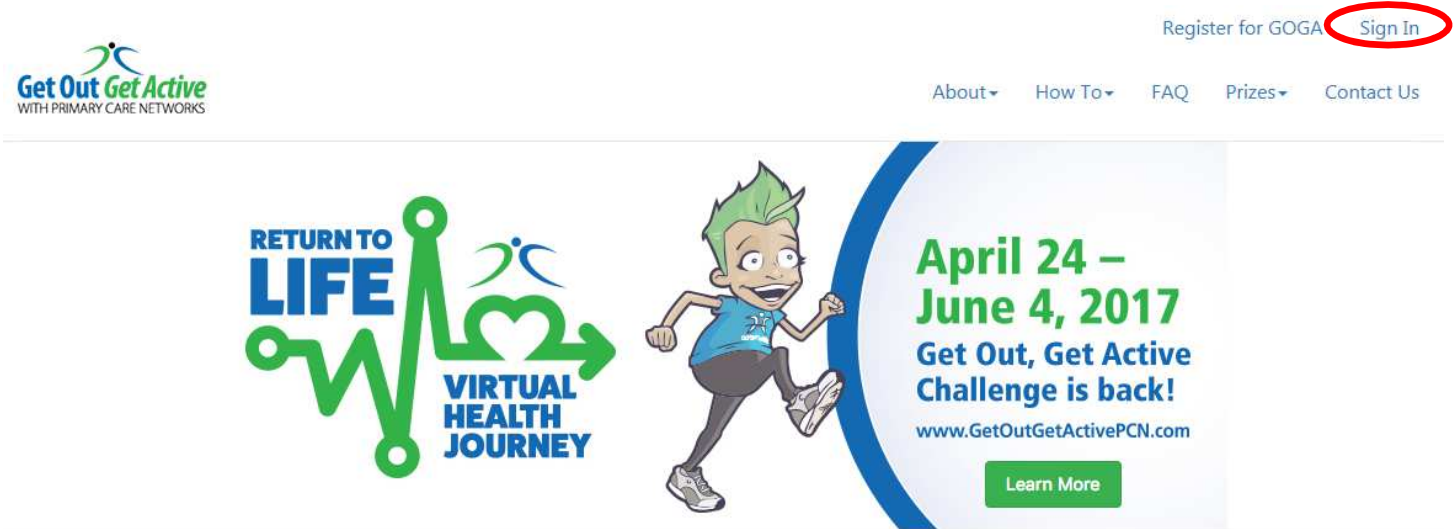


## GOGA 2017 "SUBMIT ACTIVITY" INSTRUCTIONS for INDIVIDUALS

1. Go to the GOGA website: <https://www.getoutgetactivepcn.com/>
2. Click SIGN IN:



3. Log into the website with your USERNAME & PASSWORD:

### Sign In

\* Username

\* Password

Remember me

[Sign in](#)

[Register for GOGA](#)  
[Forgot your password?](#)

4. Click on SUBMIT ACTIVITY:

The screenshot shows the top navigation bar of the 'Get Out Get Active' website. The logo is on the left, and the navigation menu includes 'Submit Activity' (circled in red), 'Activity Tracking', 'Teams', and 'Account'. Below the navigation bar is a green notification box that says 'Signed in successfully.'. The main banner features the 'RETURN TO LIFE VIRTUAL HEALTH JOURNEY' logo, a cartoon runner, and the text 'April 24 – June 4, 2017 Get Out, Get Active Challenge is back!' with a 'Learn More' button.

5. You will then be redirected to the Submit Activity Page:

The screenshot shows the 'Submit Activity' page. It has a heading 'Submit Activity' and a paragraph: 'You may submit activity as total steps, submit as an activity category, or submit one or more recently used activity categories. Regular activity will move you closer to the next checkpoint and earn achievements, so make sure you submit activity every day!'. Below this is a form with a '\* Date' field containing '2017-04-24', a checkbox for 'I attended a GOGA event', and two options: 'Submit as Steps' with a 'Total steps' input field, and 'or Submit as an Activity' with an 'Add Activity' button. A 'Submit' button is at the bottom right.

6. Click within the DATE field and you will be taken to a calendar; choose the date the activity was completed:

A close-up of the '\* Date' field in the form. The field contains the date '2017-04-25' and a calendar icon. The entire field is circled in red.

7. If it was a GOGA community event that you attended click on the check box; if this was not a GOGA event you can ignore this.

We attended a GOGA event

8. You then must choose how you would like to submit the activity (you have 2 choices):

- a) #1 If you would like to enter the steps for that date you would type in the number of TOTAL STEPS (please ensure numbers do not have commas); and hit the SUBMIT button once done.

\* Date  
2017-04-24

I attended a GOGA event

Submit as Steps

Total steps  
4000

or Submit as an Activity

+ Add Activity

Submit

- b) OR #2 If you would like to submit as an activity from a list of choices then you choose ADD ACTIVITY.

\* Date  
2017-04-24

I attended a GOGA event

Submit as Steps

Total steps




or Submit as an Activity


+ Add Activity

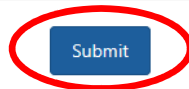
Submit

After you choose ADD ACTIVITY 3 drop-down lists will be brought up. Choose the activity, duration & intensity from each list. You can add as many activities as you would like for a date by clicking ADD ACTIVITY and choosing from the lists for each activity. Once the information is complete hit the SUBMIT button. Example:

or Submit as an Activity

<b>* Category</b> x Aerobic dance	<b>* Duration</b> x 20 min	<b>* Intensity</b> x Low	
<b>* Category</b> x Handball	<b>* Duration</b> x 30 min	<b>* Intensity</b> x Medium	
<b>* Category</b> x Running	<b>* Duration</b> x 15 min	<b>* Intensity</b> x High	

 Add Activity



Please note – you cannot enter total steps and activity within one submission, they must be entered as two submissions for the same date. Enter one as just total steps and one as just activity.