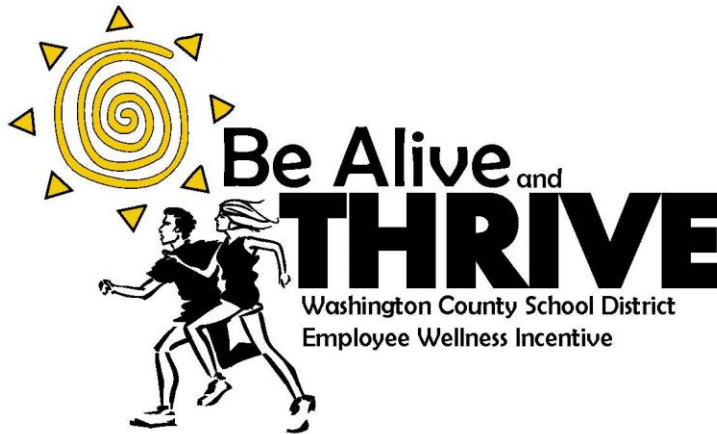


Employee Wellness Incentive Wellness Credit Tracking Instruction Sheet



Where do I track my wellness credits?

You can use the WCSD Fitness web-site all year to track your exercise and wellness credits!

*You can track your wellness credits by clicking “Points” at the top of the page. You can track the 2 Preventive and the 4 Wellness points that are required for the 2016-2017 Employee Wellness Incentive this year. This can be used all year!

Registration:

1. Go to fitness.washk12.org and click on the “Register” button for first time users.
2. Walk through registration steps by entering your email address (each person needs their own e-mail address, no duplicates can be used for spouses), first and last name, email, desired nickname (this is the name that will appear to others in the competition), password, password confirmation.
3. Then select your team (or department) spouses will select the employees’ school (or department).
4. Click on either “employee” or “spouse”. Click “employee” and find your “employee ID” by your last name. If you are a “spouse”, click “spouse” and find the employee ID of your spouse who works for the school district.

*Employees/Spouses with Dual Coverage Insurance:

If you are a “spouse” that also works for the school district and you have insurance, click “spouse” and link yourself to the “employee ID” who has the school district’s insurance.

5. Click "Submit".

To Track Your Wellness Incentive Credits:

1. Log in with your email and password.
2. Click on "Points".
3. Click "Add Point".
4. Scroll through the wellness credit options next to "Point Name" and select the correct credit.
5. Next put in the date the credit was completed for the 2016/2017 year.

To Track Your Workouts:

1. Log in with your email and password.
2. Click "Workout" Tab at the top left of the page. The "Workout" page is used to enter your daily workouts. You can enter times for more than one workout each day, make notes of the type of exercise, and track your weight. You can only go back 7 days to enter information, so track your exercise frequently. On the right side of the page, you can view your "stats" to see how much exercise or your distance totals.

**This web-site can be used all year for your exercise logs. This is a great place to track your workouts before, during, and after Spring Into Motion ends!*

Tips:

If you have a "washk12.org" e-mail, use it as the "employee" and have your spouse use their own e-mail address. Each person needs their own e-mail address. This system won't allow the same e-mail address to be used twice.