

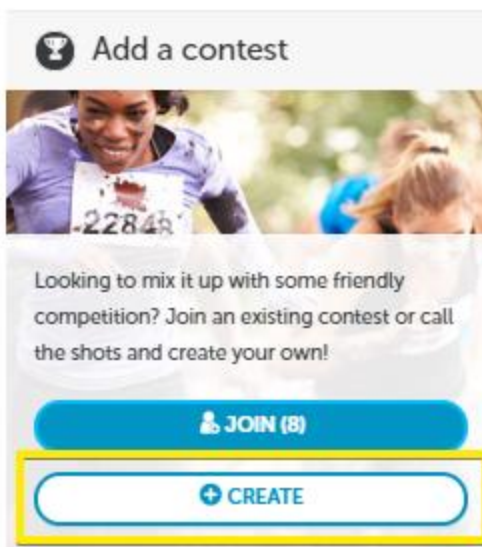
## Step-by-Step instructions on how to set up a contest!

If you'd like to keep track of some other daily activities such as yoga, swimming, etc. you can create a contest!  
Here are the steps listed in order to do so:

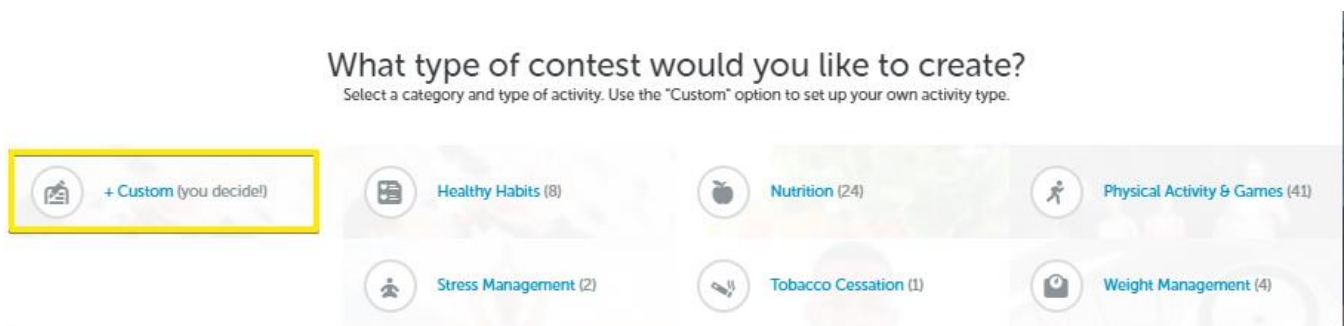
1. Login at <https://app.sbwel.com>
2. Go to your CONTESTS page:



3. On the bottom right-hand side of the page, you can either join contests that are already created, or you can "Create" your own:



4. To create your own self-reported contest, select "Custom" from the list:



5. Add the essentials such as:
  - a. A contest image (but clicking on the "Add Image" button)
  - b. A contest name
  - c. Start date – the first day of the contest. It will automatically start the next day; you can select whichever date in the future you'd like. We recommend starting it a few days in the future, so other members have a chance to join.)  
**Please note:** at least two people must join the contest by the start date otherwise the contest will be canceled.
  - d. End date – last day of the contest.

1. Essentials

2. Nitty-Gritty

3. Participation & Rules

4. Team Setup (if teams)

[← START OVER](#)

Ok, first let's add the essentials:

(all fields required)



CLICK TO CHANGE

Name it: \*

Enter contest name

For example: "Pushup Challenge"

Contest Category: \*

Healthy Habits

Starts \*

October 16, 2018



8 AM



Ends: \*

November 30, 2018



11 PM



SAVE & CONTINUE

or, [CANCEL SETUP](#)

6. Add the Nitty-Gritty details such as:

- Description – what is this the purpose of this contest? What are participants logging or keeping track of? (i.e., The highest number of walks taken outside, the most number of times you swam, how many times you practiced yoga, etc.)
- Who can join? – you can select if this contest is opened to everyone or an invite-only contest where you would be responsible for inviting the members you'd like to participate in, and only they can join.  
**Nobody likes feeling 'left out', be sure to keep those contests open to all employees so you can participate together!**
- Custom prize for the winner – will the "loser" buy lunch? High-fives all around to the participants? Your choice!
- May players join late? – once the contest officially starts, do you want them to still be able to join?
- Contest Class – friendly or competitive?

HEALTHY HABITS  
Walking Outside  
[EDIT](#)

2. Nitty-Gritty

3. Participation & Rules

4. Team Setup (if teams)

[← BACK TO ESSENTIALS](#)

Now for some nitty-gritty...

Description: \*

Enter contest description

Layout the rules for competition

Who can join?: ?

☒ Everyone ☐ Invite-only (private)

Custom prize for winner (or penalty for loser): ?

Enter prize or penalty

May players join late?: ?

☒ No ☐ Yes


Contest Class: ?

☒ Friendly ☐ Competitive

SAVE & CONTINUE or, [CANCEL SETUP](#)

**7. How will members participate? You have the choice of having members compete individually, or setting them up in teams:**


✓



HEALTHY HABITS  
Walking Outside  
[EDIT](#)

✓

FRIENDLY

 This is a public contest

[EDIT](#)


3. Participation & Rules

4. Team Setup (if teams)

[< PREVIOUS STEP](#)


How will participants compete?

Individuals



Members compete against other members

Teams



Members compete as part of a team

- 8. If Individuals is selected, then determine how the activity will be logged**
- Enter a custom value – for example, “Number of times you swam today”**
  - Answer yes/no – for example, “Did you swim today?”**

- c. How will the winning individual be determined? Highest total at the end, first to reach a goal, or lowest total at the end:

[< PREVIOUS STEP](#)

Ok, individuals. Couple of quick questions:

### Individuals



How will activity be logged?

☒ Enter a custom value ☐ Answer yes/no

#### Enter a custom value

Participants log the appropriate number each day (e.g., how many servings of veggies eaten, how many minutes of physical activity completed).

Log Prompt (what are you measuring?) \*

Number of \_\_\_\_\_

How will the winning individual be determined?

Highest total at the end 

#### Highest total at the end

The individual with the highest amount between October 16 and November 30 wins

Choose an identity for this contest (what will be displayed on the leaderboard and results page):



**MMA West Admin**  
PUBLIC PROFILE  
[EDIT](#)




**MMA West Boomer**  
SECRET IDENTITY  
[EDIT](#)

[SAVE & CONTINUE](#)



or, [CANCEL SETUP](#)


9. Then select if you'd like to compete in this contest as your public profile (first and last name), or as your secret identity (defaults to first and last name, but you can edit your secret identity right there!).
10. Final step – review your contest details, and edit anything you'd like, then hit “Ok, Publish!”
11. You can then invite others to join your contest!













**Please note:** at least two people must join the contest by the start date otherwise the contest will be canceled.


Signed up as:  Admin, MMA West | [CHANGE](#) | [LEAVE CONTEST](#)

### Invite to Contest

 **USERS**

		<a href="#">+ Add</a>
		<a href="#">+ Add</a>
		 <a href="#">+ Add</a>
		<a href="#">+ Add</a>
		 <a href="#">+ Add</a>

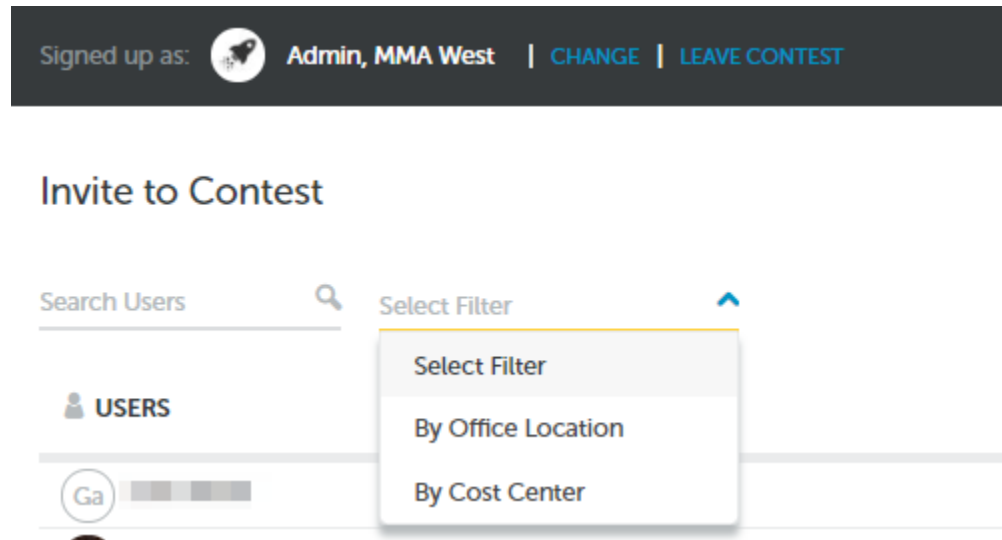
 **INVITE LIST**

[CLEAR LIST](#)

List is empty

1 - 5 OF 719    1   2   3   4   5   6   7   8   9   10   11   [NEXT 5 >](#)

12. You can filter the contest invitations by Location, and Cost Center to easily find your coworkers you'd like to invite:



You can always reach out to the Sonic Boom support team at [info@sbwell.com](mailto:info@sbwell.com) or 760.438.1600 if you have any questions about this process, or the Sonic Boom program!