

The ParticipACTION Community Challenge

Guide for Organizations to Register and Track Activity

Canada 

Saputo



Sun Life

 **PARTICIPACTION**

Challenge Fundamentals



What is the challenge?

The ParticipACTION Community Challenge is a national physical activity and sport initiative that encourages everyone in Canada to get active throughout June.

The Community Challenge is open to all **individuals** and **organizations**. All minutes tracked on the free ParticipACTION app and website from June 1 – 30 count toward a community's total score. After June 30, **finalist communities** will be invited to submit an application explaining why they deserve to be Canada's Most Active Community.



How it Works

- Individuals track activity on the ParticipACTION App
- Organizations track group activity on the ParticipACTION website
- All minutes are connected to municipalities based on their postal code
- 50 finalists are eligible to be Canada's Most Active Community



Step-by-Step Tracking Instructions



Community Challenge

Together we move

June 1- 30, 2023

Join the challenge and help your community get crowned Canada's Most Active. Track your minutes as an:

Individual

Organization

Proudly supported by:

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Step 1: Go to the Community Challenge Webpage to access the registration portal

The link is:

<https://www.participaction.com/programs/community-challenge/>

Once on the site, you will find 2 buttons in the top section of the page.

Please click on the **ORGANIZATION** button

This will take you to the sign-up page

Sign up today



SIGN UP WITH EMAIL

FIRST NAME *

James

EMAIL *

james@aol.com

PASSWORD *

.....

CONFIRM PASSWORD *

.....

PASSWORD MUST CONSIST OF:

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

Submit

Already have an account? [Login](#)

Step 2: Create an Account

Fill out the first name, email, password and confirm password fields

****Note****

The password must include: a lowercase letter, uppercase letter, number, special character and be 8 characters minimum

You may be prompted that your email is already registered – if so, click 'Login' at the bottom of the screen

**You're
almost
done!**



A verification email has been sent to kzolotar+1@participaction.com. Follow the instructions in the email to finish creating your account.

Continue

Step 3: Verify your email

**Go to your email and
verify your account**

****Note****

**The email will come from
No-
reply@participaction.co
m**

Log in now



EMAIL *

james@aol.com



PASSWORD *



[Forgot password](#)

Log In

Sign Up

Step 4: Log in

Log-in using your email and password you created.

****Note****

If you use the ParticipACTION App with the same email, you will need to use the same password

You can also use the forgot password feature



Track Organization Minutes

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

Get Started



Track Personal Minutes

Track for you and your family.

Get Started

Step 5: Select who you are tracking for

Click 'Get Started' under the 'Track Organization Minutes' title on the left



Welcome!

Complete your organization profile to start tracking your activity.

Complete Profile



**Step 6:
Complete
your
Profile**

**Click
complete
profile**



My Organization

* All fields are required

ORGANIZATION LEGAL NAME *

ORGANIZATION SECTOR *



DID YOU RECEIVE A COMMUNITY CHALLENGE GRANT IN 2023? *

- Yes
- No
- Unsure

Organization Contact

FIRST NAME *

LAST NAME *

EMAIL ADDRESS *

PHONE

Physical Address

STREET

CITY *

PROVINCE / TERRITORY *

POSTAL CODE *

Save

Step 7: Fill out My Organizations Details

Click Save

Hi Ken 

Thanks for completing your profile!

NOW, LET'S COLLECT A FEW DETAILS ON YOUR ACTIVITY.
YOU WILL THEN BE ABLE TO TRACK MINUTES FOR THAT ACTIVITY THROUGHOUT THE MONTH OF JUNE.

[Add New Activity](#)

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**Step 8: Add
New Activity**

**Click Add New
Activity**

Activity Registration

* All fields are required

ACTIVITY/EVENT TITLE *

ACTIVITY/EVENT DESCRIPTION i

ACTIVITY/EVENT DATE (START) * i

ACTIVITY/EVENT DATE (END) * i

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

- Children (0-12)
- Youth (13-17)
- Adults (18-34)
- Adults (35-54 years)
- Adults (55+ years)
- General Public (all ages)

WHICH OF THE FOLLOWING POPULATIONS DOES YOUR ACTIVITY SPECIFICALLY TARGET? *

- Persons with disabilities
- Indigenous groups
- Newcomers to Canada
- Black populations
- Racialized populations
- 2SLGBTQIA+ community
- Low-income populations
- Women and/or Girls
- General population

DOES YOUR ACTIVITY OR EVENT TARGET ANY OTHER POPULATIONS? *

- Persons with disabilities
- Indigenous groups
- Newcomers to Canada
- Black populations
- Racialized populations
- 2SLGBTQIA+ community
- Low-income populations
- Women and/or Girls
- None of the above

Step 9: Register an Activity

You will be asked to provide:

- **A title**
- **A description**
- **A start date**
- **An end date**
- **The anticipated age groups of participants**
- **Anticipated population groups**

Click Save

My Activities

Total Community Challenge Minutes

0

ACTIVITY OR EVENT NAME

DATE

MINUTES TRACKED

Test

May 17, 2023 – May 17, 2023

Add Minutes

Add New Activity

Don't forget to come back when you have additional activities to track! Remember, all activity must be tracked by June 30 at 11:59 p.m. PST

Looking to see how your community is doing? Download the ParticipACTION App to see how your community stacks up against the rest of Canada!

Download on the App Store

GET IT ON Google Play

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Step 10: See your dashboard



You will be able to:

- Add minutes to a current activity
- Add a new activity

Badminton

* All fields are required

WHAT ACTIVITY DID YOU DO? *

 Running 

WHEN DID YOU COMPLETE THIS ACTIVITY? *

MM/DD/YYYY 

HOW MANY INDIVIDUALS TOOK PART IN YOUR ACTIVITY? *

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



Cancel

Save

Step 11: Add Minutes to your activity


You will be asked to:

- Select the type of activity
- Select the date
- Add how many individuals participated
- Add the average number of activity was completed per person

Click Save

My Activities

**Total
Community
Challenge
Minutes** **3000**

ACTIVITY OR EVENT NAME	DATE	MINUTES TRACKED		
Test	May 17, 2023 – May 17, 2023	3000	Add Minutes	

[Add New Activity](#)

[No Title]

Don't forget to come back when you have additional activities to track! Remember, all activity must be tracked by June 30 at 11:59 p.m. PST

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Step 12: See your results

Thank you for getting your community active!

Tracking Deadline

July 1

12:00 AM PST