HOW TO SEARCH FOR A TEAM

1. Open the challenge and click “Get started.”
2. Click “Find” to search for an existing team
3. Read the team descriptions to learn more.
4. Once you find a team you want to join, click “Join team.”

HOW TO CREATE A NEW TEAM

1. Open the challenge and click “Get started.”
2. Click “Create” to start a new team.
3. Enter the following requested information:
   - Your team name
   - Team details
   - Team image
   - Whether your team is open for anyone or is invitation-only

NEED ADDITIONAL HELP?
PLEASE EMAIL SUPPORT@LIMEADE.COM.

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**HOW TO JOIN A TEAM FROM AN INVITATION**

1. Open your email invitation. (The invitation expires on the last day of the challenge or once a team is full.)

   - **Screen Shot**
   - **Description**
     - Hi Courtney,
     - courtneyjenkins invited you to join a team challenge
     - Get Your Plank On
     - Team: SharkPlank
     - Check it out!

2. Accept the invitation. (If you’re already on a different team, please read the instructions on how to leave a team.)

3. Join the challenge by clicking “Join team.”

**HOW TO LEAVE A TEAM OR QUIT A CHALLENGE**

1. Open the challenge you want to leave, and hover over the top-left corner. An icon will appear saying “Remove me from team.”

2. Click the icon and click “Leave” to remove yourself from the challenge.

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HOW TO TRACK STEPS WITHIN A CHALLENGE

MANUALLY

1. Open the challenge you want to track. Simply choose the day you wish to track, and enter the total number of steps you exercised that day. You can track the current week you’re in, plus two weeks back.

DEVICE OR APP

1. Login to your account.
2. Click “Settings” in the top-right corner and choose “Apps & Devices”
3. Choose the app or device you’d like to connect.
4. Click “+Connect” to connect your app or device. To connect it, you must login to your device or app’s account. (If you need to download or purchase an app or device, click “Get it!”)
REMOVING/EDITING CHALLENGE ENTRIES

1. Navigate to the specific challenge tile and click to open.

2. Locate the date of the incorrect entry by clicking the <arrows> to find the correct date. Select the date.

3. In the section below, select “Me” from the activity feed.

4. On the activity feed, locate the incorrect entry, select the three dots and then select “Delete Activity”. NOTE: Device-synced activity will not be replaced if deleted.

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