to the connection time. Ex: If a challenge started yesterday and you connect your Fitbit today at noon, Spark360 will only show Fitbit steps and minutes from noon today and in the future.
- If you connect an Apple Health or Google Fit device after the challenge has started, Spark360 will attempt to pull the previous 30-days minutes values. This means, if you start a challenge 30 days late, then connect an Apple Health or Google Fit device, you will see your minutes from the past 30 days eventually load into the challenge.
- If your Fitbit stops syncing minutes with Spark360, you can Re-Authorize the connection. In order to do this, click the "Manage Devices" link on the challenge tracking page (located below the Fitbit logo). Once on the "Connect Devices" page, click the "Re-Authorize" button. You may be prompted to sign into your Fitbit account again.
- If your Apple Health or Google Fit stops syncing automatically, you can perform a manual sync that will attempt to pull in the last 30 days of steps and minutes values. In order to do this, click the "Manage Devices" link in the Fitness Game (located below the Apple Health/Google Fit logo). Once on the "Connect Devices" page, click the "Sync" button.









## **ADDING YOUR MINUTES MANUALLY**

1. Login to the portal at https://portal.spark360.com/ or use the Spark360 app on your mobile device, then choose Fitness Game from the menu



2. Enter the number of minutes you were active and the type of activity, click Add Minutes+

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🗑 Home	FITNESS CAME	HOW TO PLAY ③
<ul> <li>Company Program</li> <li>Challenges</li> </ul>	If you're moving, you're winning!	GAME SETTINGS 🏚
SparkPoints	Let's get one thing clear: Fitness is never going to be easy. If it is, you're doing it Daily Goal:	Weekly Goal:
💥 🛛 Fitness Game	wrong. But fitness can be funl Really It starts with finding an activity you actually enjoy. Why spend hours on the treadmill if you hate running, or suffer through Barre classes if you hate every pulsing second? If you find yourself canceling workouts or	140+
Healthy Living Drefile/Cettings	even dreading going, chances are you're in the wrong activity. No matter your minutes per day interests, there's a fitness activity that fits your personality! Try different studios,	minutes per week EDIT GOAL >
Messages	workouts and opportunities to see what sticks. Once you find "the one," you ii wonder why you ever dreaded exercise!	
Apps		
Devices	What did you do today?	
Help	20 Riding my bike	
Sign Out	ADD MINUTES +	
	ACTIVITIES FOR 07/21/2020	

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5

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Devices	What did you do today?	WANN !!
Help	Minutes Activity Description	
Sign Out	ADD MINUTES +	20
	ACTIVITIES FOR 07/21/2020	FITNESS MINUTES
	20 Riding my bike 🖉 🔟	MY STREAKS
	Weekly Goal: 140+ minutes	Daily Average Since 07/21/2020: 0 min per day
	14% · 20 min · 3 min per day avg	Current perfect week streak
https://portal.spark360.com/member/Devices		V WEEKS

3. Your minutes are recorded and your progress is updated

4. Make sure to log your minutes every day and track your progress, you're going to do great!

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	WEEKLY PROGRESS	MY STREAKS	
	Weekly Goal: 140+ minutes	Daily Average Since 07/21/2020: <b>0 min per day</b>	
	14% - 20 min - 3 min per day avg COAL: 140 COAL: 140 Sun O O O O O O O O O O O O O O O O O O O	Current 10+ min per day streak	
	MY HISTORY 20 15 10 5		

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# **SPARKAKRON**

## FREQUENTLY ASKED QUESTIONS FOR EMPLOYERS

#### **Q:** Can participants register individually?

A: No, participants must be registered with an organization. If they do not have a company/employer to participate with, they can join the All-City team.

#### Q: What are the different size categories of companies that can participate?

A: Small = 2 - 99 employees Medium = 100 - 499 employees Large = 500+ employees

#### Q: I do not see my company on the list available. What do I do?

A: If your company does not exist in the dropdown list yet, fill out a simple form with company name and number of employees. A Spark360 administrator will verify your company. You will receive an email when verified.

## Q: We are headquartered in Akron but have locations all over the nation, can all of our locations participate?

A: Yes! All locations are encouraged to participate. We suggest designating a "SparkAkron Fit City Challenge" Champion at each location as a go-to person for questions or concerns. Satellite locations should join the city where the headquarters is located.

#### Q: Will SparkAkron sell or distribute my information?

A: No, Spark360 will not sell or share your information. Additional information on their strong privacy policy is available HERE.

#### Q: Can we make this an internal challenge to increase participation?

A: Yes! We encourage employers to create a friendly internal competition to increase participation in the challenge. Each company will have their own team page that will show the participants with the most minutes accrued in their company.

#### Q; How can participants track their minutes?

A: If employees use a Fitbit, Misfit, the Google Fit app, or the Apple Health app, these devices will automatically integrate their minutes. If they do not, they can track their minutes and manually log their minutes on the website.







# **SPARKAKRON**

## FREQUENTLY ASKED QUESTIONS FOR EMPLOYEES

**Q: What do I need to do to register for the SparkAkron Fit City Challenge?** A: Log on to www.SparkAkron.com and complete the necessary information.

**Q: I registered my employer using the "other" option but my employer still isn't showing up and my co-worker wants to sign up for the challenge. What should I do?** A: When adding an employer using the "Other" option, your company team will be created and appear on the drop down within 48 hours so that others in your company may register.

# Q: What wearable devices can be integrated to the website to log my minutes automatically for the SparkAkron Step Challenge?

A: Fitbit, Google Fit, or the Apple Health app.

#### Q: If I do not own a wearable device, can I track my minutes manually?

A: Yes, you can use the Spark360 app on your mobile device or log you minutes in the Spark360 portal through a web browser at https://portal.spark360.com.

## Q: I have a fitness device and/or app that I would like to connect to my account. How can I do that?

A: See our resources on tracking your minutes.

## Q: If I forget to log my minutes manually, can I go back and log previous days minute totals?

A: Yes. Simply use the Calendar dropdown menu under the Add Minutes+ button to choose the date you need to add.

#### Didn't Find An Answer For Your Question?

Email us at support@spark360.com







September 1<sup>st</sup> - October 15<sup>th</sup> www.SparkAkron.com

## HEY AKRON, GET READY TO GET ACTIVE!

The **SparkAkron 2020 Fit City Challenge** is coming! This year it's bigger and better than ever, because anyone can participate. All you need to do is pick your favorite physical activity - walking, biking, swimming, gardening, basketball, soccer, roller skating, and many others - and track the minutes you spend doing it every day in the Spark360 portal. It's really that easy.

Sign up through your employer or register at www.SparkAkron.com between August 1<sup>st</sup> and September 1<sup>st</sup>. Then start tracking your minutes on September 1<sup>st</sup> to help your organization and your city be the healthiest in America. You can also win prizes, and your organization can win a free TV commercial in your city!

Need a little extra motivation? This year we're taking on Cincinnati, Columbus, Cleveland, and Pittsburgh in a friendly inter-city challenge. So get active, and help Akron bring home the win!

